

ACQUISITION & PROPERTY'S EFFECT ON BUDGET EXECUTION

A look at how the Acquisition SAP and
PRISM interface with the Budget
module in FBMS



TODAY'S AGENDA

- Definitions & Information Files
- Fleet / Vehicles Processes
 - Costs & Procedures
- Real Property vs Personal Property
- FBMS & The Procurement Process
 - Procurement to Pay Principle (P2P)
 - Importance of Acquisition Lead Time (ALT)
 - Commitments, Obligations & Expenditures
- End of Year (EOY) Guidance
 - Timelines for ALL FY-Related Aspects of the Closeout (Budget, Procurement, Vehicles etc)



SHAREPOINT REMINDER

Budget > Shared Documents > Budget Training Sessions

Shared Documents

Share a document with the team by adding it to this document library.

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Type	Name	Title	Modified
	Acquisition and Budget 	Training to be Held June 20, 2012	5/31/2012 9:15 AM
	BLM Arizona Budget Planning Database - BudgetCruncher	Training Held Jan 12, 2012	1/18/2012 12:41 PM
	BPS	Training to be Held May 16, 2012	5/15/2012 4:03 PM
	BPS_UserGuide	Reference Document	5/9/2012 8:33 AM
	Budget Training Schedule	Schedule Revised 1/18/2012	4/10/2012 1:19 PM
	FBMS ACQ Approver Training Manual 		5/31/2012 8:54 AM
	FBMS ACQ COR RO Training Manual 		5/31/2012 8:56 AM
	FBMS ACQ Requisitioners Training Manual 		5/31/2012 8:54 AM
	FBMS Labor Correction Process	Training Held Oct 13, 2011	11/22/2011 7:20 AM
	FBMS Reports	Training Held Feb 15, 2012	2/14/2012 3:54 PM
	FBMS_ACQ_QR_Guide_Release Strategy 		5/31/2012 8:56 AM
	Fund 12X and FAMS	Training Held Nov 17, 2011	11/22/2011 7:20 AM
	Mid-Year Review	Training Held Mar 21, 2012	3/22/2012 10:10 AM
	PMDS	Training Held April 18, 2012	4/18/2012 12:41 PM
	PMDS_UserGuide	Reference Document	4/10/2012 1:18 PM
	Project_LifeCycle	Training Held Jan 18, 2012	1/18/2012 12:40 PM



ADMIN SUPPORT SERVICES SHAREPOINT

Administrative Support Services > Shared Documents

Shared Documents

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Actions ▾

Type	Name	Modified
Folder	01 Purchase Order IGO and Contract Status Logs	10/19/2011 10:15 AM
Folder	AA Advanced Procurement Plan	10/19/2011 10:29 AM
Folder	AA ARRA CONTRACT STATUS	10/19/2011 10:28 AM
Folder	AA COTR Training and ACMIS Qualifications	10/19/2011 10:28 AM
Folder	AA Deadlines for End of Year Procurements	10/19/2011 10:28 AM
Folder	AA Green Purchasing Plan	11/4/2011 11:22 AM
Folder	AA IPP VENDOR INVOICING PAYMENT PROCESS	10/19/2011 10:28 AM
Folder	AA Procurement and Acquisition Management	10/19/2011 10:30 AM
Folder	AA RATIFICATION PROCEDURES	10/19/2011 10:29 AM
Folder	AA Writing Statements of Work for Procurement	10/19/2011 10:29 AM
Folder	CC Paying for Food on Credit Card w appropriated funds	1/20/2012 4:06 PM
Folder	CC Arizona Policy on Charge Card Delinquencies and Misuse	10/19/2011 10:25 AM
Folder	CC Charge Card Management	10/19/2011 10:26 AM
Folder	CC JP Morgan Card Applications and Procedures	10/19/2011 10:25 AM
Folder	FA (Financial Assistance Log)	4/19/2012 4:24 PM
Folder	FA (Financial Assistance)	4/19/2012 4:23 PM
Folder	Lease - Lake Havasu City Leasing Project	7/15/2011 3:50 PM
Folder	Lease - Sierra Vista Leasing Project	7/15/2011 3:50 PM
Folder	Lease AZ Strip Building Project	8/10/2011 10:31 AM
Folder	Lease Contract Documents	8/3/2011 2:06 PM
Folder	Lease TUCSON FIELD OFFICE CONSTRUCTION PLAN	10/19/2011 10:27 AM
Folder	Lease Yuma Building Project	8/10/2011 10:30 AM
Folder	Lower Sonoran RMP Docs	8/3/2011 3:09 PM
Folder	Mail Management Program	10/23/2009 3:47 PM
Folder	PP NOC IM 2012	10/31/2011 1:08 PM
Folder	PP Fleet Management Program	10/19/2011 10:26 AM
Folder	PP Personal Property Management	10/19/2011 10:26 AM
Folder	PP UPC Codes	10/19/2011 10:27 AM
File	AZ Form 5000 2012	10/25/2011 3:20 PM
File	Copy of D6_UPC_New 2011PSC_With_Xwalk_FieldsV6.2	12/27/2011 8:53 AM

- An awesome resource:
 - Check PR Status
 - Review Procurement Plans
 - Leases
 - UPCs etc
- Laid out in a very understandable format



ADMIN SUPPORT SVCS SHAREPOINT (2ND & 3RD LEVELS)

[Administrative Support Services](#) > [Shared Documents](#) > [01 Purchase Order IGO and Contract Status Logs](#)

Shared Documents

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Actions ▾

Type	Name	Modified
	FY2008 Logs	9/6/2011 12:22 PM
	FY2009 Logs	9/6/2011 12:22 PM
	FY2010 Logs	9/6/2011 12:22 PM
	FY2011 Logs	9/6/2011 12:22 PM
	Fy2012 Logs	10/31/2011 8:20 AM

[Administrative Support Services](#) > [Shared Documents](#) > [01 Purchase Order IGO and Contract Status Logs](#) > [Fy2012 Logs](#)

