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Overview of COR/RO Responsibilities

The FBMS Contracting Officer's Representative (COR)/Receiving Official (RO) is responsible for receiving and approving goods and services. The goods receipt (GR) and service entry sheet (SES) transactions are completed in FBMS. The COR/RO also uses the FBMS workflow system to review and approve invoices. The purpose of the goods receipt/service entry sheet transactions is to complete the three-way match FBMS requires between the purchase order, the invoice, and the goods receipt/service entry sheet so that invoices from the vendor can be paid. Without the goods receipt/service entry sheet, the payment process cannot be completed.

Create a Goods Receipt

Helpful Hints:

Before you begin a Goods Receipt it is important to know the following information:

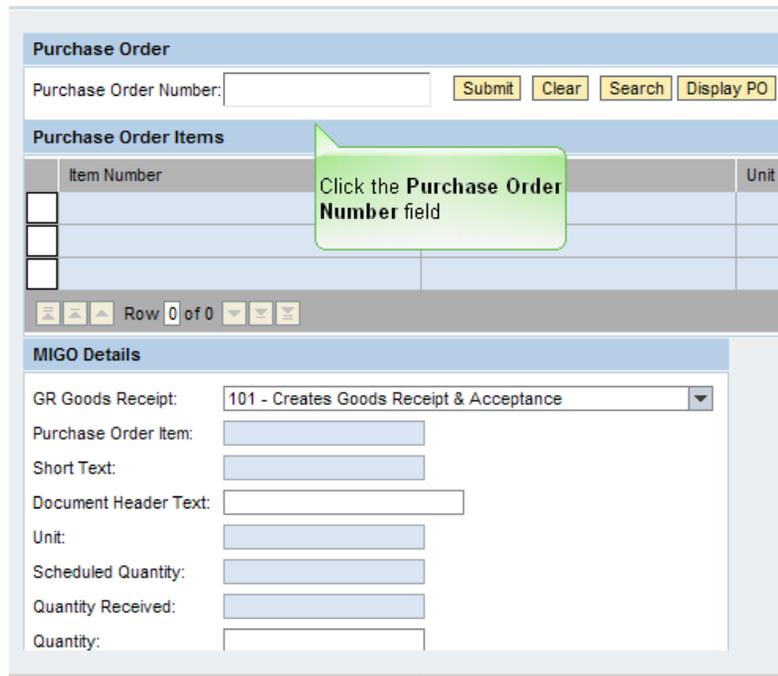
- The Goods Receipt is prepared by the Contracting Officer's Representative/Receiving Official (COR/RO) in FBMS when the goods have been received.
- The process involves both receipt/acceptance of the goods by the COR/RO (this is done by executing the goods receipt transaction in FBMS) and approval of the invoice (done by using FBMS workflow).
- The goods receipt records the date of delivery for use in accounting and payments; however, the financial system will not be impacted until the goods have been formally accepted.
- Once the goods receipt is created, an invoice can be created by accounts payable for that amount. If the invoice is created prior to the goods receipt being done, the COR/RO will receive a workflow e-mail message informing him/her that the goods receipt must be completed so that the invoice can be approved and payment can be made.
- The DOI has a zero tolerance policy regarding over deliveries. Deliveries made in excess of the purchase order require a purchase order modification before the goods receipt is entered. If this occurs, you must contact the Contracting Officer to request changes to the purchase order.

Let's Begin:

Use the following portal path to begin this transaction:

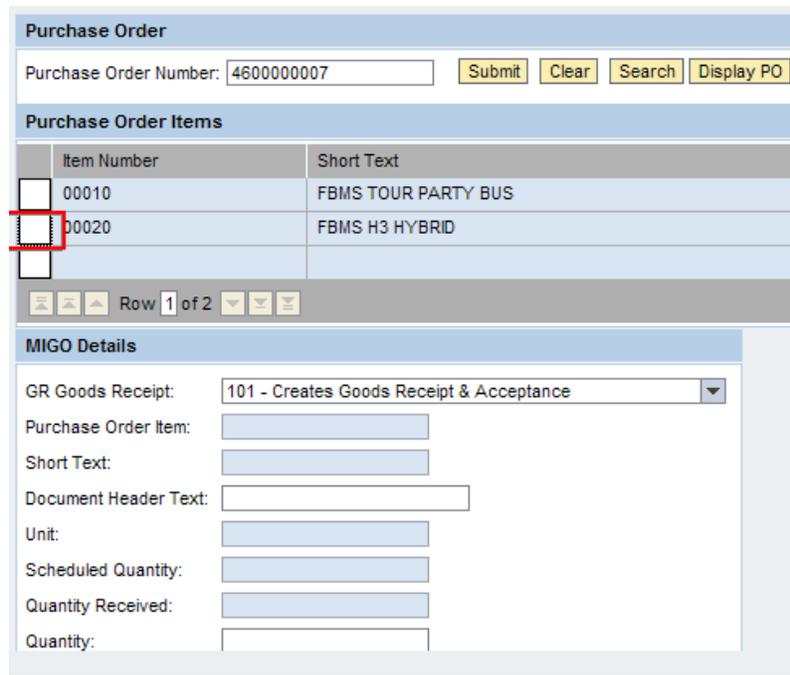
- Select **Acquisition** tab → **Home** tab → **Receiving** folder → **Create Goods Receipt** to go to the *Purchase Order* screen.

- 1) Type the purchase order number in the **Purchase Order Number** field.



The screenshot shows the 'Purchase Order' form. At the top, there is a 'Purchase Order Number' field with a callout box that says 'Click the Purchase Order Number field'. Below this is a table for 'Purchase Order Items' with columns for 'Item Number' and 'Unit'. The 'MIGO Details' section is visible below the table, containing fields for 'GR Goods Receipt', 'Purchase Order Item', 'Short Text', 'Document Header Text', 'Unit', 'Scheduled Quantity', 'Quantity Received', and 'Quantity'.

- 2) Click  the **Submit** button to display the line items on the purchase order.
- 3) Select the **Purchase Order Line Item** that you would like to receive against by clicking the box to the left of the item number. You can only receive one line at a time.



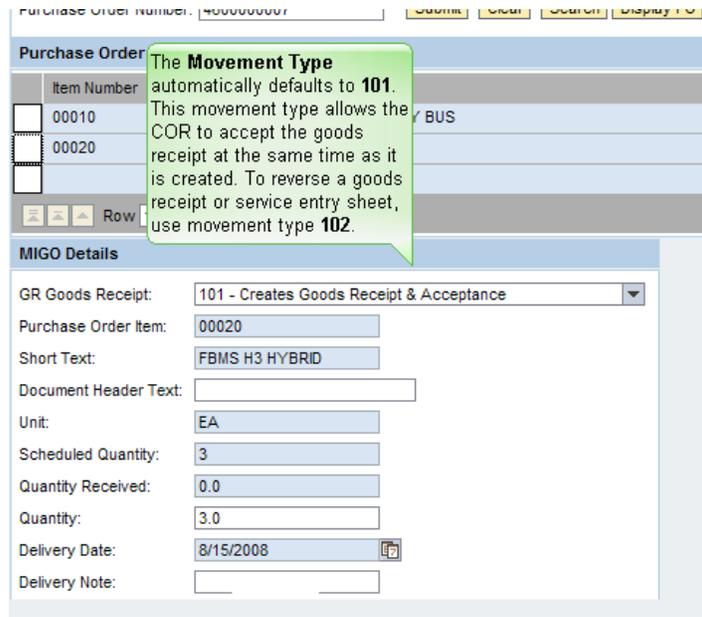
The screenshot shows the 'Purchase Order' form with the 'Purchase Order Number' field filled with '4600000007'. The 'Purchase Order Items' table now contains two rows:

Item Number	Short Text
00010	FBMS TOUR PARTY BUS
00020	FBMS H3 HYBRID

The 'MIGO Details' section is also visible, showing the same fields as in the previous screenshot. The 'Submit' button is highlighted with a red box, and the '00020' item number is also highlighted with a red box.

 After you select the line item that you want to receive against, the PO line item information automatically defaults into the **MIGO Details** section. Review the **Scheduled Quantity** and **Quantity Received** fields before moving on. The **Quantity Received** field displays the quantity already received against this line item.

4) Select a movement type from the GR Goods Receipt drop-down menu.



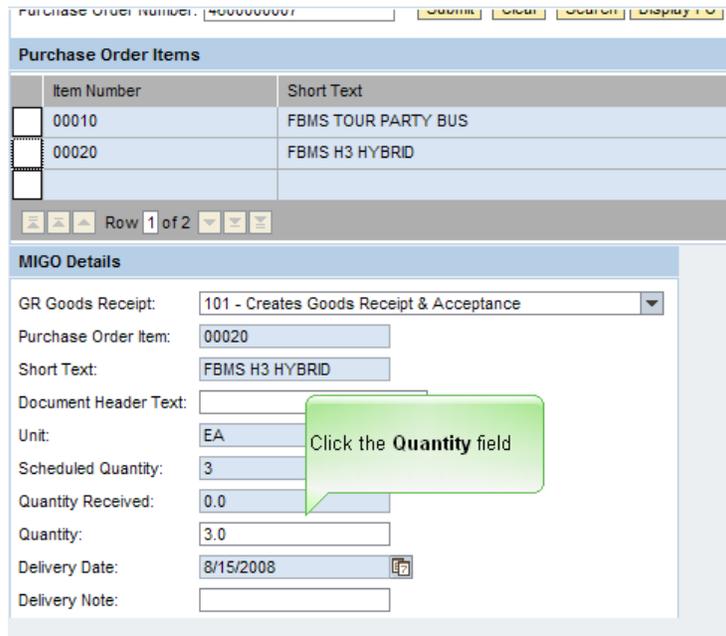
The **Movement Type** automatically defaults to **101**. This movement type allows the COR to accept the goods receipt at the same time as it is created. To reverse a goods receipt or service entry sheet, use movement type **102**.

 The **Movement Type** automatically defaults to **101**. The movement type is important because it controls the screen layout, adjustment of inventories and the general ledger account for financial purposes. When a goods movement is processed in FBMS, an accounting document and materials document are created. Inventory accounts are increased or decreased as a result of the goods movement.

- 101 Use to accept the GR at the same time it is being created. This is the default movement type and is used most often.
- 102 Use to reverse/correct a GR when the COR/RO originally created a GR using movement type 101. This movement type must be used in order to reverse both if necessary.
- 103 Use when the COR/RO wants to create the GR but accept it later. For example, if seed is purchased, you can create the GR and then accept it once it has been tested and found viable.
- 104 Use when the COR/RO needs to reverse and correct a GR that was created using movement type 103.

- 105 Use to accept the GR when a movement type 103 was originally used to create the GR without acceptance (for example, if seed has been purchased, you tested and found it viable and now wish to accept the GR you originally created).
- 106 Use to reverse and correct the GR acceptance done using movement type 105. If a GR has already been accepted using movement type 105 and later it is determined that it should have been rejected, you use movement type 106 to reverse the acceptance.

5) Enter the quantity you wish to receive in the **Quantity** field.



The screenshot displays the 'MIGO Details' form in a web application. At the top, there is a 'Purchase Order Items' table with two rows: '00010 FBMS TOUR PARTY BUS' and '00020 FBMS H3 HYBRID'. Below the table, the 'MIGO Details' section contains several fields: 'GR Goods Receipt' (dropdown menu), 'Purchase Order Item' (text field with '00020'), 'Short Text' (text field with 'FBMS H3 HYBRID'), 'Document Header Text' (empty), 'Unit' (text field with 'EA'), 'Scheduled Quantity' (text field with '3'), 'Quantity Received' (text field with '0.0'), 'Quantity' (text field with '3.0'), 'Delivery Date' (text field with '8/15/2008'), and 'Delivery Note' (empty). A green callout box with the text 'Click the Quantity field' points to the 'Quantity' field.

