

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

**Instructions for Entry of
Expense to Expense Journal Voucher (VA) Documents
Into the Financial and Business Management System (FBMS)**

I. VA Form

The VA form resembles the VA data entry screen in FBMS but excludes certain fields for which there is either no requirement or need to complete. This form also includes signature, phone number, and date fields and a document reversal section. There is no official requirement to use the VA form, but it may be useful as an input document. A hard copy of the parked or posted document may be used as a substitute provided that the Journal Log Number and the names of responsible employees (including telephone number and date information) are added to the hard copy. Use of a rubber stamp that mimics the additional information is recommended as a time saver.

II. VA Document Form and Entry

A. VA Document Path: The following path is used to enter a VA document in FBMS: Core Financials > GL > GL Transactions > Park G/L Account Items (if Enter G/L Account Document is available as an option, use it rather than Park G/L Account Items).

B. Document Log Number: A sequential number from an office's FBMS document log is entered into this field. The document log is required as an internal control procedure. The document log number is not entered into FBMS. If not using the VA document form, the journal log number must still be included on the printed copy of the parked or posted VA document. An example of a document log number might be "NM910-2009-001".

C. VA "Header" Section

The following fields are located in the "header" section of the VA document:

Document Date: Enter today's date in MM/DD/YYYY format. Alternatively, you may click on the drop down box to bring up a calendar popup screen. Today's date will be highlighted, and either double click on that date or click the green check mark at the left bottom of the popup screen.

Currency: This field should always default to "USD." Never change this field.

Posting Date: FBMS should automatically enter the current date in MM/DD/YYYY format.

Document Number: When using the VA form, enter the 10 character document number (begins with "69") generated by FBMS after the document is parked or posted.

Reference: Enter the 10 character document number of the original transaction being corrected by this VA document. There is a limit of one original transaction number in this field.

Doc Header Text: Enter a brief description of the reason for the VA document. The field is limited to 25 characters. Typical examples would be "Correct Cost Center," "Correct Functional Area," "Correct WBS," etc. The line Text field allows additional space if extra explanation is required.

Doc Type: This field defaults to "SB", which should be deleted and "VA" should be entered. Alternatively, the drop down menu may be used to select "VA" (Exp/Exp JV).

Company Code: This field is hard coded to 1400.

D. VA Item Section

The information to complete these fields can be found by using the drop down for each field (looks like a white box with paper inside). Click on the field. The field will change to yellow and a little white box will appear to the right. Using the search function, the complete information can be "dropped" into the field.

The VA document must have a minimum of two lines consisting of at least one credit (C) line and at least one debit (D) line. The number of credit lines does not have to equal the number of debit lines, but the net total dollar amount of all the credit and debit lines must equal zero, or an error will be generated by FBMS. When creating a new VA document, if more lines are required than shown, use the scroll bar to the right of the item entry box which will allow additional blank lines to appear for data entry. In some circumstances, the Detailed Navigation box on the left may need to be hidden before the scroll bar to the left of the item entry box becomes visible.

The following information provides details on the individual columns found in the item section:

Status: Leave blank (does not appear on VA document form).

GL acct: The GL account is listed on the referenced original document and it is composed of a four digit USSGL account number, a dot, and the five character commitment item (BOC). Examples would be "6100.269F0" and "6330.232A0". Do not change this field in the correcting line(s) without National Operation Center, Financial Reporting and Programs Branch (OC-610) approval. If the commitment item ends with "A" (e.g., 6100.222EA and 6100.233LA) rather than a "0" (e.g., 6100.222E0 and 6100.233L0) this indicates that the original transaction is an accrual, which is not to be corrected by a VA document.

Short Text: Leave blank (does not appear on the VA document form). Defaults from the GL acct field.

