

PROCESS PRIOR TO CREATING A RECEIVING REPORT (SES or GR)

Housekeeping:

Idaho SES Instructions are posted as follows:

Idaho Intranet/Admin Services/Deena Weber/Idaho SES Instructions

Please ensure that you always have the most up to date instructions, date is in the upper right hand corner.

Another valuable web site for Tips and Technical Solutions is
<http://teamspace/sites/fbms/pub/pages/default.aspx>

STEP 1

Log into FBMS either by clicking on an ICON provided to you by your IRM folks or at the following address:

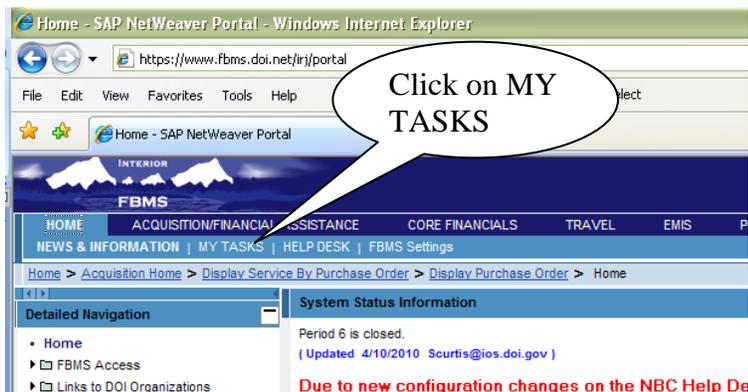
<https://www.fbms.doi.net/irj/portal>

Login - Example of how the login will look: dweber@blm.gov

Password – This will be the same password as your windows password. Whenever you change your windows password, it will automatically synchronize with your logon in FBMS so there is never a need to change your password in FBMS.

STEP 2

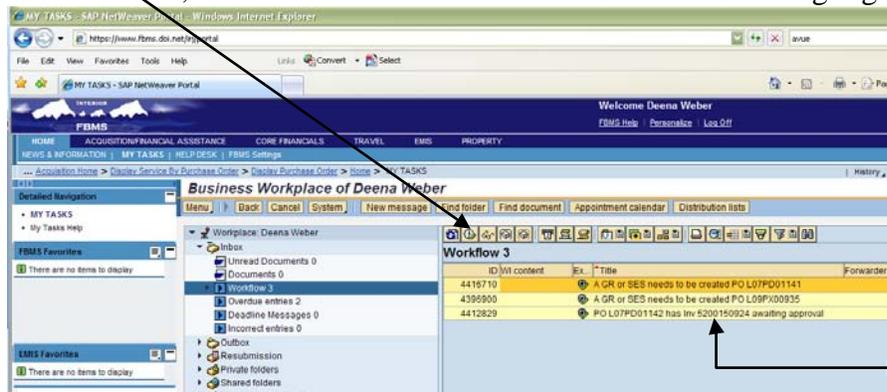
Open MY TASKS:



STEP 3

Click on Inbox and then Workflow (WF) as shown in this screen print. As the example shows, I had three WFs that I must process. There are two types of WF, one requesting that I create a GR or SES and one that has an Inv. awaiting approval, see examples below.

To open a Workflow - highlight (dark gold color) the workflow you want to open and click on "EXECUTE", the icon shown below OR double click on the highlighted WF.

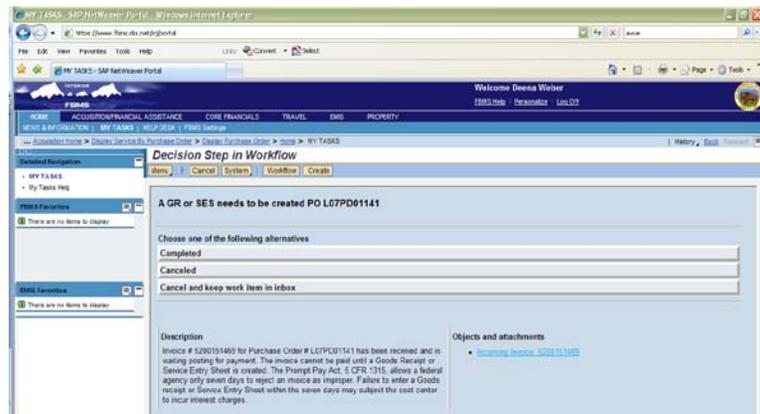


I refer to this unique number in these instructions as the "52" invoice number, which is different for each invoice submitted by a vendor and is system generated.

