



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

Standard Operating Procedure

Title: =

Description: SOP outlines procedure for running the UDO report by purchase order.

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)
Version	1.0
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Author(s)	Karen Selleck
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Last Updated By	



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1.0 Purpose of SOP

1.1 Intended Audience

All bureaus, Acquisitions staff who need to determine if a document has been zeroed out and completely paid.

1.2 Collaboration Team

Identify who collaborated on the development of the SOP and organization

Name	Organization

1.3 Review Team

Identify who reviewed the SOP, Role, and Approved Date

Name	Role	Approved Date
Rich Resnick	FBMS DOI O&M	
Ginger Peltz	FBMS BP	
Dave Wunder	FBMS BP	

1.4 Definition of Terms

Include definition of terms if appropriate

Terminology	Description
UDO	Undelivered Orders
CO	Contracting Officer

1.5 Assumptions, Dependencies, and Constraints

This SOP only details running the UDO report for the purpose of determining whether a document is zeroed out and completely paid.



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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

2.0 **Standard Operating Procedure**

2.1 **Process Description**

Although Acquisitions staff can view an individual invoice to determine if it has been paid by accessing it through workflow, in order to determine if an overall document is zeroed out and completely paid, they must run the **UDO by Purchase Order Report** in BW/EMIS.

2.2 **When the Process is Used**

Contracting Officers (COs) use the process to determine what amount of an entire obligation was not expensed. The report provides them with information if they need to do a modification under the purchase order and do a de-obligation against the correct line item to de-obligate the remaining balance.

2.3 **Related Processes and other References**

- SOP: AA-XX Basic Workflow Functionality for Acquisitions and Accounts Payable (related to payment of invoices)

2.4 **Who is involved in the Process**

- Acquisitions Contracting Officer (ACQ_CO)

2.5 **Transactions used in the Process**

- N/A: BW/EMIS Query Process

3.0 **Process Flow**

1. Log in to FBMS and select the **EMIS** tab.





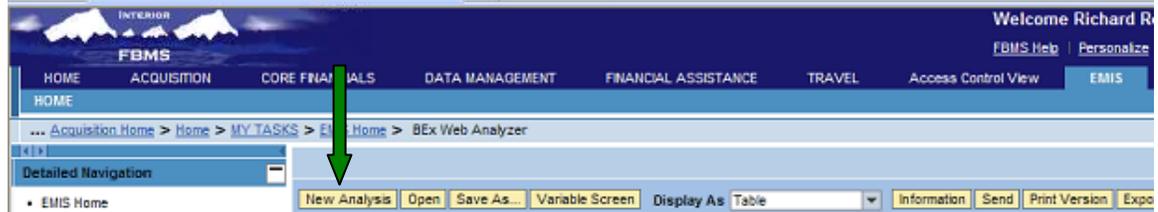
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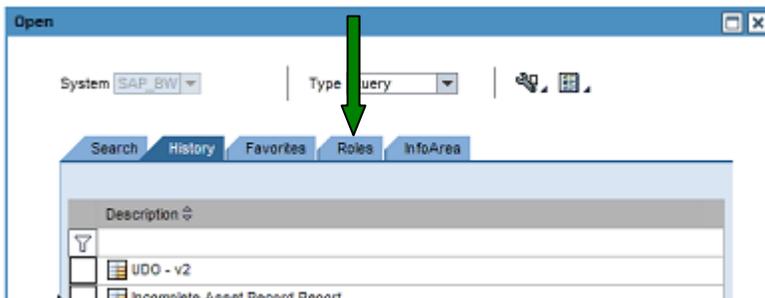
2. Select **BEx Web Analyzer** from the left-hand menu.