Item Number	Short Text
00010	FBMS TOUR PARTY BUS
00020	FBMS H3 HYBRID

Row 1 of 2

MIGO Details

GR Goods Receipt: 101 - Creates Goods Receipt & Acceptance

Purchase Order Item: 00020

Short Text: FBMS H3 HYBRID

Document Header Text:

Unit: EA

Scheduled Quantity: 3

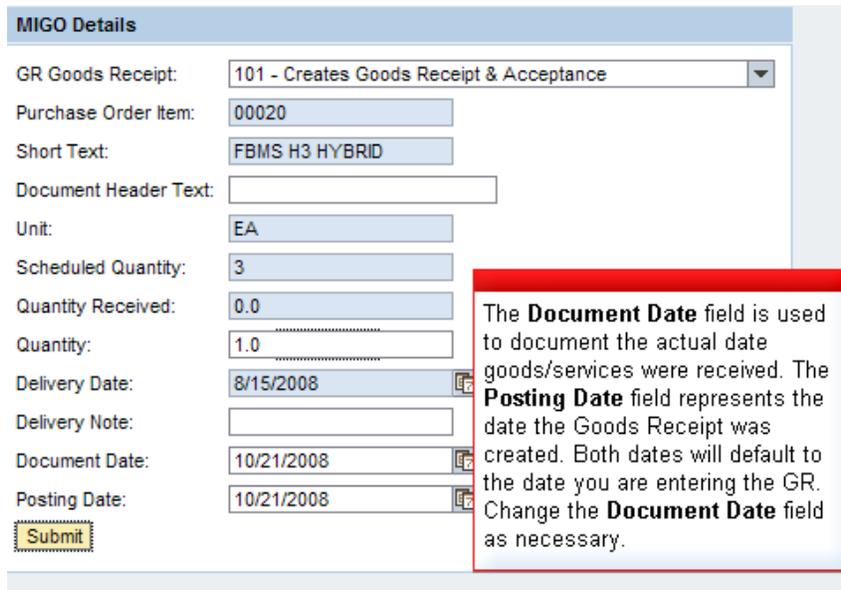
Quantity Received: 0.0

Quantity: 3.0

Delivery Date: 8/15/2008

Delivery Note:

6) Enter the **Document Date** and **Posting Date** fields.



MIGO Details

GR Goods Receipt: 101 - Creates Goods Receipt & Acceptance

Purchase Order Item: 00020

Short Text: FBMS H3 HYBRID

Document Header Text:

Unit: EA

Scheduled Quantity: 3

Quantity Received: 0.0

Quantity: 1.0

Delivery Date: 8/15/2008

Delivery Note:

Document Date: 10/21/2008

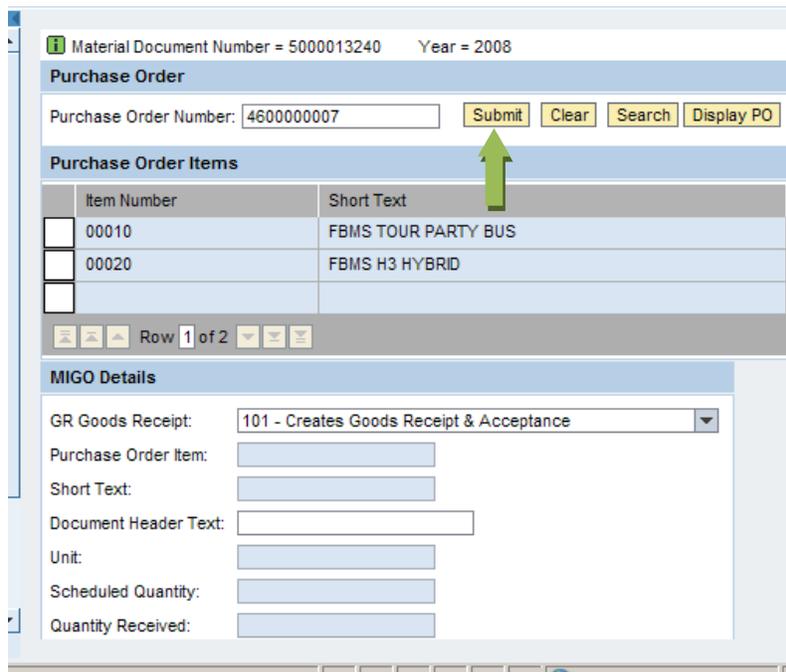
Posting Date: 10/21/2008

The **Document Date** field is used to document the actual date goods/services were received. The **Posting Date** field represents the date the Goods Receipt was created. Both dates will default to the date you are entering the GR. Change the **Document Date** field as necessary.



The **Document Date** field is used to document the actual date the goods were received. This date can be earlier than the Posting Date. The **Posting Date** field represents the date the Goods Receipt was created. Both dates will default to the current date.

7) Click the **Submit** button to create the goods receipt.



Material Document Number = 5000013240 Year = 2008

Purchase Order

Purchase Order Number: 4600000007

Purchase Order Items

Item Number	Short Text
<input type="checkbox"/> 00010	FBMS TOUR PARTY BUS
<input type="checkbox"/> 00020	FBMS H3 HYBRID
<input type="checkbox"/>	

Row 1 of 2

MIGO Details

GR Goods Receipt: 101 - Creates Goods Receipt & Acceptance

Purchase Order Item:

Short Text:

Document Header Text:

Unit:

Scheduled Quantity:

Quantity Received:



FBMS displays the message **Material Document Number = XXXXXXXXXXXX Year = XXXX** on the status bar at the top of the screen acknowledging completion of the transaction.

Create a Service Entry Sheet

Helpful Hints:

Before you begin it is important to know the following information:

- The Service Entry Sheet is prepared by the Contracting Officer's Representative/Receiving Official (COR/RO) in FBMS when services have been performed.
- The process to create a service entry sheet is a two-step process. First the entry sheet is created, and then it must be accepted. The COR/RO also approves the invoice using FBMS workflow.
- The SES records the date of delivery for use in accounting and payments; however the financial system is not impacted until the services are formally accepted.
- Once the service entry sheet is created, an invoice can be created by accounts payable for that amount. If the invoice is created prior to the service entry sheet being done, the COR/RO will receive a workflow e-mail message informing him/her that the service entry sheet must be completed so that the invoice can be approved and payment can be made.

Let's Begin:

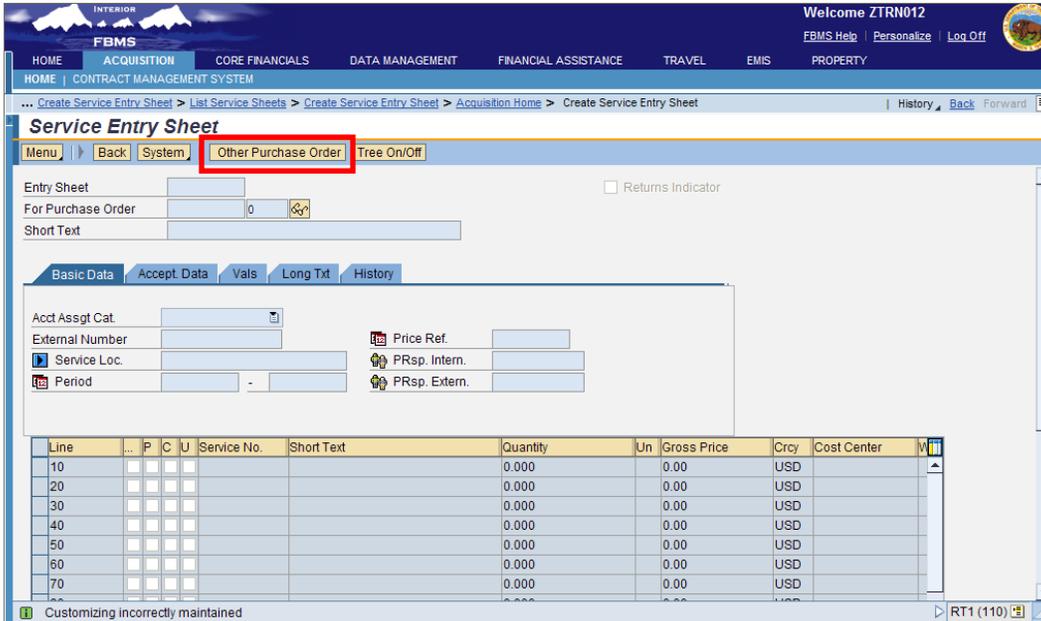
Use the following portal path to begin this transaction:

- Select **Acquisition** tab → **Receiving** folder → **Create Service Entry Sheet** to go to the *Service Entry Sheet* screen.

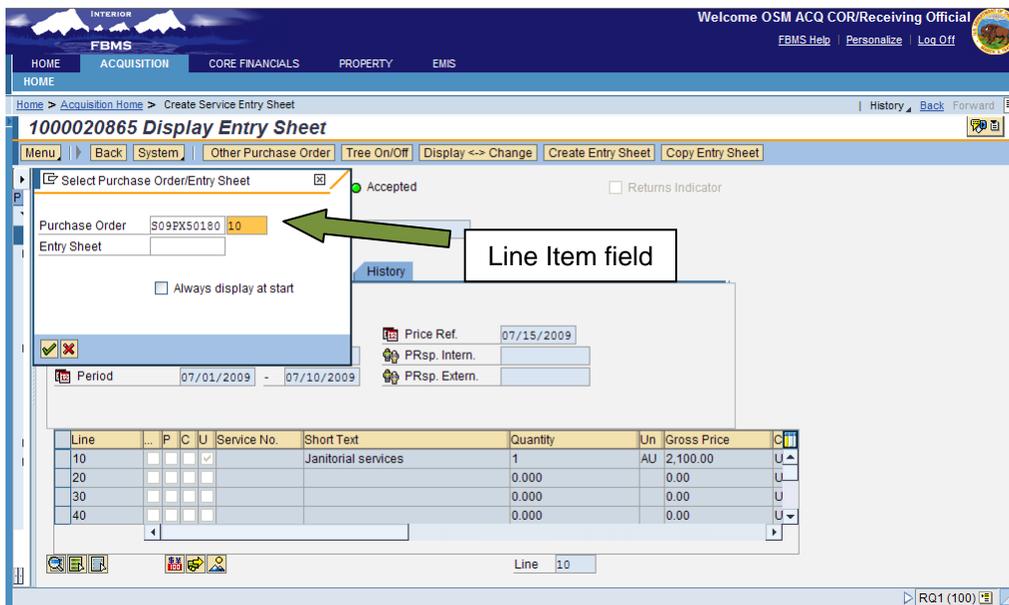


When you initially access the **Create Service Entry Screen**, the **For Purchase Order** field automatically defaults to the last purchase order number that you used to create a service entry sheet.

- 1) Select **Other purch. order** the **Other purchase order** button to search for the purchase order number you want to create the service entry sheet against.