Workflow requesting a GR or SES

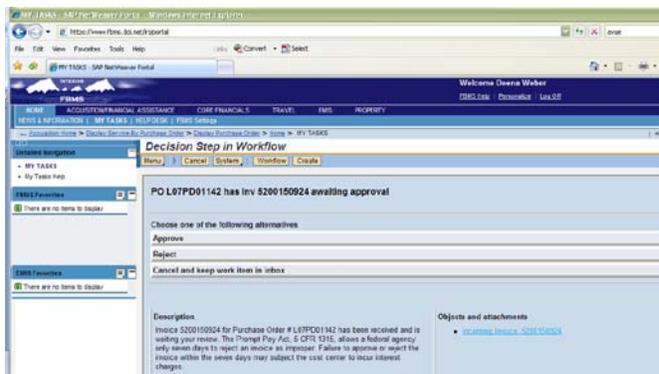
Notice the three choices:

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



Description: Only gives you a brief overview, "Invoice number 5200151469 ("52" invoice) for Purchase Order L07PD01141 has been received and is awaiting posting for payment."

NOTE: Never click on "CANCELED" or "REJECT" without being 100% certain you do not want this invoice paid. By clicking on either of these options STOPS Workflow, requires a rejection text, and will prevent the vendor from getting paid.



Workflow awaiting an approval

Notice the three choices:

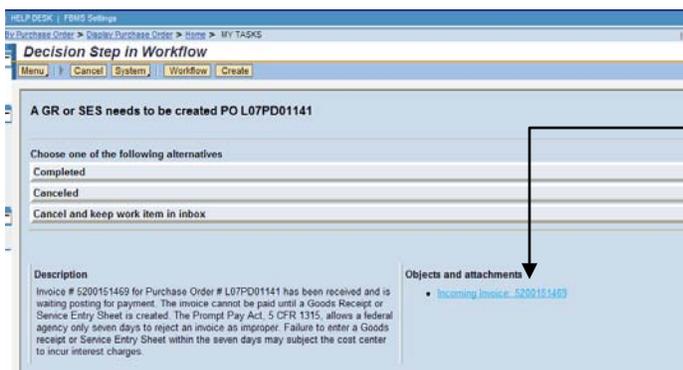
- Approve
- Reject
- Cancel and keep work item in inbox

NOTE: Keep in mind that if you do GR or SES prior to Denver receiving the Vendor's invoice, you will only receive the workflow requesting you to approve an Invoice as the Accounts Payable (AP) Technician will automatically see the funds available to use for payment. If you wait to create the GR or SES based on a workflow then both types of workflow will be initiated and will need to be processed.

STEP 4

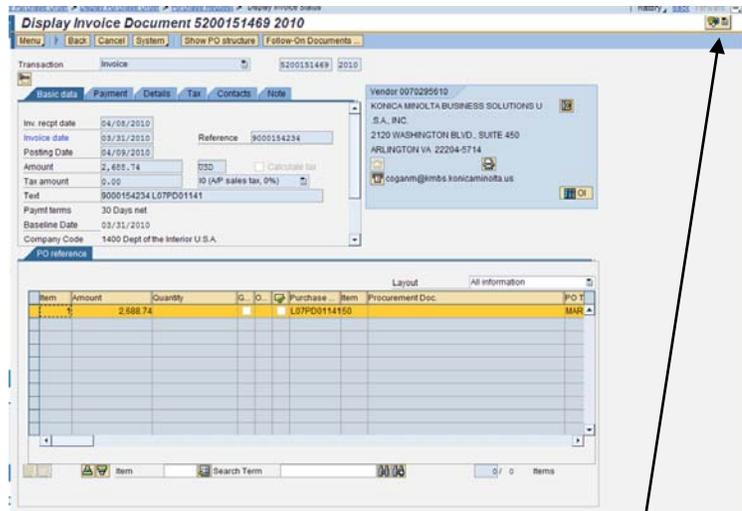
At this point, it is important to view the actual invoice from the vendor.