3. Click **New Analysis**



4. Click the **Roles** tab.

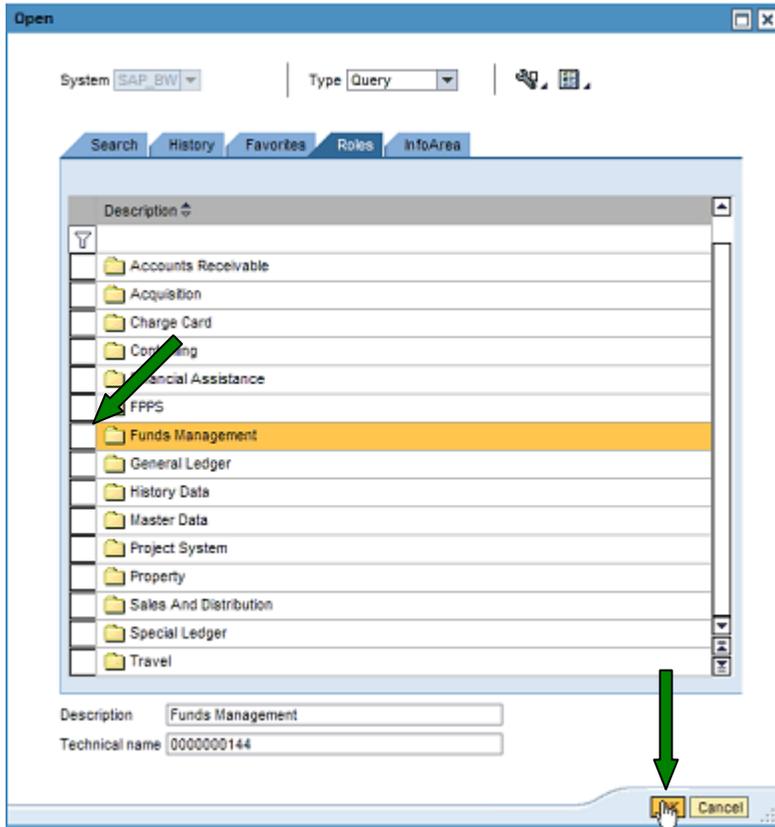




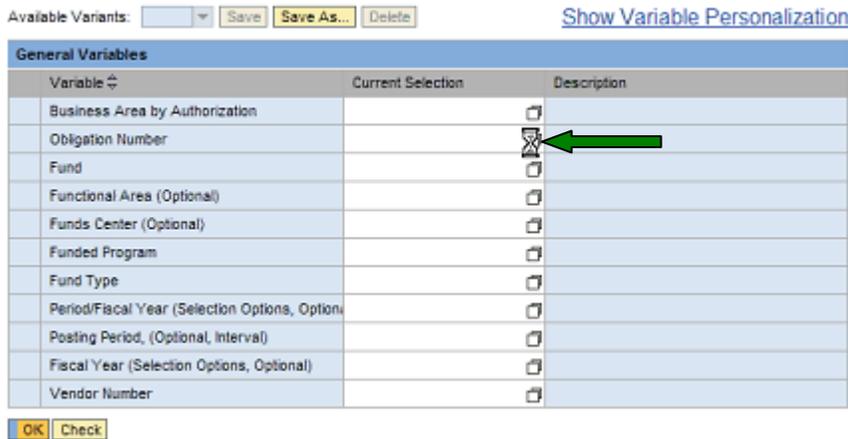
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- 5. Click to the left of **Funds Management** to highlight that line, then click **OK**.