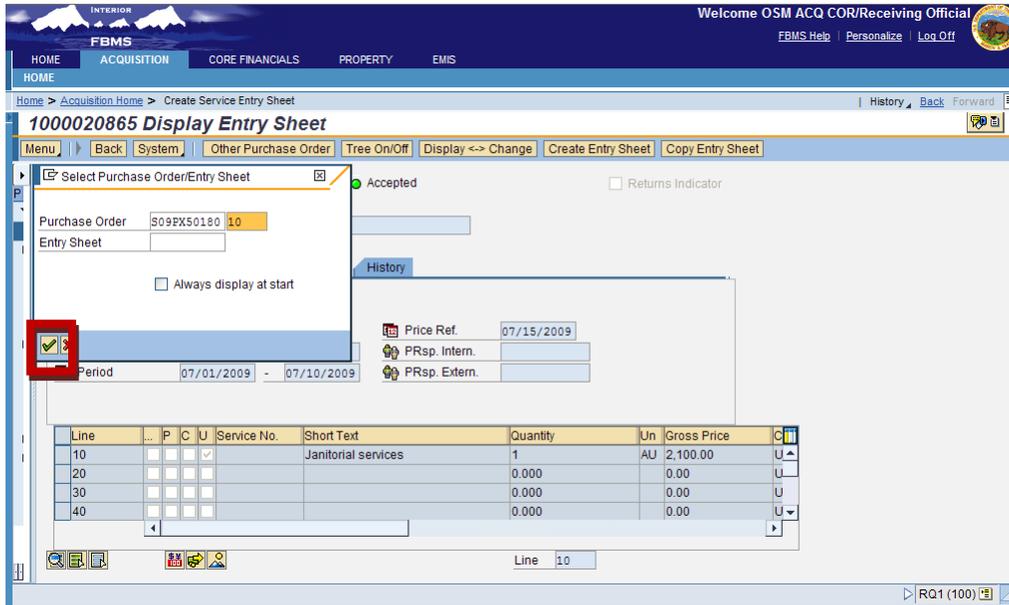
- 2) Type the purchase order number and line item in the **Purchase Order** and **Line Item** fields.



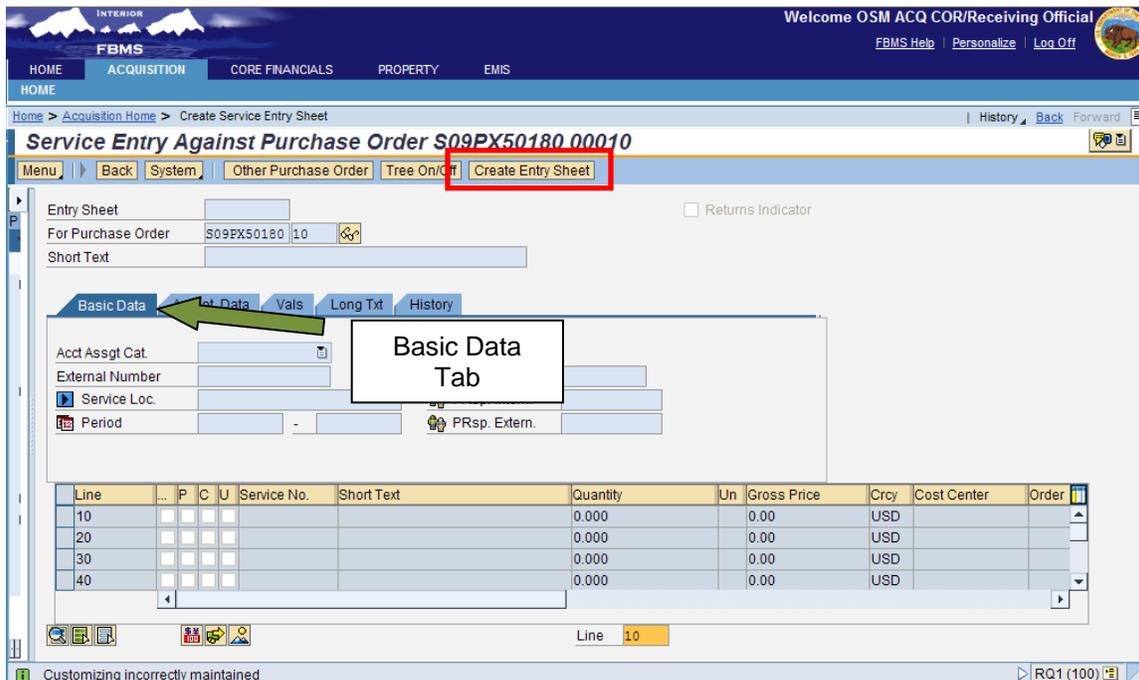

The **Line Item** field represents the line item number that is on the purchase order. The Line Item field automatically defaults when creating a service entry sheet for a purchase order with

1 line item. When creating a service entry sheet for multiple line items, you will need to use this field to indicate which line item you are referencing.

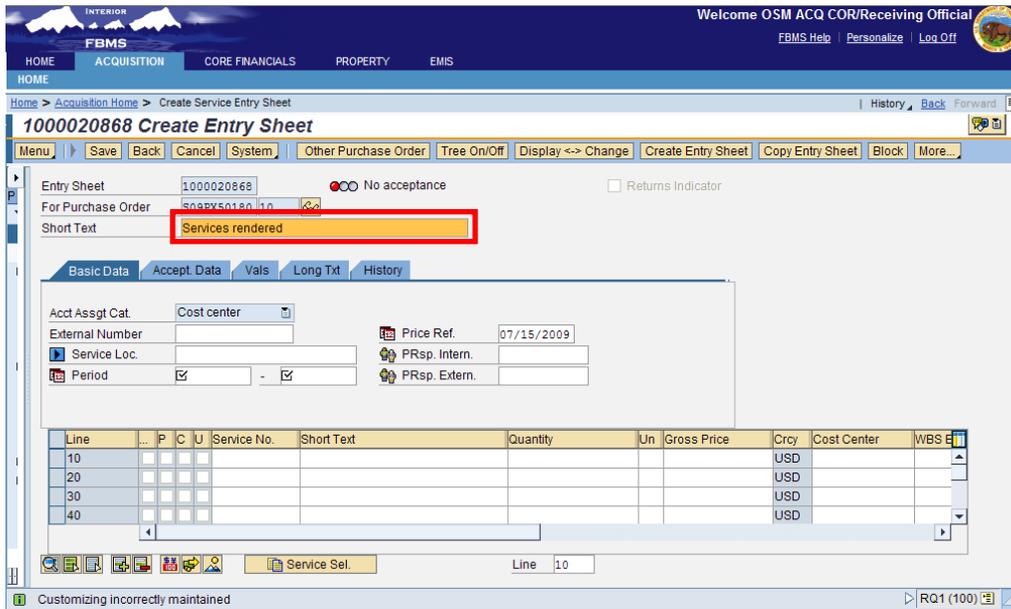
- 3) Click  the **Continue** button.



- 4) Select the  the **Create Entry Sheet** button. The screen defaults to the **Basic Data** tab of the sheet.



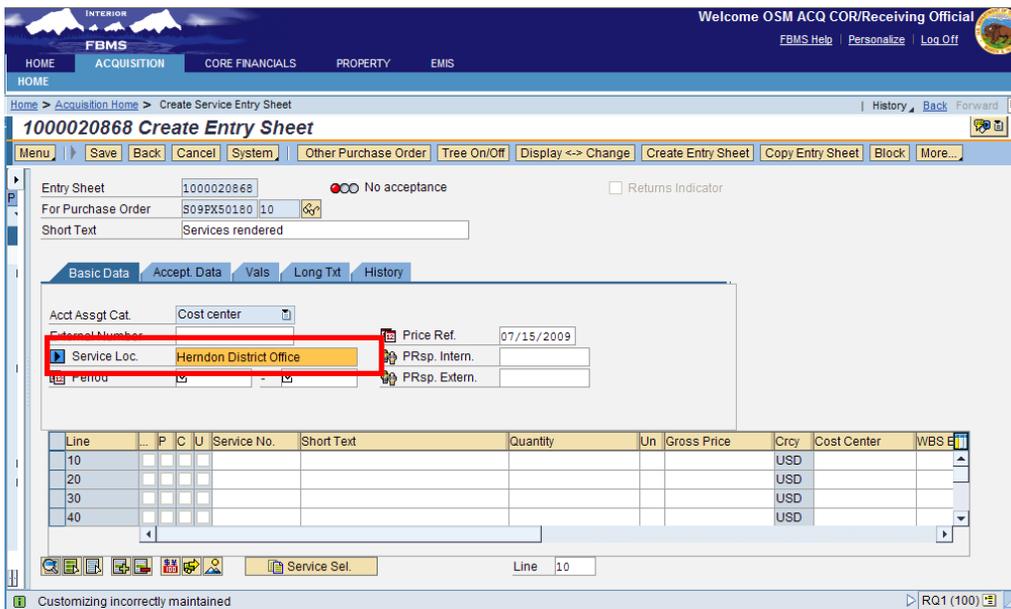
- 5) Type a description in the **Short Text** field to describe the service you are receiving.



The screenshot shows the 'Create Service Entry Sheet' form for entry 1000020868. The 'Short Text' field is highlighted with a red box and contains the text 'Services rendered'. The 'For Purchase Order' field is set to 'S09EX50180 10'. The 'Basic Data' section includes 'Acct Assgt Cat' set to 'Cost center', 'Price Ref.' set to '07/15/2009', and 'Service Loc.' set to 'Herndon District Office'. A table below shows columns for Line, P, C, U, Service No., Short Text, Quantity, Un, Gross Price, Crcy, Cost Center, and WBS E.

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10									USD		
20									USD		
30									USD		
40									USD		

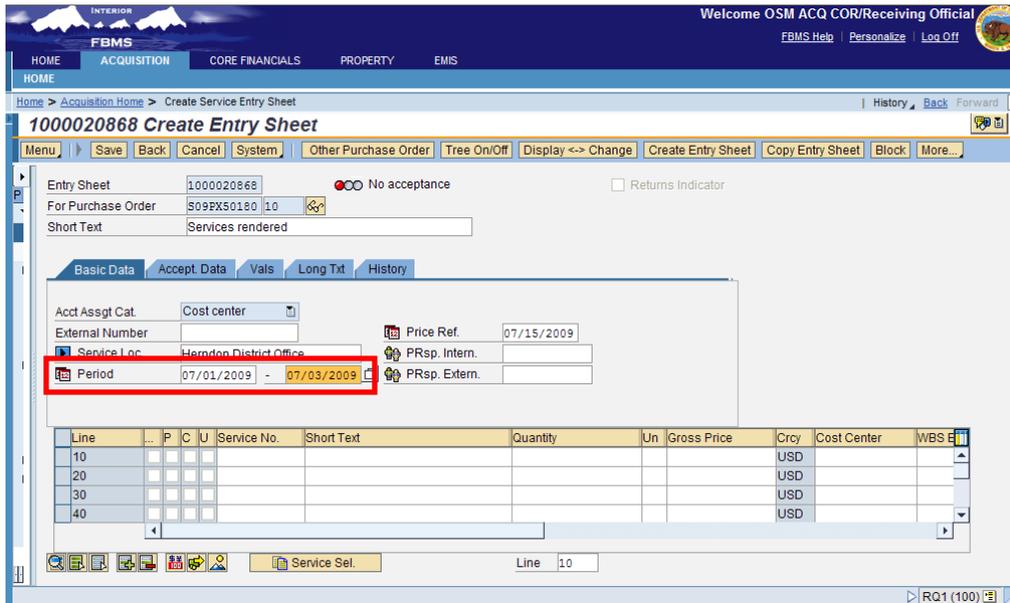
- 6) In the **Service Loc.** field, type the location where the service was performed.



The screenshot shows the 'Create Service Entry Sheet' form for entry 1000020868. The 'Service Loc.' field is highlighted with a red box and contains the text 'Herndon District Office'. The 'Short Text' field contains 'Services rendered'. The 'For Purchase Order' field is set to 'S09EX50180 10'. The 'Basic Data' section includes 'Acct Assgt Cat' set to 'Cost center', 'Price Ref.' set to '07/15/2009', and 'Service Loc.' set to 'Herndon District Office'. A table below shows columns for Line, P, C, U, Service No., Short Text, Quantity, Un, Gross Price, Crcy, Cost Center, and WBS E.