Under Objects and Attachments is a link – Click on “Incoming Invoice 5200151469”

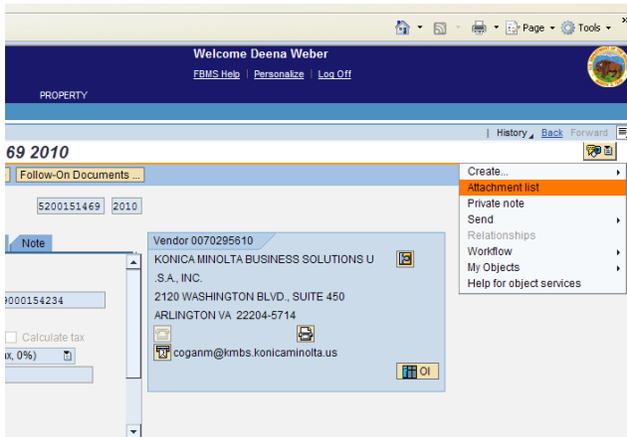


Here is a display of the “52” invoice from the Basic data tab.

In order to verify the information, you must open up the scanned copy of the vendor’s invoice.

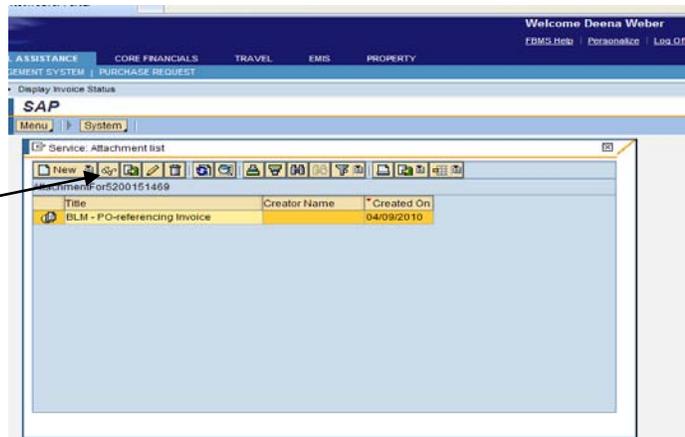


Click on Services for Object ICON shown here to the right - - >



Click on Attachment list

Either double click on the highlighted attachment or click the eye glasses ICON to display the scanned copy of the vendor’s invoice.





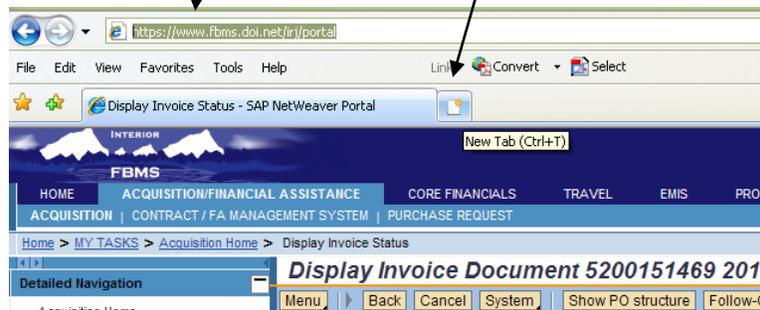
VENDOR'S INVOICE

STEP 5

Verify financial status of Purchase Order.