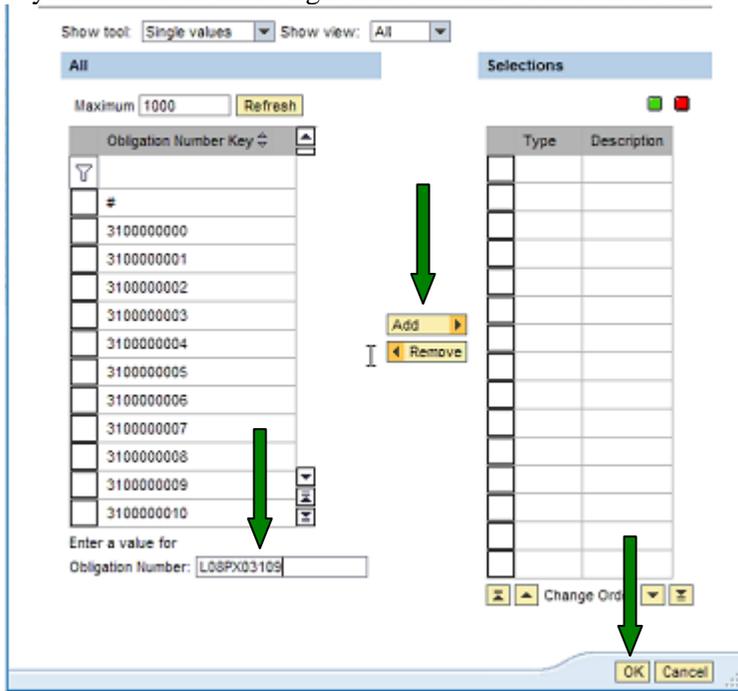
- 6. When the screen indicating the filtering criteria for your report comes up, click on the icon in the **Obligation Number** field .





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- On the resulting **Select Values for Obligation Number** screen, enter the contract number you wish to check on in the **Obligation Number** field. Then Click the **Add** button  to add it to your selections in the right-hand column. Then click **OK**.



- When you return to the **General Variables** screen, your contract number will be populated in the Obligation Number fields. Click **OK** to continue.

Variable Entry





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9. The resulting report will look as below. On the left-hand menu are different “Free Characteristics” that you can add to the report. Select **Obligation Item** from the menu, then click on the **Fund** column header to add the information to your report.

Then click on **Fund** column header

First, select **Obligation Item**

Obligation Number	Fund	Funds Center	Functional area	Funded Program	(a) Original Obligation	(b) Total Unpaid Expenditures	(c) Automated Accrual	(d) Unpaid Expenditures (b-c)
L08PX03109	XXXX15AF	LLORM05000	L63200000 HL0000	FPDEFAULT	5,833.75	0.00		
Overall Result					5,833.75	0.00		

9. The resulting report breaks down the information by line item, as seen below.

Obligation Number	Obligation item	Funds Center	Functional area	Funded Program	(a) Original Obligation	(b) Total Unpaid Expenditures	(c) Automated Accrual	(d) Unpaid Expenditures (b-c)
L08PX03109	10	LLORM05000	LF20000CV JS0000	LPESB1GA0000	2,000.00	0.00		
	20	LLORM05000	L63200000 HL0000	FPDEFAULT	5,515.00	0.00		
	30	LLORM05000	L63200000 HL0000	FPDEFAULT	80.00			
	40	LLORM05000	L63200000 HL0000	FPDEFAULT	258.75			
Overall Result					7,833.75	0.00		



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- Scroll to the right to see the original obligation column, unpaid expenditures, paid expenditures, and other information. This will show you how much was obligated, how much has been paid, and each of the payments against the obligated amount.

Export to Excel		Comments							
Program	(a) Original Obligation	(b) Total Unpaid Expenditures	(c) Automated Accrual	(d) Unpaid Expend w/ accruals (b-c)	(e) Paid Expenditures	(f) Paid & Unpaid Expend w/ accruals (b+e)	(g) Unexpended Oblig w/ accruals (a-f)	(h) Unexpended O (a-d-e)	
	\$	\$		\$	\$	\$	\$	\$	
GA0000	2,000.00	0.00		0.00	2,000.00	2,000.00		0.00	
ULT	5,515.00	0.00		0.00	5,219.50	5,219.50		295.50	
ULT	60.00							60.00	
ULT	258.75							258.75	
	7,833.75	0.00		0.00	7,219.50	7,219.50		614.25	

If the unexpended obligations with accruals column shows an amount outstanding, that means the entire obligation was not expended. (Your paid expenditures should be the same amount as your original obligation). If there is an outstanding amount, you will need to do a modification under the purchase order and do a de-obligation against the correct line item to de-obligate the remaining balance. (The unexpected obligations show for each line item on the report).

Column B of the report shows items for which the goods receipt or invoice have been completed, but the item has not yet been paid.

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	