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10									USD		
20									USD		
30									USD		
40									USD		

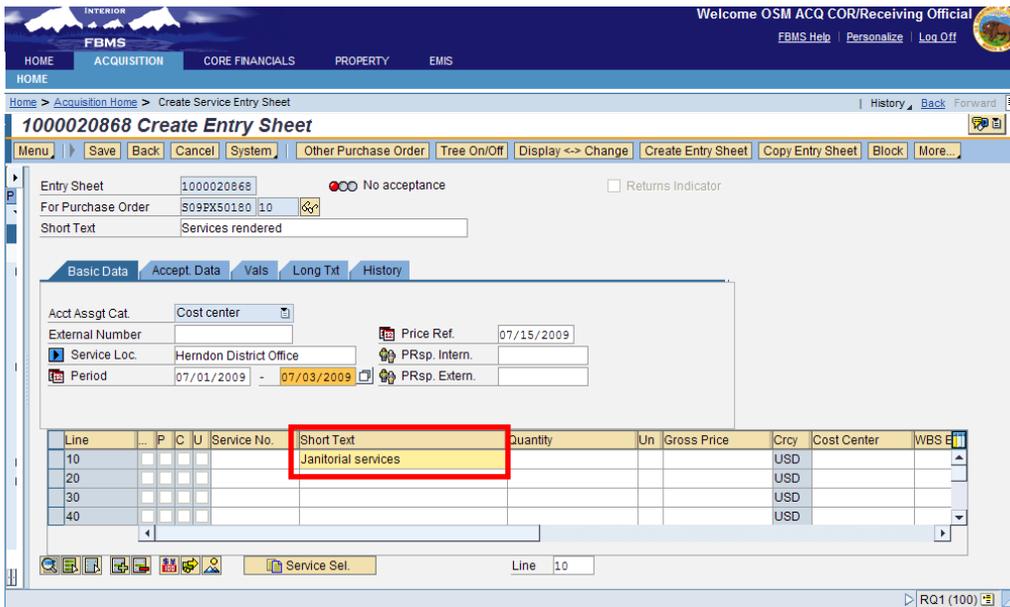
- 7) Type the dates when the service started and ended in the **Period From** and **Period To** fields.



The screenshot shows the 'Create Entry Sheet' form for entry 1000020868. The 'Period' field is highlighted with a red box, indicating the start and end dates: 07/01/2009 and 07/03/2009. Other fields include 'Service Loc' (Herndon District Office), 'Price Ref.' (07/15/2009), and 'PRsp. Intern.'.

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS	E
10									USD			
20									USD			
30									USD			
40									USD			

- 8) In the Line Detail section, type a description of the service in the **Short Text** field.



The screenshot shows the 'Create Entry Sheet' form with the 'Short Text' field in the line detail table highlighted with a red box. The text 'Janitorial services' is entered in this field. The 'Period' field remains highlighted from the previous step.

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS	E
10					Janitorial services				USD			
20									USD			
30									USD			
40									USD			

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- 9) Type the number of units for the quantity, based on the purchase order line item, in the **Quantity** field.

1000020868 Create Entry Sheet

Entry Sheet: 1000020868 No acceptance
For Purchase Order: S09PX50180 10
Short Text: Services rendered

Basic Data: Acct Assgt Cat: Cost center, External Number, Service Loc: Herndon District Office, Period: 07/01/2009 - 07/03/2009, Price Ref: 07/15/2009, PRsp. Intern., PRsp. Extern.

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10					Janitorial services	1			USD		
20									USD		
30									USD		
40									USD		



The quantity is based on the number of units purchased based on the line item. For services, you would typically enter 1.

- 10) Type AU in the **UN** (unit of measure) field.

1000020868 Create Entry Sheet

Entry Sheet: 1000020868 No acceptance
For Purchase Order: S09PX50180 10
Short Text: Services rendered

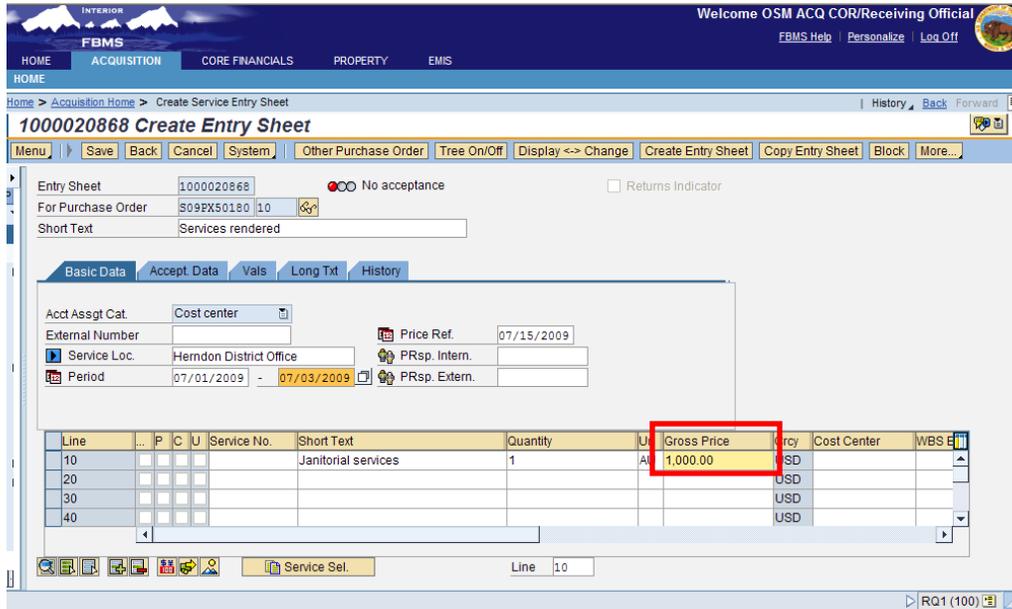
Basic Data: Acct Assgt Cat: Cost center, External Number, Service Loc: Herndon District Office, Period: 07/01/2009 - 07/03/2009, Price Ref: 07/15/2009, PRsp. Intern., PRsp. Extern.

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10					Janitorial services	1	AU		USD		
20									USD		
30									USD		
40									USD		



The **Un** field represents unit of measure. Within FBMS, this field requires a 2-digit character. This field should always match the same field on the purchase order. For service items, this should always be AU – Activity Units.

- 11) Type the total price of the service in the **Gross Price** field. This price should not include allowances for discounts or surcharges.



The screenshot shows the 'Create Service Entry Sheet' interface in FBMS. The entry sheet number is 1000020868. The 'Gross Price' field in the line item table is highlighted with a red box, showing a value of 1,000.00. The line item table has the following data:

Line	P	C	U	Service No.	Short Text	Quantity	U	Gross Price	Currency	Cost Center	WBS Element
10					Janitorial services	1	A	1,000.00	USD		
20									USD		
30									USD		
40									USD		



On the Line Item detail, the Cost Center and WBS Element will be derived; you do not have to enter them.

- 12) To populate the Cost Center and WBS Element fields, place your cursor in the **Cost Center** field and press the **Enter** key on your keyboard.

1000020868 Create Entry Sheet

Entry Sheet: 1000020868 No acceptance

For Purchase Order: S09EX50180 10

Short Text: Services rendered

Acct Assgt Cat: Cost center

External Number: [Empty]

Service Loc: Herndon District Office

Period: 07/01/2009 - 07/03/2009

Line	Quantity	Un	Gross Price	Crcy	Cost Center	WBS Element	Edi...	SSC Item
10	1	AU	1,000.00	USD	SS03110000	SX.311	0	
20				USD				
30				USD				
40				USD				

- 13) Click **Accept Data** the **Accept Data** tab and type the actual date the service was received in the **Doc.** field.

1000020868 Create Entry Sheet

Entry Sheet: 1000020868 No acceptance

For Purchase Order: S09EX50180 10

Short Text: Services rendered

Basic Data | **Accept Data** | Vals | Long Txt | History

Doc.: 07/06/2009

Posting: 07/15/2009

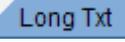
Reference: INV 8093277

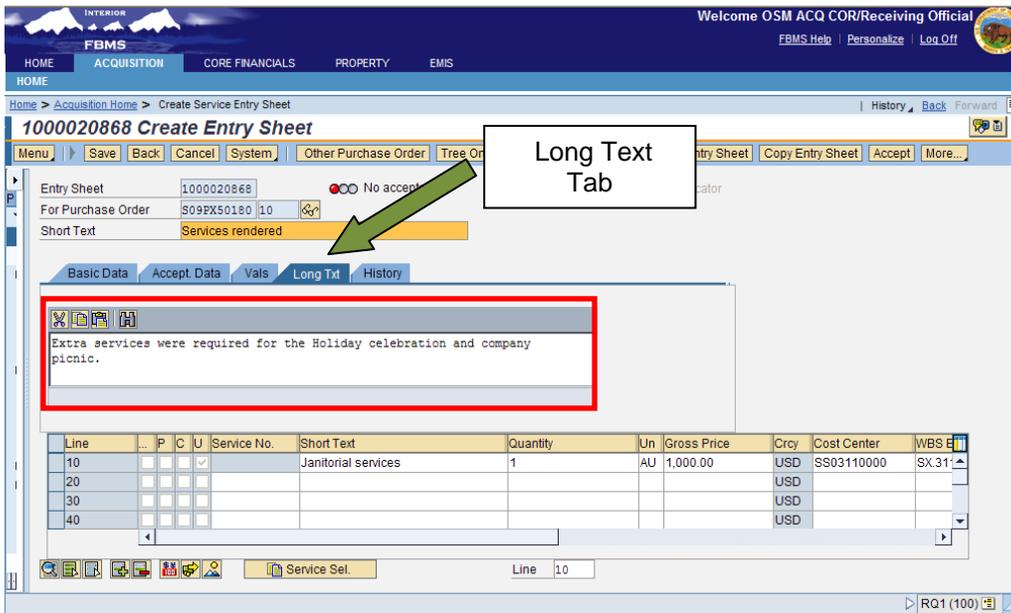
Doc. Text: [Empty]

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS Element
10					Janitorial services	1	AU	1,000.00	USD	SS03110000	SX.311
20									USD		
30									USD		
40									USD		

 The **Doc.** field must be changed if the service date was in the past. This is the date that you received the goods or services. The **Posting Date** reflects the date the SES is being prepared. This should be today's date.

 Optionally, you can type the invoice number in the **Reference** field if you know it. Or you can type in the Vendor's own invoice number or copy it from the short-text filed.

14) Click  the **Long Txt** tab to include more detail about the service. This is optional.

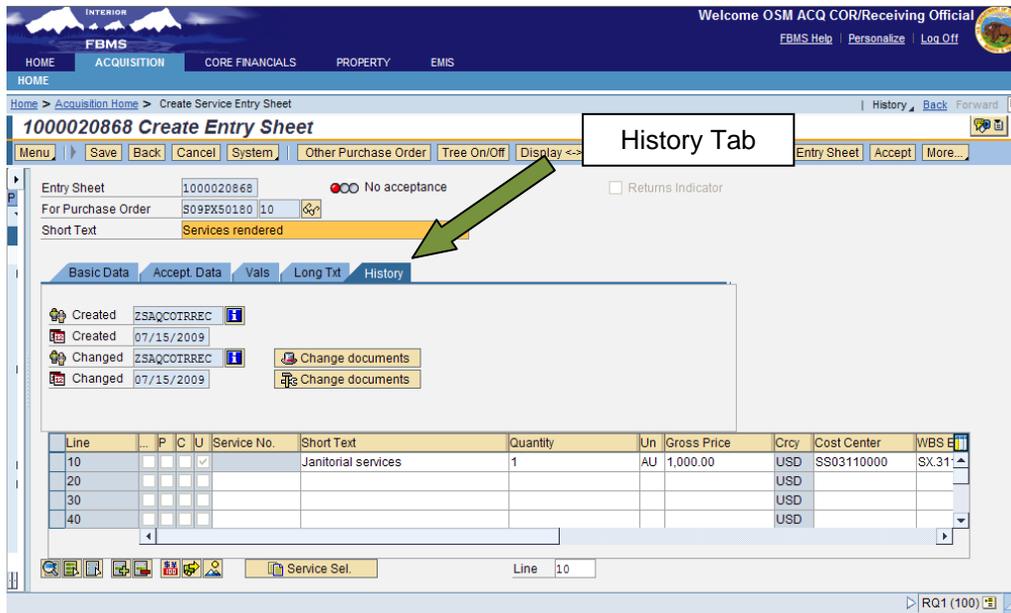


Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10					Janitorial services	1	AU	1,000.00	USD	SS03110000	SX.31
20									USD		
30									USD		
40									USD		

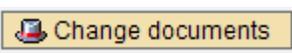
 The **Long Txt** tab provides you an opportunity to record additional information regarding the receipt of the service for the Contracting Officer or Accounts Payable to review.