Shared Documents

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Actions ▾

Type	Name	Modified
	1FY12 Purchase Request Log	6/1/2012 4:20 PM
	2FY12 Contract Status Log-ASO	6/4/2012 2:47 PM
	4FY12 IGO Status Log - ASO	6/4/2012 1:30 PM



PURCHASE ORDER LOG (ON SHAREPOINT)

FISCAL YEAR 2012 PURCHASE REQUEST SET-UP LOG							8-May-12
RECOVERY ACT WILL BE HIGHLIGHTED IN YELLOW							Help Desk ticket for the ones in Orange
PURCHASE REQUEST NO	REQUESTING AGENCY	TITLE	DATE RECEIVED	PURCHASE REQUEST AMOUNT	Requisitioner	DATE ENTERED INTO "SAP"	STATUS
40045130	YFO	Cibola-Trigo Wild Burro Helicopter Gather	5/30/2012	\$166,824.40	Mhesse	5/30/2012	
40045133	KFO	Bulldozer Repair I00144E	5/30/2012	\$8,500.00	Mhesse	5/31/2012	
40045144	TFO	High priority Mine Closures (BPS # 58959)	5/29/2012	\$112,000.00	Mhesse	5/31/2012	
40045458	HFO	HazMat Site Cleanup, Vulture Mine	5/31/2012	\$3,937.37	Mhesse	6/1/2012	
40045511	AZStrip	IGO Desert Tortoise Monitoring L11PG00272	5/31/2012	\$100,000.00	Mhesse	6/1/2012	
40045523	PDO	Intrabasin Water Management Project Badger Springs	5/31/2012	\$50,000.00	Mhesse	6/1/2012	
40045525	AZStrip	GCPNM Commercial Motorized SRP EA	5/31/2012	\$26,000.00	Mhesse	6/1/2012	
40045566	KFO	Mohave Valley Ethno Study	5/31/2012	\$30,000.00	Mhesse		
40045629	KFO	IGO Mojave Desert Native Seed Collection	6/1/2012	\$25,000.00	Mhesse		
40045652	PDO	Wickenburg Community Master Trail Plan	6/1/2012	\$6,000.00	Mhesse		On Hold for UPC
40045661	KFO	Upper Burro Creek Archaeological Field School	6/1/2012	\$5,000.00	Mhesse		
40045664	AZSO	Inventory Management System	6/1/2012	\$24,192.00	Mhesse		

DEFINITIONS



- **FBMS – Financial and Business Management System**
 - As the name implies, overall Department-wide system for tracking Financial & Business (Contracting, Property, Fleet and more)
- **CMS - Contract Management System**
 - Manages ALL aspects of Contracting
- **PRISM (Purchase Request Information System)**
 - A Module of the CMS for Purchase Requests
 - Enter PR in SAP
 - Approvals generate “Commitment”
 - Commitment used in PRISM to Obligate Funds (PO)
 - If Property, PO# used
 - Material Received, Invoice Recorded & Invoice Paid (Expenditure)
 - AZ951 main interface for Purchasing functions



MORE DEFINITIONS



- Fleet
 - FBMS Vehicle Tracking module (GSA & DOI vehicles)
- Property
 - FBMS module used for tracking Real Property, Personal Property (Capitalized & Non-Capitalized) and for ensuring that all property purchases are correctly identified.
- UPC – Unit Product Code
 - The UPC you select has a lasting, long-term effect for the life of the procurement action & the piece of property (if applicable)
- EMIS
 - FBMS reporting module – Always a day behind

Examples to follow ...



CORE FINANCIALS VS EMIS REPORT

MAIN PURCHASING REPORT

Oblig No	Line No	CO	COR/Receiving	Created On	Vendor Name	Created By	Overall Limit	WBS	%	Oblig Amt	Receipt Am	Invoice Am	Cleared Am	Not Invoiced
L12PD00154	10	SROGERS	LHARIPER	02/16/2012	AMEC ENVIRONME...	SROGERS	139,560.00		2.1	2,915.00	104.44	104.44	0.00	2,810.56
L12PD00154	10	SROGERS	LHARIPER	02/16/2012	AMEC ENVIRONME...	SROGERS	139,560.00	LX.AM.AAB10000	40.6	56,645.00	2,029.41	2,029.41	0.00	54,615.59
L12PD00154	10	SROGERS	LHARIPER	02/16/2012	AMEC ENVIRONME...	SROGERS	139,560.00		43.0	60,000.00	2,149.61	2,149.61	0.00	57,850.39
L12PD00154	10	SROGERS	LHARIPER	02/16/2012	AMEC ENVIRONME...	SROGERS	139,560.00		14.3	20,000.00	716.54	716.54	0.00	19,283.46
										• 139,560.00	• 5,000.00	• 5,000.00	• 134,560...	

- While Core Financials (above) shows SES hit (\$5K)
- EMIS (below) still shows no Expenditures ... only obligations

UDO - v2
EMIS REPORT

Obligation Number	Fund	Funds Center	Functional area	Funded Program	(a) Original Obligation	(b) Total Unpaid Expenditures	(c) Automated Accrual	(d) Unpaid Expend w/o accruals (b-c)	(e) Paid Expenditures	(f) Paid & Unpaid Expend w/ accruals (b+e)	(g) Unexpended Oblig w/ accruals (a-f)	(h) Unexpended Oblig w/o accruals (a-d-e)	(i) FM Unexpended Obligations	(j) Unexp. Oblig w/o accruals - FM Unexp. Oblig (h - i)	(k) Unexp. Oblig w/ accruals - FM Unexp. Oblig (g - i)
L12PD00154	XXL1109AF	LLAZ930000	L10100000.BH0000	FPDEFAULT	60,000.00						60,000.00	60,000.00	60,000.00	0.00	0.00
L12PD00154	XXL1109AF	LLAZ980100	L10100000.BH0000	FPDEFAULT	2,915.00						2,915.00	2,915.00	2,915.00	0.00	0.00
L12PD00154	XXL1109AF	LLAZG02000	L10100000.HP0000	LXAMAAB10000	56,645.00						56,645.00	56,645.00	56,645.00	0.00	0.00
L12PD00154	XXL1109AF	LLAZG02000	L16400000.BF0000	FPDEFAULT	20,000.00						20,000.00	20,000.00	20,000.00	0.00	0.00
Overall Result					139,560.00						139,560.00	139,560.00	139,560.00	0.00	0.00