Open another FBMS session as follows:

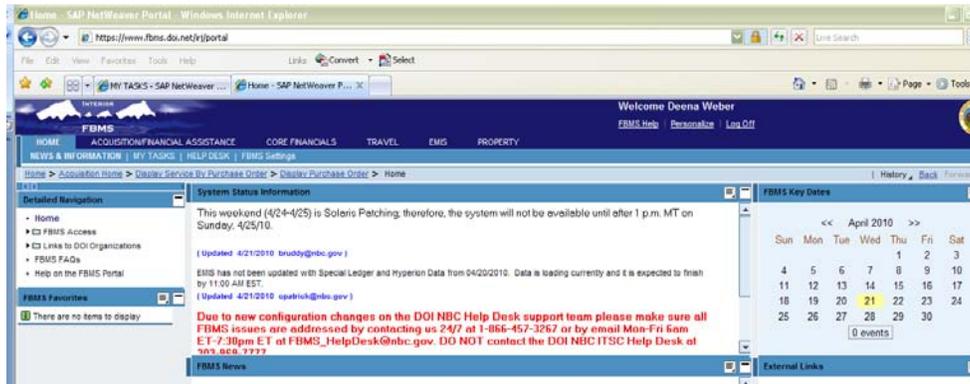
1. Highlight URL and copy the link
2. Open New Tab



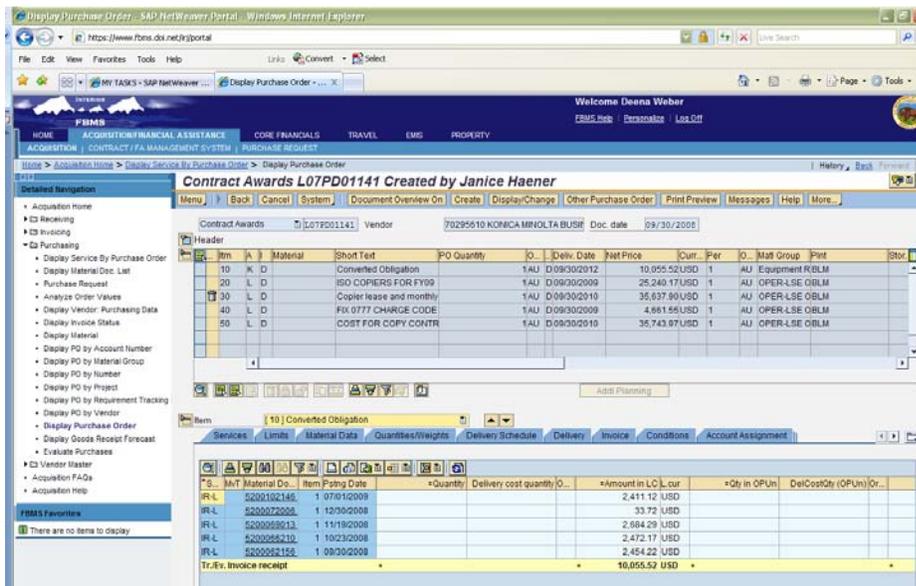
3. Copy URL into new tab and select the URL that ends with "portal"



4. With another FBMS session open, click on Acquisition/Financial Assistance



5. Click on Purchasing > Display Purchase Order



6. Click Other Purchase Order > click in the Gold Box > type in the Purchase Order number > hit "enter" on your key board or "Other Document" to view the PO.



7. Review the Line Items – determine if your receiving report will be a GR or SES by looking at the Items Category (Blank indicates Goods and a “D” indicates Services).

The screenshot displays the SAP NetWeaver Portal interface for a purchase order. The main window shows 'Contract Awards L07PD01141 Created by Janice Haener'. Below this, a table lists line items with columns for Item, Material, Short Text, PO Quantity, Deliv. Date, Net Price, Curr., Per, and Mat. Group. Line item 10 is highlighted, showing a net price of 10,055.52 USD. Below the main table, the 'Item' detail view for line item 10 is shown, including a table with columns for Item, MVT, Material, Date, and Amount in LC USD. The amount for line item 10 is 10,055.52 USD.