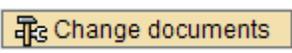
15) Click  the **History** tab if you wish to review history for receipt against this purchase order (optional).

400.00

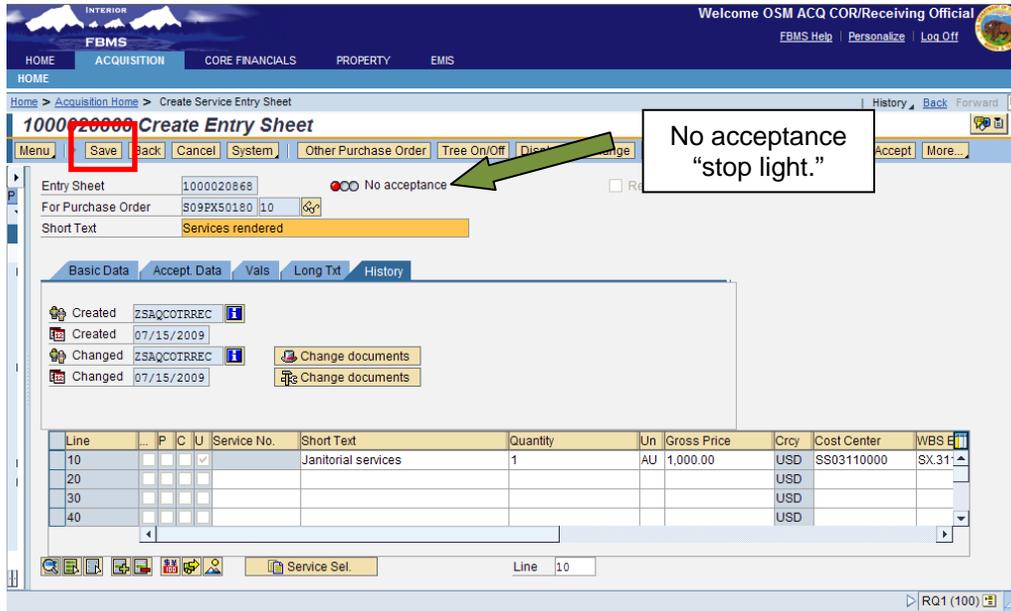


- 

The  **Change documents** button allows you to display previous changes made to the Header of this current service entry sheet. If no previous changes exist, a blank screen will display.
 - 

The  **Change documents** button allows you to display previous changes made to the Line Items of this current service entry sheet. If no previous changes exist, a blank screen will display.
 - 

Optionally, you can use the  **eye glass** icon to review the purchase order information. If you view the purchase order information, use  the **Back** button to return to the *Create Entry Sheet* screen.
- 16) Click  the **Save** button to save the service entry sheet.



The red stop light with the **No acceptance** message continues to display until the SES has been approved.

1000020886 Display Entry Sheet

Menu | Back | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet

Entry Sheet: 1000020886 ● No acceptance Returns Indicator

For Purchase Order: S09FX50181 10

Short Text: test for g

Basic Data | Accept. Data | Vals | Long Txt | History

Acct Assgt Cat: Cost center

External Number: 72 Price Ref. 12/03/2009

Service Loc: boswell, pa PRsp. Intern.

Period: 10/01/2009 - 10/30/2009 PRsp. Extern.

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		test for g	1	AU	50.00	USD	SS03110000	SX.31
20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
70	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
80	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
90	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
120	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
130	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		
140	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0.000		0.00	USD		

Line 10

Entry sheet 1000020886 saved RQ1 (100)

- This is a general message that always displays before allowing you to submit the information.
- FBMS displays the message **Entry Sheet XXXXXXXXXX saved** on the status bar acknowledging the creation of the SES.
- The message '**No acceptance**' is displayed next to the red stop light in the middle of the screen. The SES has been successfully created, but it has not been officially accepted/approved.

Approving a Service Entry Sheet

- 1) Click on the **Display <-> Change** button.

100020886 Change Entry Sheet

Menu | Save | Back | Cancel | System | Other Purchase Order | Tree On/Off | **Display <-> Change** | Create Entry Sheet | Copy Entry Sheet | More...

Entry Sheet: 100020886 No acceptance Returns Indicator

For Purchase Order: S09FX50181 10

Short Text: test for g

Basic Data | Accept. Data | Vals | Long Txt | History

Acct Assgt Cat: Cost center

External Number: 72 Price Ref.: 12/03/2009

Service Loc.: boswell, pa PRsp. Intern.:

Period: 10/01/2009 - 10/30/2009 PRsp. Extern.:

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10					test for g	1	AU	50.00	USD	SS03110000	SX.31
20									USD		
30									USD		
40									USD		
50									USD		
60									USD		
70									USD		
80									USD		
90									USD		
100									USD		
110									USD		
120									USD		
130									USD		
140									USD		

Service Sel. Line 10

- 2) On the *Create Entry Sheet* screen, click **More...** the **More** button on the Change Entry Sheet screen.

Welcome OSM ACQ COR/Receiving Official

HOME | ACQUISITION | CORE FINANCIALS | PROPERTY | EMIS

HOME > Acquisition Home > Create Service Entry Sheet

100020868 Change Entry Sheet

Menu | Save | Back | Cancel | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet | **Accept** | **More...**

Entry Sheet: 100020868 No acceptance Returns Indicator

For Purchase Order: S09FX50180 10

Short Text: Services rendered

Basic Data | Accept. Data | Vals | Long Txt | History

Created: ZSAQCOTRREC 07/15/2009

Changed: ZSAQCOTRREC 07/15/2009

Change documents

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10					Janitorial services	1	AU	1,000.00	USD	SS03110000	SX.31
20									USD		
30									USD		
40									USD		

Service Sel. Line 10

Customizing incorrectly maintained RQ1 (100)

FBMS Requisitions Receiving Process (COR) Manual v.1.2 Deployment 4



3) Select **Accept** from the drop-down menu.

The screenshot shows the 'Create Service Entry Sheet' window in the FBMS system. The title bar reads '1000020868 Change Entry Sheet'. The 'More...' dropdown menu is open, and the 'Accept' option is highlighted with a red box. The 'Accept' option has the keyboard shortcut 'Ctrl+F1' associated with it. Other options in the menu include 'Other Purchase Order' (Shift+F5), 'Tree On/Off' (Ctrl+Shift+F1), 'Display <-> Change' (F5), 'Create Entry Sheet' (Shift+F1), 'Copy Entry Sheet' (Shift+F3), 'Block' (Ctrl+F3), 'Set Final Entry' (Ctrl+F5), and 'Delete' (Shift+F2).

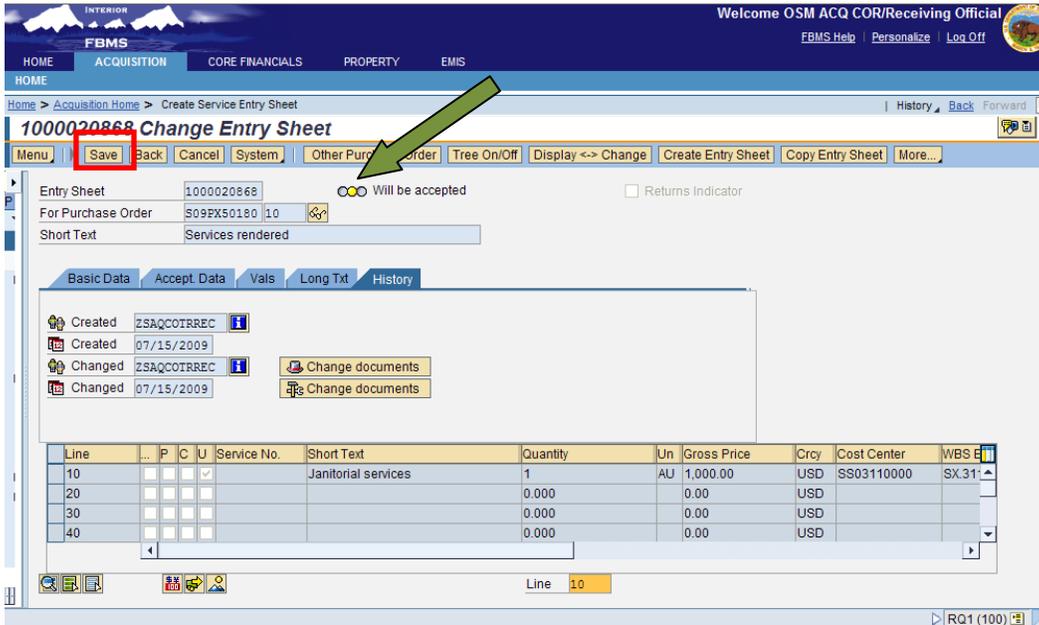
The main data area shows the following table:

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10					Janitorial services	1	AU	1,000.00	USD	SS03110000	SX.31
20									USD		
30									USD		
40									USD		



Upon clicking **Accept**, the stop light will change from Red to Yellow. The new message will read **Will be accepted**.

- 4) Click **Save** the **Save** button to accept the approval.



100020868 Change Entry Sheet

Menu | **Save** | Back | Cancel | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet | More...

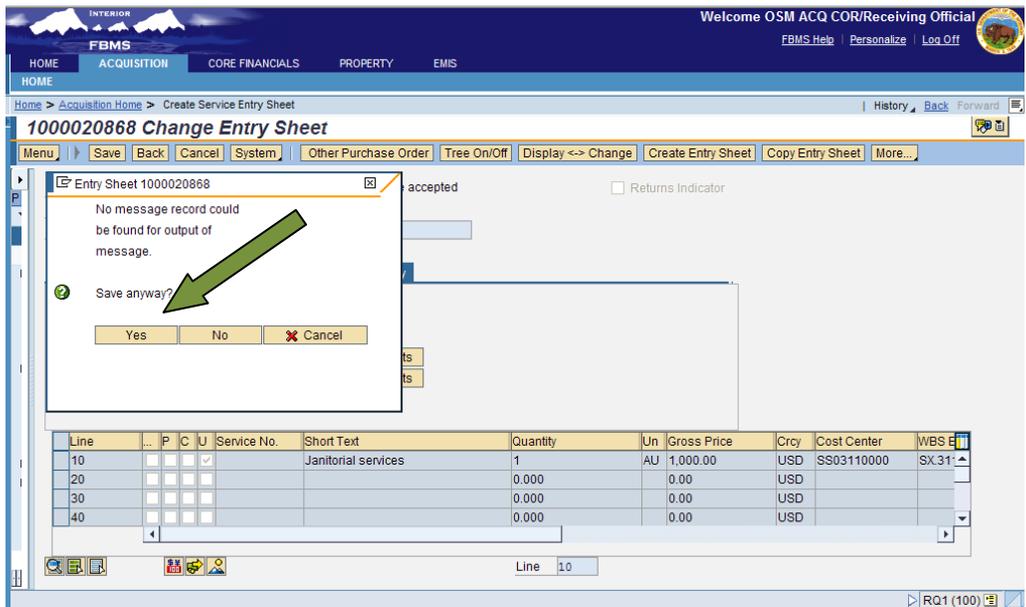
Entry Sheet: 100020868 Will be accepted

For Purchase Order: S09FX50180 10

Short Text: Services rendered

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10			<input checked="" type="checkbox"/>		Janitorial services	1	AU	1,000.00	USD	SS03110000	SX.31
20						0.000		0.00	USD		
30						0.000		0.00	USD		
40						0.000		0.00	USD		

- 5) Click **Yes** the **Yes** button.