VEHICLE RATES & CHARGES



- BLM has two types of Vehicle Funding types
 - DOI-Owned Vehicles (WCF – Working Capital Fund)
 - GSA-Leased Vehicles
- Both have their own methods for charging vehicle costs to the user, accounting for maintenance & repairs etc
- As with all other types of Tasks, these vehicle expenses must be planned for in the AZ Budget Planning Database

Main Task										Labor										Needed Skills										Operations										Employee Operations										GSA Vehicles										Interior Vehicles										Save Task									
Vehicle Number:		Select a vehicle										USE Rate:		\$ 0										Owner:												Assigned To:												USE and FOR Totals Combined																															
Base/One-Time Total:		\$ 0										FOR Rate:		\$ 0										Class:												Description:																																											
U S E	Base	0	X	\$ 0.00 =		\$ 0.00												F O R	Base	0	X	\$ 0.00 =		\$ 0.00												Base	\$ 0																																										
	One-Time	0	X	\$ 0.00 =		\$ 0.00													One-Time	0	X	\$ 0.00 =		\$ 0.00												One-Time	\$ 0																																										
	Add'l Needs	0	X	\$ 0.00 =		\$ 0.00													Add'l Needs	0	X	\$ 0.00 =		\$ 0.00												Add'l Needs	\$ 0																																										

VEHICLE RATES – GSA LEASED VEHICLES

- These vehicles are owned by GSA and leased to government agencies (including BLM)
 - We pay GSA a fixed monthly rate (i.e. \$250) plus a mileage rate
 - In return, they pay for all fuel & minor maintenance costs
 - At the end of the lease period (generally 3 years), we return the vehicle to GSA for resale.
- The Agency pays for any accident repairs, excessive fuel or carwash purchases, etc



The screenshot shows the GSA U.S. General Services Administration website. The main navigation menu is on the left, with 'Vehicle Leasing' highlighted in red. Below it, a list of links includes 'Overview', 'Accident Management Center', 'Alternative Fuel Vehicles', 'Find A Fleet Service Rep (FSR)', 'Fleet Services Card', 'GSA Fleet - Vehicle Leasing' (with a red arrow), 'GSA Fleet Drive-thru', 'GSA Fleet Solutions', 'Important Fleet Publications', 'Important Information | Recalls', 'National Safety Program', 'Regional Fleet Management Center Locations', 'Repair Service and Vehicle Maintenance (MCC)', 'Sales of GSA Fleet Vehicles', 'See Who's Eligible To Lease from GSA', and 'Vehicle Rates'. On the right, a 'CONTACTS' sidebar features the GSA Fleet logo and the email address 'gsafleet@gsa.gov', with a link to 'View Contact Details'.

VEHICLE RATES – DOI OWNED VEHICLES



- These vehicles were purchased and are owned by DOI/BLM
- Unlike GSA-Leased vehicles ... we must fund fuel, repairs, maintenance & replacement costs for DOI vehicles
- L9310 \$\$s are accumulated in Working Capital Fund (WCF).
 - Cost Center(s) responsible for each vehicle pay monthly mileage charges which go directly into the WCF account.
 - Authorized charges (via CC or Work Order) are paid directly from the WCF account. Examples include:
 - Fuel, Minor Maintenance & Minor Repairs
 - These charges are paid from L9310 either thru CC Reallocation or Invoice Payment, if Work Order is involved. (Discussed later)

Fault Accident & other Misc Charges (i.e. excessive fuel or car wash expenditures) are billed back to the responsible Office!

VEHICLE RATES – DOI OWNED VEHICLES

FOR = Fixed Ownership Rate
USE = Monthly Use Rate

Both of these are measured in MILES

User Monthly
Contributions

WCF

Maintenance &
Repair Costs

WCF (L9310) used
to pay standard
operating charges

\$\$/mile varies by
Equipment Code

**FOR & USE
Charges**

Via Credit Card
Reallocation or Work
Order, as applicable

**** Fault Accidents are paid by
Responsible Office's Cost Codes**

FLEET – VEHICLE MODULE (CC REALLOCATION)

- Reallocate full or partial amounts.