Item	Material	Short Text	PO Quantity	Deliv. Date	Net Price	Curr.	Per	Mat. Group
10	K D	Converted Obligation	1 AU	09/30/2012	10,055.52 USD	1		Equipment RBLM
20	L D	ISO COPIERS FOR FY09	1 AU	09/30/2009	25,240.00 USD	1		OPER-LSE OBLM
30	L D	Copier lease and monthly	1 AU	09/30/2010	35,837.90 USD	1		OPER-LSE OBLM
40	L D	FIX 0777 CHARGE CODE	1 AU	09/30/2009	4,661.55 USD	1		OPER-LSE OBLM
50	L D	COST FOR COPY CONTR	1 AU	09/30/2010	35,743.97 USD	1		OPER-LSE OBLM

Item	MVT	Material	Date	Amount in LC USD
IR-L	5200	52000077465	1 12/30/2008	2,411.12 USD
IR-L	5200	520052013	1 11/19/2008	33.73 USD
IR-L	5200	520055210	1 10/23/2008	2,684.29 USD
IR-L	5200	520052156	1 09/30/2008	2,472.17 USD
				10,055.52 USD

Review each line item for remaining funds. As shown here, Line Item 10 had \$10,055.52 obligated and shows in the Item Detail that \$10,055.52 has been expended.

Use this drop down box to choose the next Line Item for review of expenditures.

STEP 6

Open another FBMS session as described in the beginning of STEP 5, page 5.

Acquisition/Financial Assistance > Receiving > Create Service Entry Sheet

Create your SES.....Use other cheat sheets to assist if needed.

With the three sessions opened you can toggle between them to assist in the creation of a receiving report. When done, toggle over to your PO screen. Refresh this screen by clicking on Other Purchase Order > PO number will already appear in Gold Box > click Green Check > display line item that SES was posted against and ensure that the SES is reflected in the total expenditure.

The screenshot displays the 'Service Entry Sheet' interface in a web browser. The page title is '1000066761 Display Entry Sheet'. The interface includes a navigation menu on the left, a main content area with tabs for 'Basic Data', 'Accept Data', 'Vals', 'Long Txt', and 'History', and a table of line items. The table has columns for Line, P, C, U, Service No., Short Text, Quantity, Un, and Gross Price. Line 10 is highlighted, showing a quantity of 1 and a gross price of 7,447.50. The 'Short Text' for line 10 is 'March 2009 Non-Fire Inv.'

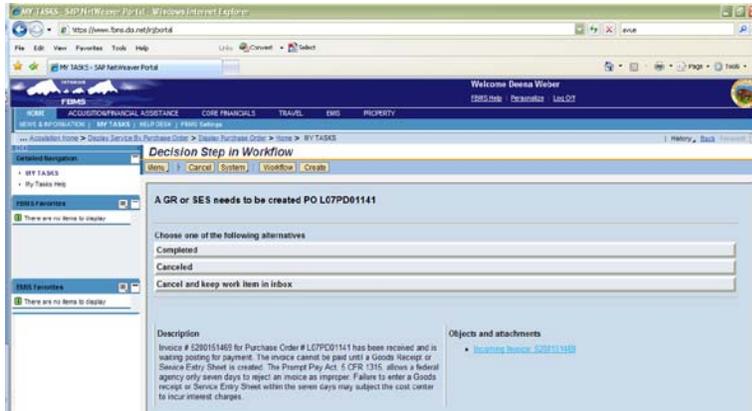
Line	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10					March 2009 Non-Fire Inv.	1	AU	7,447.50
20						0.000		0.00
30						0.000		0.00
40						0.000		0.00
50						0.000		0.00

STEP 7

Click MY TASKS open session

Note: if the screen timed out, reopen MY TASKS > Inbox > Workflow

Click on “COMPLETED”



Until “COMPLETED” is clicked, Denver has no idea the funds are ready to be expended based on the SES you just completed. Denver’s next step is to post the payment based on your SES which will then start the last WF.

STEP 8

The last WF is to approve the vendor’s invoice.

Be sure to open the Incoming Invoice link to ensure that you are approving the correct invoice.

Click on “APPROVE”