100020868 Change Entry Sheet

Menu | Save | Back | Cancel | System | Other Purchase Order | Tree On/Off | Display <-> Change | Create Entry Sheet | Copy Entry Sheet | More...

Entry Sheet 100020868 accepted

No message record could be found for output of message.

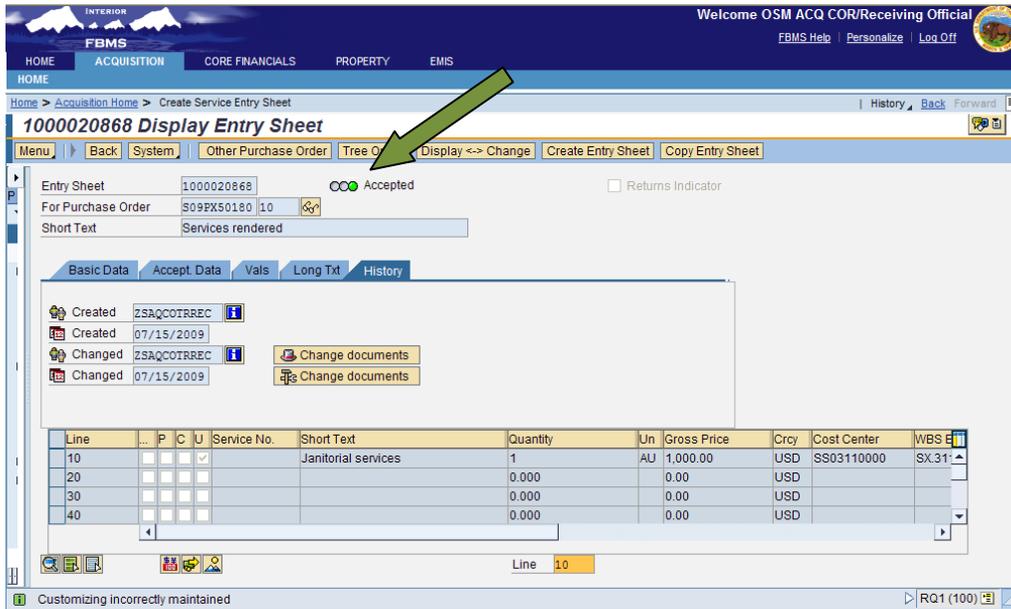
Save anyway?

Yes No Cancel

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS E
10			<input checked="" type="checkbox"/>		Janitorial services	1	AU	1,000.00	USD	SS03110000	SX.31
20						0.000		0.00	USD		
30						0.000		0.00	USD		
40						0.000		0.00	USD		



Upon success, the yellow stop light changes to green and displays the message **Accepted**.



Entry Sheet 1000020868 Accepted

For Purchase Order S09PX50180 10

Short Text Services rendered

Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Center	WBS
10					Janitorial services	1	AU	1,000.00	USD	SS03110000	SX.31
20						0.000		0.00	USD		
30						0.000		0.00	USD		
40						0.000		0.00	USD		

Manage Invoices

Helpful Hints:

Before you begin to manage invoices using FBMS workflow, it is important to know the following information:

- FBMS workflow is used to facilitate the flow of documents and information among people working together on complex assignments. It is a way of ensuring that information flows where it needs to and in an order that allows for the logical progress of the work.
- FBMS uses workflow to route invoices through the approval process. Accounts Payable (AP) inputs the invoice, then the COR/RO reviews the invoice and approves or rejects it. If approved by the COR/RO, workflow then proceeds to the Contracting Officer, who must complete the final approval on the invoice before payment can be made.
- There are two scenarios possible for the COR/RO invoice approval process:
 - 1) The invoice is received for approval **after** you have completed the goods receipt or service entry sheet. The process for this scenario is:
 - You will receive an e-mail notification in your bureau e-mail inbox that an invoice is awaiting your review and approval.
 - You will access your FBMS Business Workplace inbox to access this work task and either accept or reject the invoice.
 - If the invoice is accurate, it should be **accepted**.
 - If the invoice is inaccurate, it should be **rejected** and a reason for the rejection should be stated.
 - If you accept the invoice, an e-mail is sent to the responsible Contracting Officer for final approval of the invoice.
 - Once the Contracting Officer has approved, the invoice will be paid.
 - 2) The invoice is received for approval **before** you have completed the goods receipt or service entry sheet. The process for this scenario is:
 - You will receive an e-mail notification in your bureau e-mail inbox that a goods receipt or service entry sheet needs to be created. This indicates that the invoice is in the system because the Accounts Payable tech has created it in FBMS and parked it. You cannot approve the invoice until you complete the GR/SES.
 - You then either complete the GR or SES if the item or service was received, or do not complete it if you have not yet received it.

- You access your FBMS Business Workplace inbox to access this work task and select either:
 - **Completed** – use this option if you have completed the goods receipt or service entry sheet. FBMS prevents you from selecting the Completed option until the GR/SES is completed.
 - **Cancel** – use this option if you do not intend to complete the GR/SES because the item or service has not been received. The cancellation workflow message is then sent to Accounts Payable.
 - **Cancel and keep work item in inbox** – use this option if further research is required and you do not want to take immediate action. You can also use this option if you need to create the GR or SES before returning to the FBMS workplace and completing the work item.
- Upon completion of the GR/SES, Accounts Payable can then post the invoice. A new e-mail notification is sent to the COR that the invoice is awaiting your review and approval.
- You will access your FBMS Business Workplace inbox to access this work task and either accept or reject the invoice.
 - If the invoice is accurate, it should be **accepted**.
 - If the invoice is inaccurate, it should be **rejected** stating a reason for rejection.
- If you accept the invoice, an e-mail is sent to the responsible Contracting Officer for final approval of the invoice.
- The Contracting Officer's final approval removes the block on the invoice, and the invoice will then be paid.

Let's Begin:

Use the following portal path to access Workflow:

- Select **Home** tab → **My Tasks** tab → **Inbox** to go to the *Business Workplace* screen.

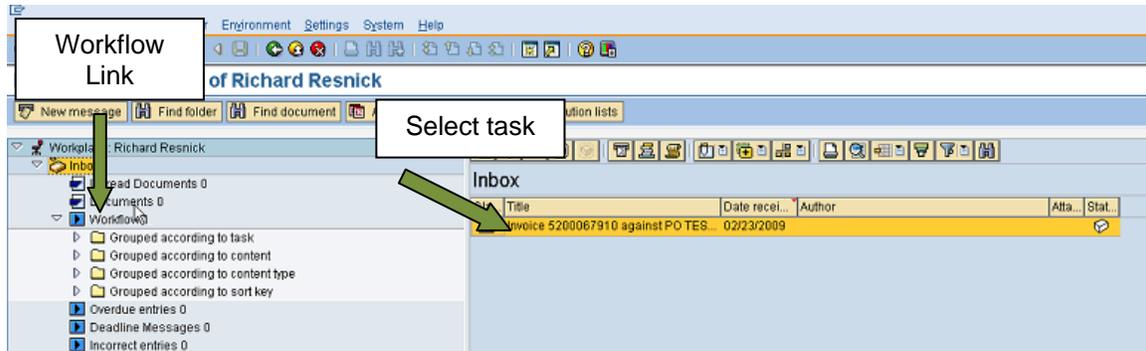


For the purposes of this example, you are starting from the Home page where the My Task link is readily accessible. Keep in mind that if you are in the live FBMS environment and working on another tab, you must click the **Home** tab in order to be able to access the **My Task** link.

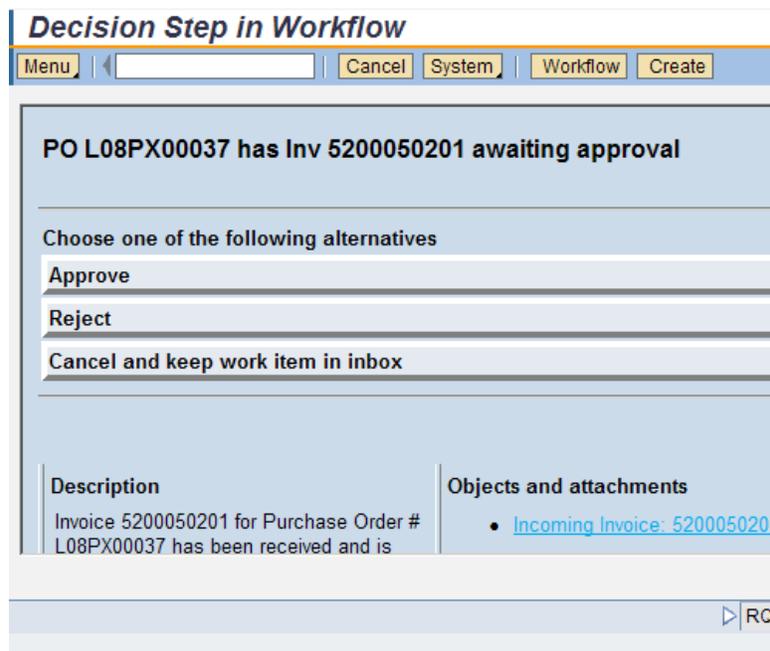
Approving and Rejecting Invoices with Existing Goods Receipts/Service Entry Sheets

In this scenario, you have received an e-mail notification in your bureau e-mail inbox that an invoice is awaiting your review and approval. After logging in to your FBMS workflow inbox:

- 1) Select the **Workflow** link to display the workflow notifications in your Inbox.
- 2) Select the **notification** for the task you need to act upon in the **Inbox** pane. The task will have the same title as the e-mail you received.



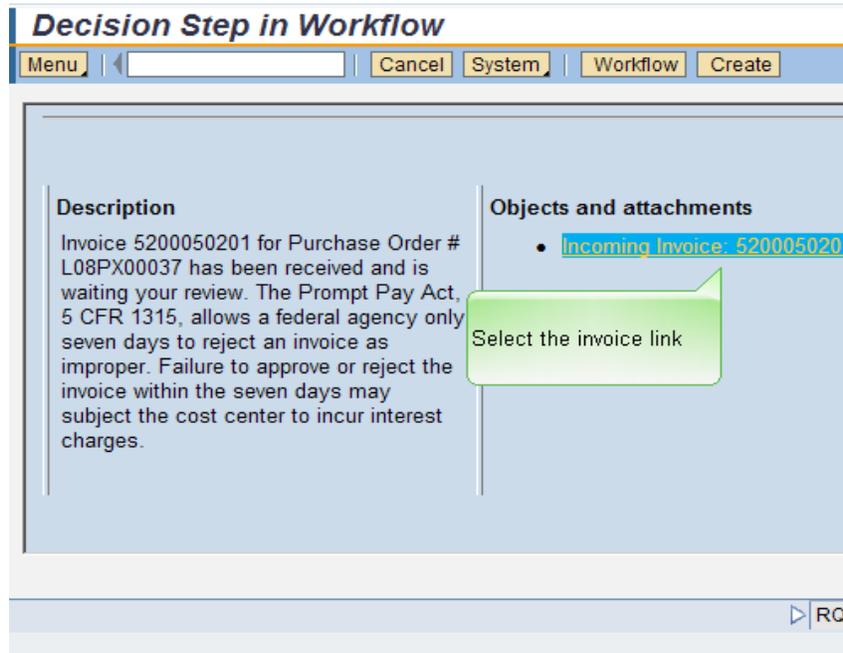
The **Decision Step in Workflow** screen provides instructions on how to execute the specific action you would like to perform.