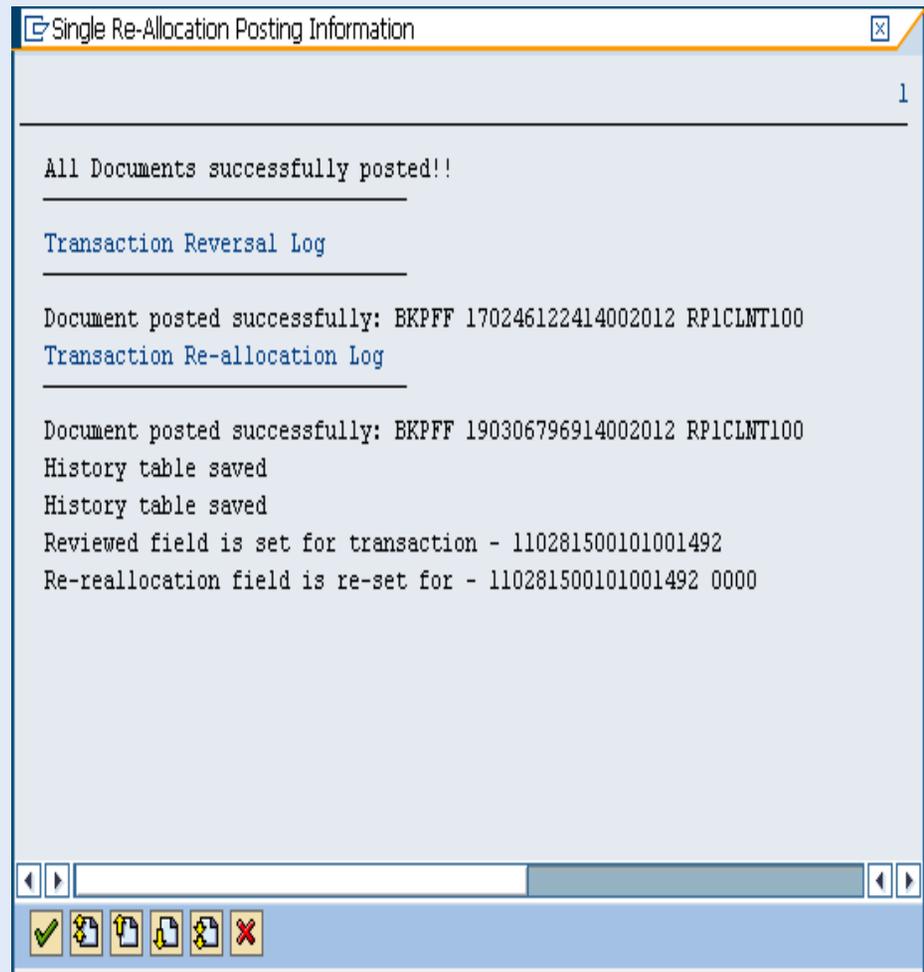
Allocation cost to new MAC

Card Number	[REDACTED]	BUM 1427000
Amount	01.00	Debit/Credit
Transaction ID	110281500101001492	Seq No.

New Account Assignment

Bureau	1000
(GL) Account	1102815001
Functional Area	10100001, 10000
Cost Center	11000000
Fund	00040000
Order	000001
WBS Element	10, 00, 000000
Funds Center	11000000
Estimated Funds	
<input type="checkbox"/> Completion Ind.	

- Successful Posting of the adjustment(s)



Single Re-Allocation Posting Information

1

All Documents successfully posted!!

[Transaction Reversal Log](#)

Document posted successfully: BKPF 170246122414002012 RP1CLNT100

[Transaction Re-allocation Log](#)

Document posted successfully: BKPF 190306796914002012 RP1CLNT100

History table saved

History table saved

Reviewed field is set for transaction - 110281500101001492

Re-reallocation field is re-set for - 110281500101001492 0000

FLEET – VEHICLE MODULE (CC REALLOCATION)

- Updated

The screenshot shows the SAP Charge Card Reallocation Cost History report. The report title is "Charge Card Reallocation Cost History". The card number is [REDACTED] and the amount is 21.99. The report displays a table with the following columns: Transaction ID, STO, Trans Amount, Balance Amount, Curs, Debit/Credit, Acc Debit, PO Number, Item, Qty, and Cost Type. The table contains three rows of data:

Transaction ID	STO	Trans Amount	Balance Amount	Curs	Debit/Credit	Acc Debit	PO Number	Item	Qty	Cost Type
L10081000181001492	0	21.99	0.00	000	Debit	1901123000			0	0000 0 000
L10081000181001492	1	21.99	21.99	000	Credit	1702491114			0	0000 0 000
L10081000181001492	2	21.99	21.99	000	Debit	1901007500			0	0000 0 000

FLEET – VEHICLE MODULE (MONTHLY ALLOCATION)

Fleet Allocations

- Provides Fleet Personnel with the following Options
 - Monthly Utilization
 - Utilization History
 - Bulk Fuel
 - GSA Repairs

Monthly Utilization Activity Selection

Business Area



Monthly Utilization

Bulk Fuel

Utilization History

GSA Repairs



Monthly Utilization Selection Report

Selection Criteria

Business Area: 1000

Utilization Year: 2012

Utilization Month: 6 to

Equipment Number: to

License Number: to

Functional location: to

Processing Options

Status

To Be Entered

On Hold

To Be Posted

To Be Reposted

Successfully Posted

Posting Errors only?

MONTHLY UTILIZATION

- Enter Selection Criteria
- Provides listing fitting that criteria

Monthly Utilization Selection Screen

PROCESS SELECTED RECORDS BACK TO SELECTION SCREEN BACK TO MAIN SCREEN

License Number	SAP Equip. Number	Equipment Description	Functional Location	WBS Element	Status
G622747H	000000000010014763	GSA OWN LD TRUCK 4X4, <12,500 ...	1400-L000-AZ00-C01000-AZ-4LP		A
G622755H	000000000010012781	GSA OWN LD SUV 4X4, <12,500 G...	1400-L000-AZ00-C01000-AZ-4LS		A
G632851B	000000000010005130	GSA OWN MD TRUCK 4X2, 12,500-2...	1400-L000-AZ00-C01000-AZ-MDP		A
I00144E	000000000010007750	BULLDOZER	1400-L000-AZ00-A00000-UT	LWMV08160000	A
I424633	000000000010005609	MV TRUCK FIREFIGHTING	1400-L000-AZ00-C03000-AZ-HDE	LWMV06640000	A
I426958	000000000010019055	MV MD TRUCK 4X4, 8501 TO 21,50...	1400-L000-AZ00-C01000-AZ-MDP	LWMV01560000	A
I427278	000000000010022148	MV MD EMERGENCY / ER 4X4, 8501...	1400-L000-AZ00-C01000-AZ-MDE	LWMV06620000	A
I427599	000000000010000842	MV LD TRUCK 4X4, <8,500 GVWR	1400-L000-AZ00-C01000-AZ-4LP	LWMV01620000	A
I427600	000000000010003911	MV TRUCK FIREFIGHTING	1400-L000-AZ00-C01000-AZ-HDE	LWMV06650000	A
I427601	000000000010004048	MV TRUCK FIREFIGHTING	1400-L000-AZ00-C01000-AZ-MDE	LWMV06620000	A
I427604	000000000010005508	MV LD SUV 4X2, <8,500 GVWR	1400-L000-AZ00-C01000-AZ-2MP	LWMV01460000	A
I427605	000000000010005563	MV MD TRUCK 4X4, 8501 TO 21,50...	1400-L000-AZ00-C01000-AZ-MDO	LWMV01730000	A
I427607	000000000010006267	MV MD TRUCK 4X4, 8501 TO 21,50...	1400-L000-AZ00-C01000-AZ-MDP	LWMV01630000	A
I427609	000000000010014010	MV MD TRUCK 4X4, 8501 TO 21,50...	1400-L000-AZ00-C01000-AZ-MDP	LWMV01630000	A
I427610	000000000010014057	MV MD TRUCK 4X4, 8501 TO 21,50...	1400-L000-AZ00-C01000-AZ-MDE	LWMV01940000	A
I427625	000000000010005612	MV MD TRUCK 4X4, 8501 TO 21,50...	1400-L000-AZ00-C03000-AZ-MDO	LWMV01730000	A
I427987	000000000010028456	MV MD TRUCK 4X4, 8501 TO 21,50...	1400-L000-AZ00-C03000-AZ-4LP	LWMV01940000	A