D/C: Use the drop down feature to choose either debit or credit. A debit will be a positive amount and the credit will be a negative amount. The amount that you want to reverse will be listed as the opposite of how it was originally posted from an accounting perspective. The line showing the original cost structure to be reversed or adjusted will usually be entered as the credit line on a VA document. **WARNING: some FBMS reports such as the General FM Query produced from EMIS > Bex Web Analyzer show debit G/L 6XXX amounts as negative amounts in the "FI Line Items (Invoice/Payments)" column. When using this tool, the reversing line on the VA document will have the same sign as the General FM Query report, i.e., a negative amount on a General FM Query will be reversed as a credit (negative) amount on the VA document.**

Amount in doc: Enter the dollar amount including a decimal point. Do not enter a dollar sign or commas.

Cost center: Enter the 10 character cost center (LL plus 8 additional characters). Warning: Do not use FBMS roll up organization codes that are less than 10 characters in length, e.g., the 8 character FC Org. Level 3 code.

Fund: Leave blank (does not appear on VA document form) as it defaults from the functional area.

Functional area: Enter the functional area which is composed of the nine character program beginning with "L," a dot (period), and the six character program element ending with "0000." Examples are "L19200000.XG0000" and "L18200000.XJ0000".

WBS element: If required, enter the WBS element which is composed of 12 characters beginning with "L" plus 2 dots (periods). Examples are "LX.SS.061D0000" and "LW.MV.05000000".

Earmarked funds: Leave blank (does not appear on VA document form).

Earmarked funds: Document item: Leave blank (does not appear on VA document form).

Business area: Leave blank (does not appear on VA document form).

Prod.Month: Leave blank (does not appear on VA document form).

Funds center: Derives from the Cost Center field. Leave blank (does not appear on VA document form).

Commitment itm: Derives from the GL acct field. Leave blank (does not appear on VA document form).

Segment: Leave blank (does not appear on VA document form).

Procurement Doc.: Leave blank (does not appear on VA document form).

Assignment no. : Leave blank (does not appear on VA document form).

Value date: Leave blank (does not appear on VA document form).

Ptnr. Segm.: Leave blank (does not appear on VA document form).

Text: This field allows up to 50 characters for additional explanation of the change that would not fit in the 25 character Doc Header Text field (the VA document does not have space for this field, but the field may still be used in FBMS).

Pmt.meth.supl: Leave blank (does not appear on VA document form).

Long txt: Leave blank (does not appear on VA document form).

Trading partner: Leave blank (does not appear on VA document form).

Order: Normally leave blank, but this field will need to be completed with a 9 digit work order when the functional area is L93100000.120000. Contact the NOC for assistance.

Sales order: Leave blank (does not appear on VA document form).

Item in Sales Order: Leave blank (does not appear on VA document form).

Sched item in sales order: Leave blank (does not appear on VA document form).

Plnt: Leave blank (does not appear on VA document form).

Cost object: Leave blank (does not appear on VA document form).

Network: Leave blank (does not appear on VA document form).

Qty: Leave blank (does not appear on VA document form).

Base Unit of Meas.: Leave blank (does not appear on VA document form).

Trans. Type: Leave blank (does not appear on VA document form).

Material: Leave blank (does not appear on VA document form).

Material valuatn type: Leave blank (does not appear on VA document form).

Val. date: Leave blank (does not appear on VA document form).

PPA Exclude: Leave blank (does not appear on VA document form).

Per. of Perf. Start: Leave blank (does not appear on VA document form).

Per. of Perf. End: Leave blank (does not appear on VA document form).

E. Checking for Errors on a VA Document

The “enter” key may be pressed to verify that the information is accepted in FBMS as a valid item before moving to the next field or line. If any field does not have a valid accounting structure, the characters entered on the entire line will turn red, and an error message will appear at the bottom of the screen. The error(s) needs to be corrected before the VA document will post.

As lines are added to the VA document, the total debit (“Total deb.”) and credit (“Total cred.”) amounts will appear in the “Amount Information” box. In addition, as lines are added the top line of the Item box will change from “0 Items” to the total number of item line numbers on the document.

Click “Simulate” on the toolbar to review the entry prior to Parking or Posting to ensure that no errors exist. This will bring up the “Document Overview Screen” to review the VA document. The VA document cannot be posted until all errors are corrected. In the “Amount Information” box on the original data entry screen, the OOO “traffic light” will turn green when the following two conditions are met: (1) the dollar value of the debits equal the dollar value of the credits, and (2) the entries are valid.