In the Description field you will see general information regarding the invoice to approve. This is the same information that you saw in the e-mail notification that you initially received.

- 3) Select the link for the **Incoming Invoice** to see the details of the invoice.



Decision Step in Workflow

Menu | [] | Cancel | System | Workflow | Create

Description
Invoice 5200050201 for Purchase Order # L08PX00037 has been received and is waiting your review. The Prompt Pay Act, 5 CFR 1315, allows a federal agency only seven days to reject an invoice as improper. Failure to approve or reject the invoice within the seven days may subject the cost center to incur interest charges.

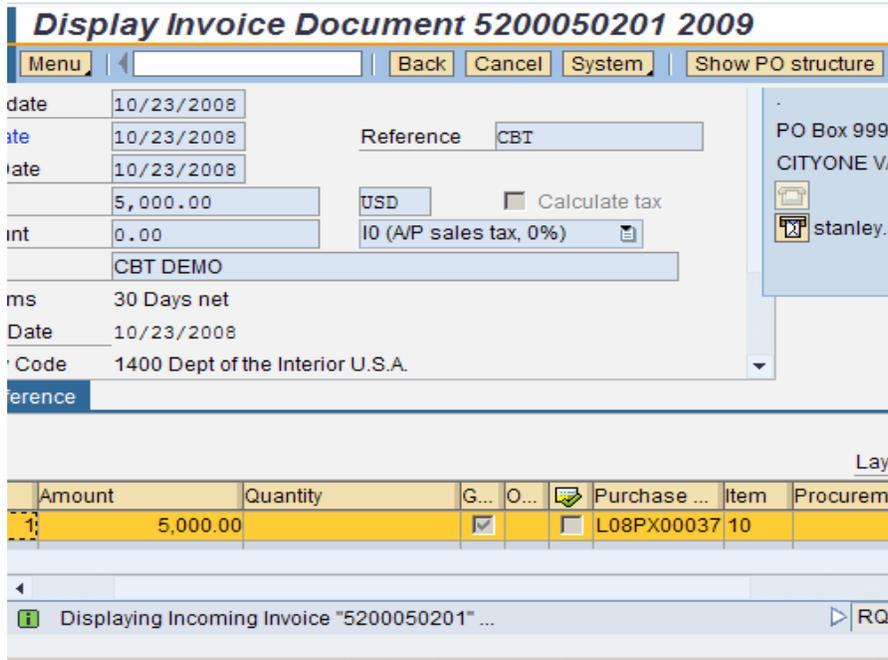
Objects and attachments

- [Incoming Invoice: 5200050201](#)

Select the invoice link

Next | RQ:

- 4) Review the invoice details.



Display Invoice Document 5200050201 2009

Menu | Back | Cancel | System | Show PO structure

date: 10/23/2008
ite: 10/23/2008
ate: 10/23/2008
5,000.00
int: 0.00
CBT DEMO
ms: 30 Days net
Date: 10/23/2008
Code: 1400 Dept of the Interior U.S.A.
Reference: CBT

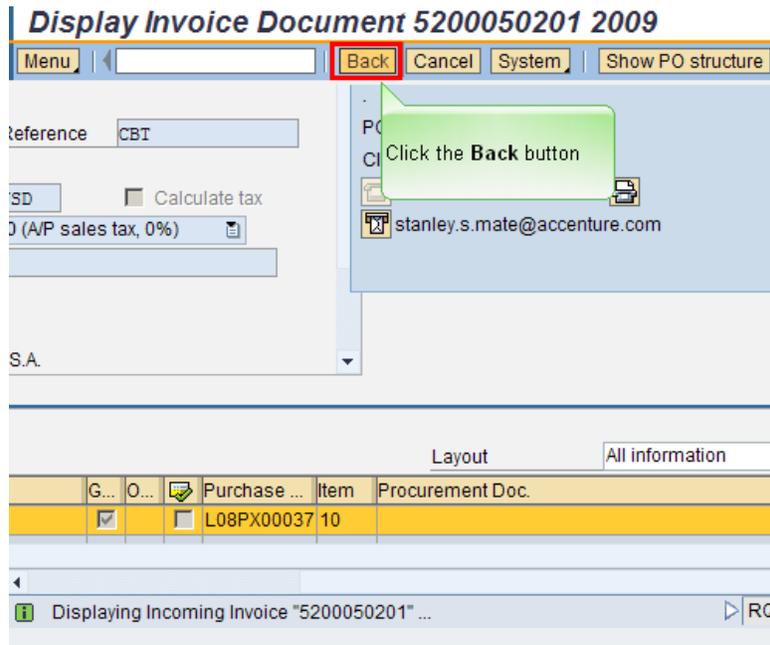
PO Box 999
CITYONE VA
stanley.s

Amount	Quantity	G...	O...	Purchase ...	Item	Procurem
5,000.00		<input checked="" type="checkbox"/>		<input type="checkbox"/>	L08PX00037 10	

Displaying Incoming Invoice "5200050201" ...

 Reviewing the invoice information carefully allows you to determine if an invoice should be approved or rejected.

- 5) Click **Back** the **Back** button to return to the Workflow screen.



Display Invoice Document 5200050201 2009

Menu | Back | Cancel | System | Show PO structure

Reference: CBT

USD Calculate tax
0 (A/P sales tax, 0%)

S.A.

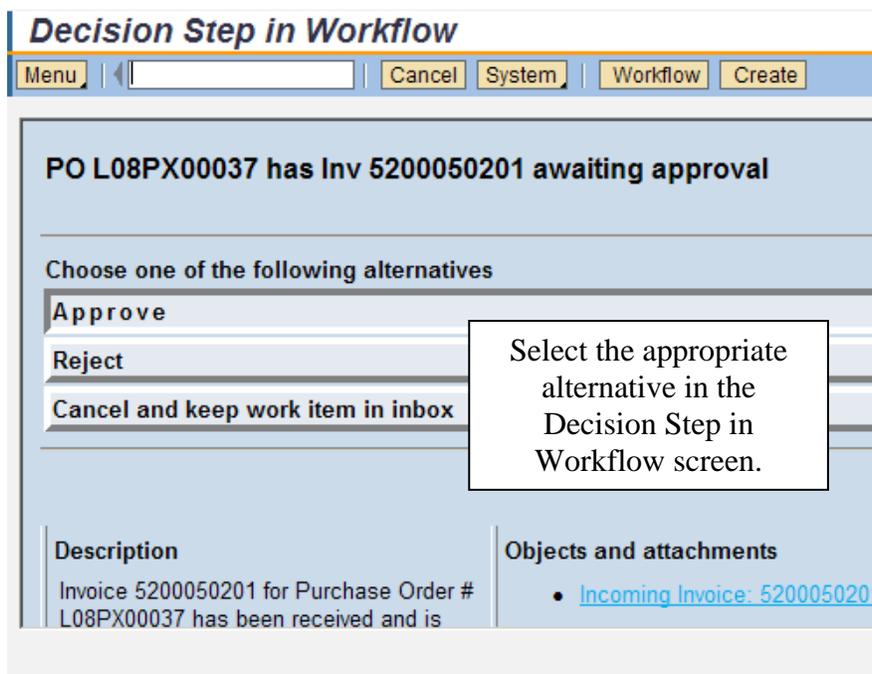
Layout: All information

G...	O...	Purchase ...	Item	Procurement Doc.
<input checked="" type="checkbox"/>		<input type="checkbox"/>	L08PX00037 10	

Displaying Incoming Invoice "5200050201" ...

Click the **Back** button

- 6) Select the appropriate link to take action on the invoice:
- **Approve:** Choose **Approve** if the invoice was correct. This action approves the invoice and brings you back to your workflow inbox. Upon your approval, the workflow will send an e-mail notification to the Contracting Officer requesting him or her to review the invoice and take action to approve or reject. Once the CO gives final approval, the invoice will be paid.
 - **Reject:** Choose **Reject** if the invoice is incorrect. The next screen you go to will ask for a "title". This means you need to enter a brief title for your rejection reason. After entering a title and clicking **Continue**, the next screen you go to provides you with a space to give a detailed reason as to why it is being rejected. Enter your reason and click **Save**. After saving, you click the **Back** button once to return to your Workflow Inbox. Accounts Payable receives a notification that the invoice has been rejected.
 - **Cancel and keep work item in inbox:** Select **Cancel and keep work item in inbox** if you wish to cancel the action for the moment (and keep notification in your inbox). You may need to do further research before coming back to the notification and providing approval or rejection.



Decision Step in Workflow

Menu | << | Cancel | System | Workflow | Create

PO L08PX00037 has Inv 5200050201 awaiting approval

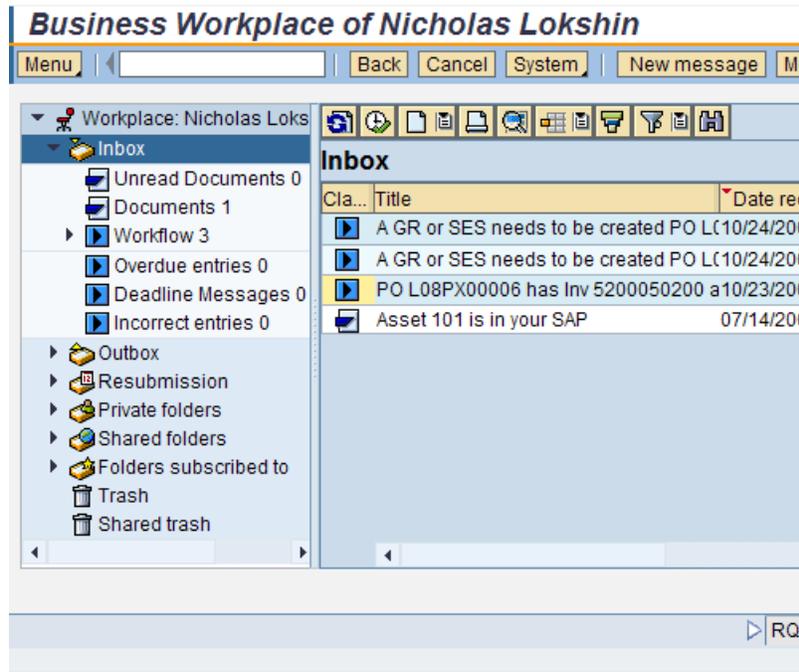
Choose one of the following alternatives

- Approve
- Reject
- Cancel and keep work item in inbox

Select the appropriate alternative in the Decision Step in Workflow screen.

Description	Objects and attachments
Invoice 5200050201 for Purchase Order # L08PX00037 has been received and is	<ul style="list-style-type: none">Incoming Invoice: 5200050201

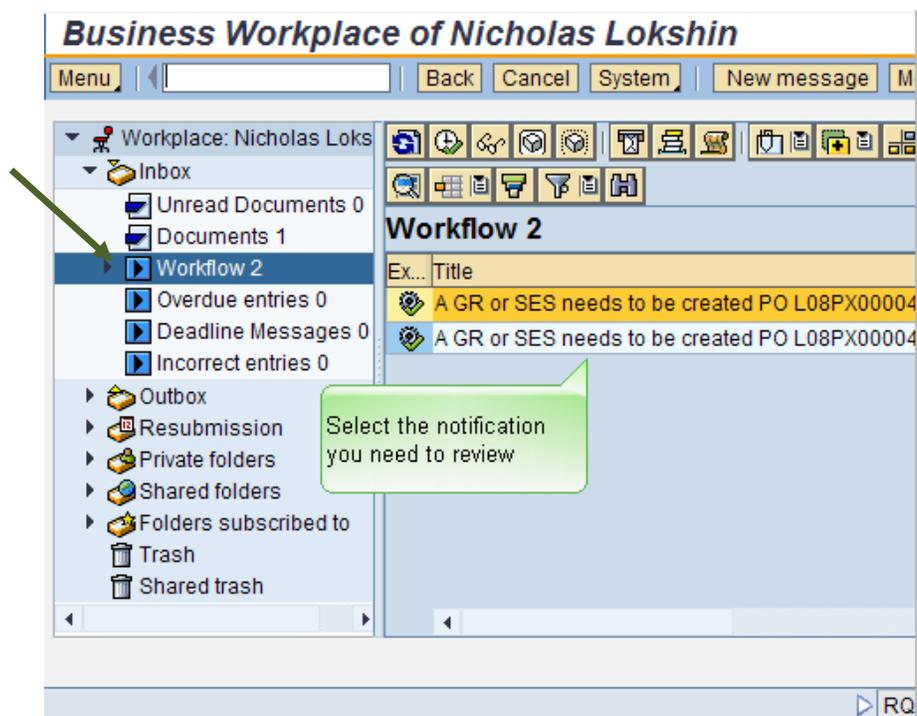
 Once you return to your workflow inbox, you may select another work item. You should always click the update icon  to refresh your inbox when you return to it. This will ensure that you have the most current view of your tasks.