MONTHLY UTILIZATION – DATA ENTRY

- Exception Funding used when multiple offices utilize vehicle
- Monthly charge stays with default / Mileage split by miles

Monthly Utilization-GSA Owned Equip/Vehicles - Create/Change

HOLD SUBMIT GO TO RECORD SELECTION SKIP RECORD RELOAD SCREEN DATA

Monthly Utilization

Equipment Number 10014763 GSA OWN LD TRUCK 4X4, <12,500 GVWR, E85
Vehicle License G622747H
Func.Loc 1400-L000-AZ00-C01000-AZ-4LP
WBS or Fast Type 4LP
Last Util.Reading 22932 MILES
Last Util.Date 05/16/2012
End Cntr.Reading MILES

Distribution of Utilization Charges
Standard Cost Structures

Default Funding

Ending Mileage Reading

Exception Funding

Secondary Measuring Points

Measuring Point	Utilization
DAYS_USED	0

Fund	Cost Center	Functional Area	WBS Element	Order
12XL1109AF	LLAZC01000	L10200000.MJ0000		

Exception Cost Structures

Fund	Cost Center	Functional Area	WBS Element	WorkOrder
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REAL PROPERTY / PERSONAL PROPERTY

UPC	UPC_Description	AAC	G/L_Ac	MtlGroup	Asset_Class	From_Amt	To_Amt	BOC	ZPROF	ZRProf
54103000	MOBILE HOME HOUSING, NON-FIXED PERSONAL PROPERTY	A	1750.311A0	5410CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54103000	MOBILE HOME HOUSING, NON-FIXED PERSONAL PROPERTY	L	6100.312A0	5410NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54103001	MOBILE HOME HOUSING, FIXED REAL PROPERTY	A	1730.323C0	323CCA54	54CA323C	\$100,000.00	\$999,999,999.99	323C	N	Y
54103001	MOBILE HOME HOUSING, FIXED REAL PROPERTY	L	6100.327C0	327CNC54	54NC327C	\$5,000.00	\$99,999.99	327C	N	Y
54103500	OTHER PREFABRICATED/PORTABLE BLDG PERS PROPERTY	A	1750.311A0	5410CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54103500	OTHER PREFABRICATED/PORTABLE BLDG PERS PROPERTY	L	6100.312A0	5410NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54103501	OTHER PREFABRICATED BUILDING, FIXED REAL PROPERTY	A	1730.323C0	323CCA54	54CA323C	\$100,000.00	\$999,999,999.99	323C	N	Y
54103501	OTHER PREFABRICATED BUILDING, FIXED REAL PROPERTY	L	6100.327C0	327CNC54	54NC327C	\$5,000.00	\$99,999.99	327C	N	Y
54103510	BUILDING MODULAR, NON-FIXED (PERSONAL PROPERTY)	A	1750.311A0	5410CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54103510	BUILDING MODULAR, NON-FIXED (PERSONAL PROPERTY)	L	6100.312A0	5410NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54103530	MODULAR BUILDING, FIXED (REAL PROPERTY)	A	1730.323C0	323CCA54	54CA323C	\$100,000.00	\$999,999,999.99	323C	N	Y
54103530	MODULAR BUILDING, FIXED (REAL PROPERTY)	L	6100.327C0	327CNC54	54NC327C	\$5,000.00	\$99,999.99	327C	N	Y
54104103	PREFABRICATED HANGAR, AIRCRAFT - FIXED REAL PROPER	A	1730.323C0	323CCA54	54CA323C	\$100,000.00	\$999,999,999.99	323C	N	Y
54104103	PREFABRICATED HANGAR, AIRCRAFT - FIXED REAL PROPER	L	6100.327C0	327CNC54	54NC327C	\$5,000.00	\$99,999.99	327C	N	Y
54104105	MODULAR HAZMAT BUILDING, FIXED (REAL PROPERTY)	A	1730.323C0	323CCA54	54CA323C	\$100,000.00	\$999,999,999.99	323C	N	Y
54104105	MODULAR HAZMAT BUILDING, FIXED (REAL PROPERTY)	L	6100.327C0	327CNC54	54NC327C	\$5,000.00	\$99,999.99	327C	N	Y
54104106	BUILDING HAZMAT, NON-FIXED (PERSONAL PROPERTY)	A	1750.311A0	5410CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54104106	BUILDING HAZMAT, NON-FIXED (PERSONAL PROPERTY)	L	6100.312A0	5410NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54104200	RIGID WALL SHELTER, NON-FIXED (PERSONAL PROPERTY)	A	1750.311A0	5411CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54104200	RIGID WALL SHELTER, NON-FIXED (PERSONAL PROPERTY)	L	6100.312A0	5411NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54104230	DUCK BLIND SHELTER, NON-FIXED (PERSONAL PROPERTY)	A	1750.311A0	5411CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54104230	DUCK BLIND SHELTER, NON-FIXED (PERSONAL PROPERTY)	L	6100.312A0	5411NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54191400	COLLECTIVE MODULE SUPPORT SYSTEM, PP NON-FIXED	L	6100.312A0	5419NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54191400	COLLECTIVE MODULE SUPPORT SYSTEM, PP NON-FIXED	A	1750.311A0	5419CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54200100	PREFABRICATED BRIDGE FLOATING, PERS PROP NON-FIXED	L	6100.312A0	5420NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54200100	PREFABRICATED BRIDGE FLOATING, PERS PROP NON-FIXED	A	1750.311A0	5420CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54201200	BRIDGE PONTOON NON-FIXED (PERSONAL PROPERTY)	L	6100.312A0	5420NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54201200	BRIDGE PONTOON NON-FIXED (PERSONAL PROPERTY)	A	1750.311A0	5420CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54207604	PREFABRICATED BRIDGE, FIXED (REAL PROPERTY)	L	6100.326C0	326CNC53	53NC326C	\$5,000.00	\$99,999.99	326C	N	Y
54207604	PREFABRICATED BRIDGE, FIXED (REAL PROPERTY)	A	1740.322C0	322CCA53	53CA322C	\$100,000.00	\$999,999,999.99	322C	N	Y
54104300	RIGID WALL SHELTER, FIXED (REAL PROPERTY)	L	6100.327C0	327CNC54	54NC327C	\$5,000.00	\$99,999.99	327C	N	Y
54304003	OTHER STORAGE TANKS, ABOVE GROUND, FIXED RP	A	1740.323Z0	323ZCA55	55CA323Z	\$100,000.00	\$999,999,999.99	323Z	N	Y
54304030	STORAGE TANKS, PERSONAL PROPERTY NON-FIXED	A	1750.311A0	5430CA39	39CA540	\$15,000.00	\$999,999,999.99	311A	Y	N
54304030	STORAGE TANKS, PERSONAL PROPERTY NON-FIXED	L	6100.312A0	5430NC39	39NC540	\$5,000.00	\$14,999.99	312A	Y	N
54304031	NON FUEL/WATER STORAGE TANK ABOVE GROUND, FIXED RP	A	1740.323Z0	323ZCA55	55CA323Z	\$100,000.00	\$999,999,999.99	323Z	N	Y
54304032	NON FUEL/WATER STORAGE TANK UNDERGROUND, FIXED RP	A	1712.322Z0	5430	53CA322Z	\$100,000.00	\$999,999,999.99	322Z	N	Y