F. Parking a VA Document

If any errors need to be left for a future correction effort or the VA document needs to be approved and posted by the NOC (OC-610), the document should be placed in Park (held) status by clicking the “Park” button. If the “Park” button is not available as an option, use the following path: Menu > Document > Park. Make sure to annotate the document number generated by FBMS in the Document Number field of the VA form if used or copy the document number down. A user cannot post a VA document that was parked under the user’s ID – a different user whether in the field office or the NOC will need to post the VA document.

G. Deleting a Parked Document

If further review determines that a parked document should be deleted rather than posted, take the following path: Core Financials > GL > GL Transactions > Change Parked Document. The “Change Parked Document: Initial Screen” will appear with the Document Number, Company Code (1400), and Fiscal Year fields already filled if the document was just parked with no intermediate FBMS document transaction(s) having taken place. If these fields are not system filled, they will need to be manually entered. Then hit the Enter key. The “Edit Parked GL Account Document 69XXXXXXXX 1400 YYYY” screen will appear. Then take the following path: Menu > Document > Delete parked document. A “Delete Parked Document” pop-up box will appear. Click the “Yes” button.

H. Printing a Hard Copy of a Parked VA Document

After parking the VA document, a document number is created, which needs to be copied down or inserted into the Document Number field on the VA form. Next take the following path: Core financials > GL > GL Transactions > Change Parked Document. The “Change Parked Document: Initial Screen” will appear with the Document Number, Company Code (1400), and Fiscal Year fields already filled if the document was just parked with no intermediate FBMS document transaction(s) having taken place. If these fields are not system filled, they will need to be manually entered. Hit the Enter key. The “Edit Parked G/L Account Document 69XXXXXXXX 1400 YYYY” screen will appear. Then take the following path: Menu > Document > Simulate. The “Document Overview” screen will appear. Then take the following path: Menu > Document overview > Print. A “Print ALV List” pop-up box will appear. Click the green checkmark in the lower left corner. A preview page containing the document will appear. Click on the printer icon to direct the print job to your printer. Alternatively, the following path may also be taken from the “Document Overview” screen to save the document to your hard drive and to print the document as a spreadsheet: Menu > Document overview > Export > Spreadsheet. A “Select Spreadsheet” pop-up box will appear. Click the “Excel (in MHTML Format)” button and then click the green checkmark in the lower left corner. A “Warning – Security” pop-up box will appear. Click the Run button. A “Save In” box will appear. Name the document file and save it to the desired directory, from where the document may be printed. The printed document can be used to submit to the National Operations Center (OC-610) if required.

I. Posting a VA Document

When no errors exist, the VA document may be posted by the field office rather than parked provided that (1) the correction is for a current fiscal year transaction and (2) the amount of the VA document is less than \$50,000. After simulating the document, click the “Post” button on the Document Overview screen. Alternatively, on the “Park G/L Account Document: Company Code 1400” screen, take the following path: Menu > Document > Post. Make sure to annotate the document number generated by FBMS in the Document Number field of the VA form if used. It should be noted that if the VA document was parked, a different user will need to post

the VA document. In this scenario, a different user should use the following path: Core Financials > GL > GL Transactions > Change Parked Document. This will bring up the “Change Parked Document: Initial Screen”. Enter the Company Code (1400), the Document Number, and the Fiscal Year. Hit the enter key. The “Edit Parked G/L Account Document 69XXXXXXXX 1400 YYYY” screen will appear. Then take the following path: Menu > Document > Select parked document. A “Selection of Parked Documents” pop-up box will appear. Click the Continue button. Then take the following path: Menu > Document > Post.