Completing or Canceling Invoices without Existing Goods Receipts/Service Entry Sheets

In this scenario, you have received an e-mail notification in your bureau e-mail inbox that a goods receipt or service entry sheet needs to be created. This indicates that the invoice is in the system because the Accounts Payable tech has created it in FBMS and parked it. You cannot approve the invoice until you complete the GR/SES. However, you can still review the invoice. After logging in to your FBMS Workflow Inbox:

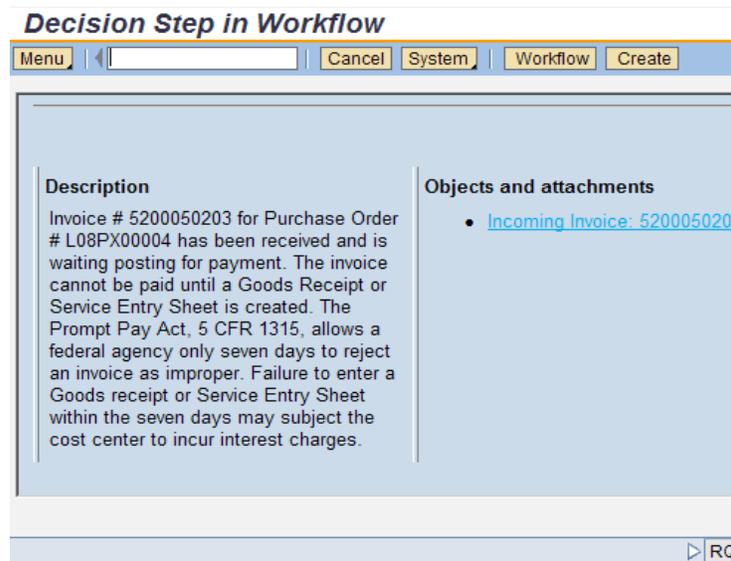
- 1) Select the **Workflow** link to display the Workflow notifications in your Inbox.
- 2) Select the **notification** for the task you need to act upon in the **Inbox** pane.



 Since there is no Goods Receipt or Service Entry Sheet, the **Decision Step in Workflow** screen provides different choices than you see when GR/SES currently exists for an invoice.

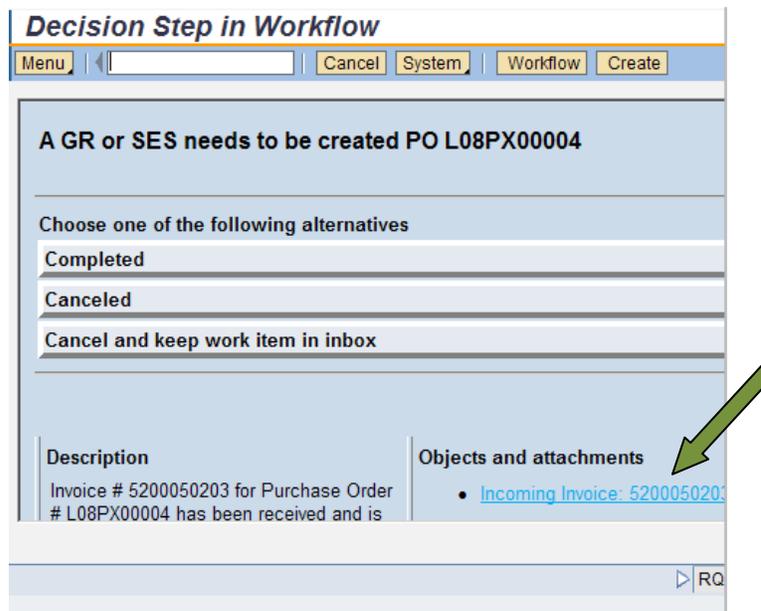


In the Description field you will see general information regarding the invoice to approve. This is the same information that you saw in the e-mail notification that you initially received. It will state that a goods receipt or service entry sheet must be created before the invoice can be paid.



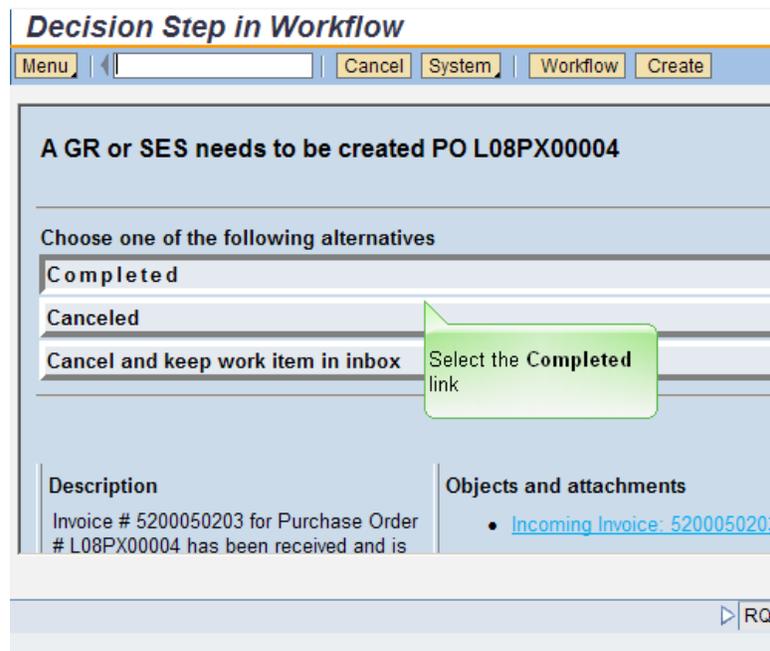
The screenshot shows a web interface titled "Decision Step in Workflow". At the top, there is a navigation bar with buttons for "Menu", "Cancel", "System", "Workflow", and "Create". Below this, the main content area is split into two columns. The left column is titled "Description" and contains the following text: "Invoice # 5200050203 for Purchase Order # L08PX00004 has been received and is waiting posting for payment. The invoice cannot be paid until a Goods Receipt or Service Entry Sheet is created. The Prompt Pay Act, 5 CFR 1315, allows a federal agency only seven days to reject an invoice as improper. Failure to enter a Goods receipt or Service Entry Sheet within the seven days may subject the cost center to incur interest charges." The right column is titled "Objects and attachments" and contains a single bullet point: "Incoming Invoice: 5200050203". At the bottom right of the screen, there is a small "RQ:" label.

- 3) Select the link for the **Incoming Invoice** to see the details of the invoice. Review the invoice and then click **Back** the **Back** button to return to the workflow screen.



The screenshot shows the same "Decision Step in Workflow" interface. The main content area now displays a decision point. At the top, it says "A GR or SES needs to be created PO L08PX00004". Below this, it asks the user to "Choose one of the following alternatives". There are three radio button options: "Completed", "Canceled", and "Cancel and keep work item in inbox". Below the decision options, there is a "Description" field with the same text as in the previous screenshot. To the right, the "Objects and attachments" field contains the same bullet point: "Incoming Invoice: 5200050203". A green arrow points to this link. At the bottom right, there is a small "RQ:" label.

- 4) Select the appropriate link to take action on the invoice:
- **Completed:** You **CANNOT** click the **Completed** link until the GR/SES has been created and accepted. Click **Cancel and keep work item in inbox**, then complete the GR/SES before returning to your FBMS Business Workplace Inbox and selecting **Completed**. Upon selecting **Completed**, Accounts Payable will receive notification that the GR/SES has been completed and will post the invoice.
 - **Canceled:** Take this action when you want to reject the invoice. The next screen you go to will ask for a "title". This means you need to enter a title for your rejection reason (i.e. Invoice Rejection). After entering a title and clicking **Continue**, the next screen provides you with a space to give a detailed reason as to why you are rejecting the invoice. Enter your reason and click **Save**. After saving, you click the **Back** button once to return to your Workflow Inbox. Accounts Payable will receive a notification that goods/services have been canceled.
 - **Cancel and keep work item in inbox:** This action allows you to cancel the action for the moment (keeping the notification in your inbox) if further review is necessary before coming back to the workflow notification and providing final approval/rejection.



Decision Step in Workflow

Menu | [Search] | Cancel | System | Workflow | Create

A GR or SES needs to be created PO L08PX00004

Choose one of the following alternatives

- Completed**
- Canceled
- Cancel and keep work item in inbox

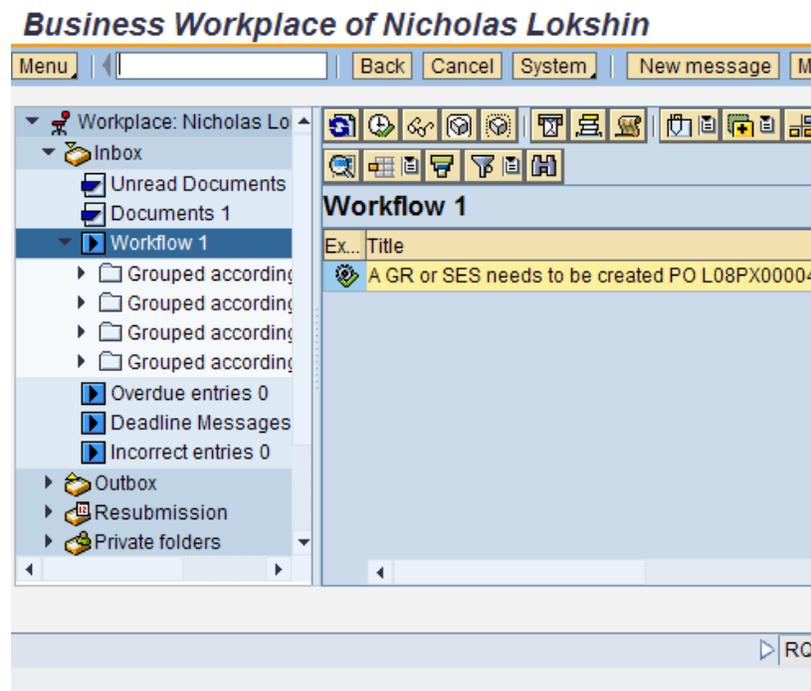
Select the **Completed** link

Description	Objects and attachments
Invoice # 5200050203 for Purchase Order # L08PX00004 has been received and is	<ul style="list-style-type: none">Incoming Invoice: 5200050203

▶ RQ:



Once you have selected an action, you are brought back to your workflow inbox.



For additional detailed information on FBMS Workflow between accounts payable and acquisitions, refer to the FBMS Standard Operating Procedure (SOP) **Accounts Payable and Acquisitions Workflow**. This document is on the PMO Portal at:

D4 Home (D4 Bureau) > D4 Training > SOPs > SOP AP & ACQ Workflow.doc

Your FBMS Bureau Lead and/or Training Lead can also assist you with obtaining this document.