Property

Real Property

REAL PROPERTY / WBS - WORK ORDERS

All general PR Data entered above (incl WBS/Work Order)

Starting in FY13, all Real Property will also require the following information

(18) Real Property (If Applicable)

Line Number (From #16 Above)	Building Number	Business Entity	Real Estate Objective
Line 10			
Line 20			
Line 30			

Continuation Sheet

Instructions



FBMS AND PURCHASE REQUISITIONS



- PRs are managed in the Materials Mgmt module of FBMS
- Information saved there can be accessed in other modules (i.e. Budget) with the proper permissions



ACQUISITION LEAD TIME (ALT)



- It is important to note that Acquisitions generally can NOT be made on the spur of the moment.
- ALT is basically the time required to process a complete acquisition package including
 - Purchase Requisition (PR)
 - Statement of Work (SOW)
 - Suggested Vendor (Competition by procurement staff)
 - Required Documentation & Approvals
- Lead Time Examples include
 - New Assistance Agreements = 120 days
 - Purchase Order (>\$25K) = 60 days
 - Purchase Order (<\$25K) = 30 days



Bottom Line ... Incomplete Packages slow the process

PR KEY ELEMENTS

- PR document must be signed by the Supervisor & Budget.
- Detailed Item Description (size, color etc) speeds processing.
- User Product Code (UPC)
 - Represents the nature of the goods or services requested
 - Example ... Ordering a laptop – use UPC# 70211300
 - UPC used to determine / verify accounting data and approvals
- Item Category Code
 - Identifies whether request is for goods or services
- Accounting Information
 - Cost Center, Functional Area, Fund and WBS Element

When the PR is saved, the approval release strategy is determined based on the UPC



INTERIOR
FBMS

Welcome Mark Harner
FBMS Help | Personalize | Log

HOME ACQUISITION/FINANCIAL ASSISTANCE CORE FINANCIALS TRAVEL EMIS PROPERTY
ACQUISITION | PURCHASE REQUEST

Home > EMIS Home > Acquisition Home

AQ Notification/News

Detailed Navigation

- Acquisition Home
- Purchasing
- Acquisition FAQs
- Acquisition Help

FBMS Favorites

- CC Reallocation
- Create Funds Commitment
- Create Misc. Obligations
- Display Cost Center
- Display Document
- Display Functional Area

EMIS Favorites

- Budget Cruncher
 - Allocations for Budget Cruncher
 - Labor for Budget Cruncher
 - Labor for Budget Cruncher ver 3
 - OpsObligated for Budget Cruncher
- Budget Status Reports

Updated UPC Crosswalk
This includes the newly added MAINT.& REPAIR - TELEPHONE / TELEGRAPH EQ and INSTALLATION - TELEPHONE / TELEGRAPH EQ Note: External UPCs end with 'E' and should not be used by any bureau other than DO (by Reason, Anke, 4/9/2012)
[UPC Crosswalk](#)
[External UPC Crosswalk](#)

SAF Line issue - Deobligation in PRISM process (PostAward PRs)
CO's: See the attached reference guide for Deobligation PRs as well as a list of PO's that need to be corrected (by Reason, Anke, 3/28/2012)
[Reference guide for PostAward PRs for deobligation](#)
[POs with SAF lines to be corrected](#)

New! EFT/PP Waiver Form
DIAPR 2012-06 - Electronic Funds Transfer Waiver Process (by Montano, Renee, 3/23/2012)
[attachment 1](#)

Latest FAR Clauses loaded into PRISM
PRISM has been updated with the most recent FAR Clause updates, versions 2005-55B (February) and 2005-56A (March). (by Reason, Anke, 3/22/2012)
[DO Purchasing Groups Details](#)
3/12/2012 Reason, Anke