J. Printing a Hard Copy of a Posted VA Document

To print a hard copy of a posted VA document, take the following path: Core Financials > Display > Documents > Display Document. The “Display Document: Initial Screen” will appear with Document Number, Company Code (1400), and Fiscal Year fields already filled if the document was just posted. If these fields are not system filled, they will need to be manually entered. Then hit the Enter key. The Document Overview – Display” screen will appear. Take the following path: Menu > Document > Print. A “Print ALV List” pop-up box will appear. Click the green checkmark in the lower left corner. A preview page containing the document will next appear. Click on the printer icon to direct the print job to your printer. Alternatively, the following path may also be taken from the “Document Overview - Display” screen to save the document to your hard drive and to print the document as a spreadsheet: Menu > Document > Export > Spreadsheet. A “Select Spreadsheet” pop-up box will appear. Click the “Excel (in MHTML Format)” button and then click the green checkmark in the lower left corner. A “Warning – Security” pop-up box will appear. Click the Run button. A “Save In” box will appear. Name the document file and save it to the desired directory, from where the document may be printed.

K. Approval, Entered and Parked, and Posted Information

Enter the printed name of the individuals approving, parking, and posting the VA document. The telephone number (including area code) and the date of the activity must also be included. Should the VA form not be used, this information is required to be added to the hard copy of the parked or posted VA document. This information is not entered into FBMS.

III. Submission of VA Document Package to the NOC

The NOC (OC610) is required to approve and post all VA documents where the correction is for a prior fiscal year transaction or the aggregate amount of the correction is \$50,000 or more. The VA document should be entered into FBMS and placed in park status after all errors have been corrected. Leave the “NOC Approved by” line blank and submit the original VA form (optional), a hard copy of the parked VA document, and supporting documentation to the NOC (OC610) for review and approval prior to posting in FBMS. Maintain copies of the submitted package for your records.

IV. Document Reversal

Should it be determined that the original posted VA document should be cancelled in its entirety, instead of entering another VA document to reverse the original VA document, FBMS has functionality to reverse the original VA document without entering an entirely new VA document. However, the reversal must be done by an OC610 employee with the GL Senior Financial Accountant role. Forward a copy of the original VA document and supporting documentation along with a request that the original VA document be reversed to the NOC (OC610).

When reversing a VA document, the NOC GL Senior Financial Accountant role employee will take the following path: Core Financials > GL > GL Transactions > Reverse Document. When the "Reverse Document: Header Data" screen appear, enter the following information:

Document Number: Enter the Document Number of the VA document that should be reversed.

Company Code: FBMS should default this field to "1400".

Fiscal Year: Enter in YYYY format the fiscal year in which the original VA document was posted.

Reversal: Use the pulldown menu to select Reason 02 – Reverse doc w/ specified posting date.

Document Date: Enter today's date in MMDDYYYY format.

Posting Date: Enter today's date in MMDDYYYY format.

Posting Period: Enter the posting period for the current month (October = 01, November = 02, December = 03, January = 04, February = 05, March = 06, April = 07, May = 08, June = 09, July = 10, August = 11, and September = 12).

Void Reason Code: Use the pulldown menu to select 10 – Other.

A new VA document will be created, which needs to be printed for document files

IV. VA Document Questions

Questions can be directed via email or by telephone to Pat Fay (fleet related transactions only) (OC612) at Pat_Fay@blm.gov or 303-236-6345, Karen A. Walters (OC612) at Karen_Walters@blm.gov or 303-236-6326, or Michael Kluherz (OC612) at Michael_Kluherz@blm.gov or 303-236-6325. An FBMS Help Desk Ticket can also be submitted.

DATA ENTRY SCREEN FOR A VA DOCUMENT

INTERIOR
FBMS

HOME CORE FINANCIALS EMIS PROPERTY

DISPLAY | CO/PS | GL | Launch WinGui

Welcome Kathleen Leclerc
FBMS Help | Personalize | Log Off

Home > FI Home > GL Home > Park G/L Account Items | History | Back Forward

Park G/L Account Document: Company Code 1400

Menu | Save parked document | Back | Cancel | System | Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic data | Details

Document Date Currency
Posting Date
Reference
Doc.Header Text
Document Type VA Exp-Rev to BalSht JV
Company Code Dept of the Interior U.S.A.

Amount Information

Total deb. USD
Total cred. USD

0 Items (Screen Variant : DOI FV50 Layout)

St...	G/L acct	Short Text	D/C	Amount in doc....	Cost center	Fund	Functional area	WBS element	Earmark

RP1 (100)