FBMS UPC LISTING

UPC	UPC_Description	AAC	G/L_Acct	BOC	From_Amount	To_Amount
10050100	OTHER FIREARMS THROUGH 30 MM	A	1750.311A0	311A	\$15,000.00	\$999,999,999.99
10050100	OTHER FIREARMS THROUGH 30 MM	L	6100.312A0	312A	\$0.00	\$14,999.99
10051200	FIREARM / PISTOL / REVOLVER	A	1750.311A0	311A	\$15,000.00	\$999,999,999.99
10051200	FIREARM / PISTOL / REVOLVER	L	6100.312A0	312A	\$0.00	\$14,999.99
10051300	FIREARM / RIFLE	A	1750.311A0	311A	\$15,000.00	\$999,999,999.99
10051300	FIREARM / RIFLE	L	6100.312A0	312A	\$0.00	\$14,999.99
10051400	FIREARM / SHOTGUN	A	1750.311A0	311A	\$15,000.00	\$999,999,999.99
10051400	FIREARM / SHOTGUN	L	6100.312A0	312A	\$0.00	\$14,999.99
10051410	FIREARM / COMBO RIFLE - SHOTGUN	A	1750.311A0	311A	\$15,000.00	\$999,999,999.99
10051410	FIREARM / COMBO RIFLE - SHOTGUN	L	6100.312A0	312A	\$0.00	\$14,999.99
10051500	FIREARM / SUBMACHINE	A	1750.311A0	311A	\$15,000.00	\$999,999,999.99
10051500	FIREARM / SUBMACHINE	L	6100.312A0	312A	\$0.00	\$14,999.99
10100000	FIREARMS / OVER 30 MM UP TO 75MM	A	1750.311A0	311A	\$15,000.00	\$999,999,999.99
10100000	FIREARMS / OVER 30 MM UP TO 75MM	L	6100.312A0	312A	\$0.00	\$14,999.99
10150000	FIREARMS / 75MM THROUGH 125MM	A	1750.311A0	311A	\$15,000.00	\$999,999,999.99
10150000	FIREARMS / 75MM THROUGH 125MM	L	6100.312A0	312A	\$0.00	\$14,999.99

PR REQUIRED APPROVALS

Role	Required?
Supervisor	Required
IT Approver	Required for IT purchases
Personal Property Approver	Required for accountable property
Fleet Approver	Required for AutoChoice Purchase Requests
Real Property Approver	Required for Real Property Assets
Certifying Funds Approver	Required
Ad Hoc Approver	Optional Only IF added to the PR

- These approvals must be completed in FBMS and are in addition to the signatures on the actual PR form.
 - “Supervisor” role is selected by the Requisitioner depending on who is available to approve.
 - Ad Hoc Approver is optional and rarely used.
- 

The **Code** field indicates the release code for the user role.

- 01 SP – Supervisor Approver
- 02 CF – Certifying Funds Approver
- 03 IT – IT Approver
- 04 FL– Fleet Approver
- 05 RP – Real Property Approver
- 06 PP– Personal Property Approver
- 07 AH– Ad Hoc Approver

The **Release Strategy** field indicates the level of approvals needed to process a purchase requisition.

- 01 S1 – Supervisor/ Certifying Funds Approver
- 02 S2 – Supervisor/ IT/Certifying Funds Approver
- 03 S3 – Supervisor/Personal Property Approver / Certifying Funds Approver
- 04 S4 – Supervisor/ Real Property Approver / Certifying Funds Approver



PURCHASE REQUISITION PRINT

○ Review current status of a PR

Purchase Requisition: 40026555 / MOD 2 L11PX00177 CUNNINGHAM ROAD DE&REOB
 Run Date: 06/04/2012 Run Time: 15:21:14 User ID:MHARNER Version Number: 00

***** Header Details ***** ***** Approval/Status *****

Header Text: MOD 2- Cunningham Road Repair L11PC00177. De-obligating <(>&<)>
 Re-obligating funds to new line 50 because of Real Estate Objective errors when trying to process an SES on line 30 and 40. Funds will be combind on one line for convenience.

Requisitioner:	Lisa Hariper	Release Group	
COR/Receiving:	LHARIPER	Release Strategy S1	Release Status: 2 RFQ/purchase order
GSA Contract Number:		Transmission Status:	03 Successfully Trans
Originating Office POC:	LHARIPER		
Purchasing Group:	LZA	Co Description	Approved By Date Time
Subject to Available Funds:		SP Supervisor	DBOSTWIC 12/09/2011 10:06:14
Originating Office:	3000000736	CF Certifying Funds App	MHARNER 12/09/2011 10:15:24
Origin Office Name:	BLM-AZ ARIZONA STATE OFFICE*		
Ratification Indicator:			
Total Price:	8,950.00 USD		

**Transmission Failed - Needs Troubleshooting
 Pending Approval (CF, Supvr etc) or
 or several others ...**

***** Item 00010 *****

Item	ItemCat	Short Text	Quantity / Unit	Val Price /	Total Price / Curr
00010	Service	De-ob & Re-ob funds	1.000 AU	8950.00	8950.00 USD

UPC	/Description	Mat.Grp	Pur.Grp	Plant	Deliv.Date	Delivery Address
Z2227611		Z222	LZA	L000	12/09/2011	0004276223

GSA/FEDSTRIP Number	CPO Number	Agency Order Number	Action Type	Per.of Perf. Start	Per.of Perf. End
			1 Add new line	12/09/2011	12/09/2011

***** Accounting Details *****

SeqNum	Acct Assign	Distr%	Quantity / Unit	Amount / Currency	G/L Account
01	Cost center	33.5	0.335 LE	3000.00	6100.254B0

BusArea	CommitItem	Cost Center	FuncArea	Fund	Funds Center	WBS Element
L000	254B00	LLAZ980100	L16520000.PN0000	XXXL1109AF	LLAZ980100	

Asset	Sub Asset	Order	Funded Program	TAS	BETC	SAF Indic Trade in	UPC Override
			FPDEFAULT	14X1109			N

Bus.Entity	Building	Property	Rental Unit	Contract		

SeqNum	Acct Assign	Distr%	Quantity / Unit	Amount / Currency	G/L Account
02	Cost center	66.5	0.665 LE	5950.00	6100.254B0

BusArea	CommitItem	Cost Center	FuncArea	Fund	Funds Center	WBS Element
L000	254B00	LLAZ980100	L16510000.PN0000	XXXL1109AF	LLAZ980100	

Asset	Sub Asset	Order	Funded Program	TAS	BETC	SAF Indic Trade in	UPC Override
			FPDEFAULT	14X1109			N



PURCHASE REQUISITION PRINT (ACCESS)

- Depending on your FBMS Roles, you will access this screen in one of two ways ... same results

Budget Folks

INTERIOR
FBMS

HOME ACQUISITION/FINANCIAL ASSISTANCE **CORE FINANCIALS** TRAVEL EMIS PROPERTY

DISPLAY | AP | AR | CC | FM | GL | LABOR

... Change Obligations > Acquisition Home > Print Purchase Requisition > FI Home > Print Purchase Requisition

Detailed Navigation

- FI Home
- Budget Execution
- Cost Center
- Documents
- General Ledger
- Investments
- Master Data
- Misc Order
- Postings
- Project/WBS
- Receiving
- Property
- Purchasing**
 - Display Purchase Request Archiv
 - Analysis of Order Values
 - Invoice Overview
 - List of Service Sheets
 - GR/IR Display of SES Descrepenc
 - Display Service Entry Sheet
 - Display Funds Reservation
 - Display Invoice Status
 - Display Material
 - Display PO by Account Number
 - Display PO by Material Group
 - Display PO by Number
 - Display PO by Project
 - Display PO by Requirement Tracki
 - Display PO by Vendor
 - Display Purchase Order
 - Display Purchase Requisition
 - Purchasing Reporting
 - Print Purchase Requisition**

Purchase Requisition

Enter PR#

Admin / Procurement Folks

INTERIOR
FBMS

HOME **ACQUISITION/FINANCIAL ASSISTANCE** CORE FINANCIALS TRAVEL EMIS PROPERTY

ACQUISITION | PURCHASE REQUEST

... FI Home > Print Purchase Requisition > FI Home > Acquisition Home > Print Purchase Requisition

Detailed Navigation

- Acquisition Home
- Purchasing**
 - Display Purchase Requisition
 - Display Purchase Order
 - Display Purchase Request Archiv
 - Create Purchase Requisition
 - Change Purchase Requisition
 - Print Purchase Requisition**
 - Delete Unawarded Purchase Req
 - Display PO by Account Number
 - Display PO by Material Group
 - Display PO by Number
 - Display PO by Project
 - Display PO by Requirement Tracki
 - Display PO by Vendor
 - Evaluate Purchases
 - Release Purchase Requisition
 - Release (Approval) Reminder: Pur
- Acquisition FAQs
- Acquisition Help

Purchase Requisition

Enter PR#

AD-HOC APPROVAL (VEHICLE REPAIR)

- For Vehicle Repairs > \$2500
 - Field Fleet Mgr creates Work Order – Ties License# to Equip#
 - PR Created by State Office to include a Repair Estimate
 - PR with Work Order info sent to NOC (Ad-Hoc Approver)
- The Work Order process has two distinct aspects.
 - Technical – Completed when the repair work is done
 - Business – Completed when the charges have been reallocated against the Work Order

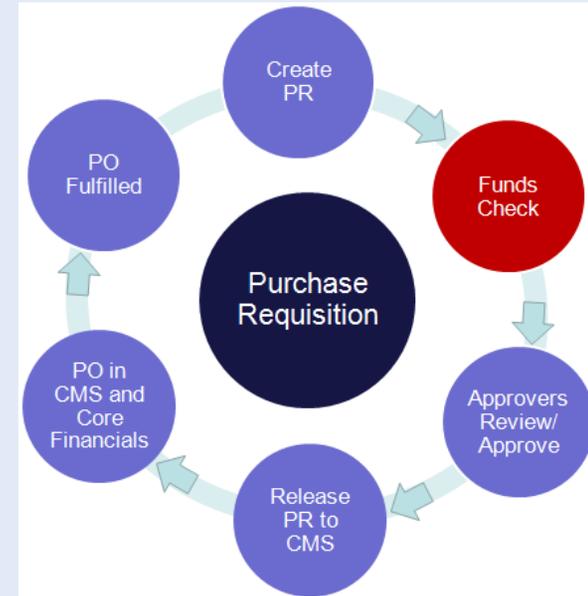
For Fleet Managers in the field...

Do not close the Work Order until the charges have been reallocated



PR FUNDS AVAILABILITY CHECK

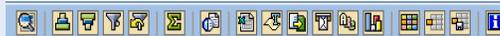
- FBMS validates the accounting information that was entered
 - Displays error messages & generally will not let you proceed until corrected
 - Prevents creation of the PR if funds are not available



- Subject to Availability of Funds (SAF)
 - PR is processed with the SAF Indicator checked
 - Bypasses the Funds Check
 - Once Funds are available, a Pre-Award change is issued and the SAF Indicator is removed.

We generally do not use this feature in AZ due to drawbacks

PO - GL Account Discrepancy



Date: 05/03/2012 Run By: ABEHM

PO Number	PO Item	PR Number	PR Item	PO Seq.No	PO Doc.Date	PO UPC	PO GL Acct	PO Item Am	Appropriat	PO QTY	PR QTY	PR Item Am
L10PD02155	30			1	12/23/2009	W0361020	6100.9SAFO	6,460.14	6100.233PO	1.000	0.000	0.00
L11PD00340	30			1	03/16/2011	W0361020	6100.9SAFO	1,311.00	6100.233PO	1.000	0.000	0.00
L11PD00340	20			1	03/16/2011	W0361020	6100.9SAFO	348.00	6100.233PO	1.000	0.000	0.00
L11PX00872	10			1	06/06/2011	F1080000	6100.9SAFO	120,953.92	6100.252RO	1.000	0.000	0.00
L11PD00566	10			1	05/31/2011	F0140100	6100.9SAFO	30,388.00	6100.252RO	1.000	0.000	0.00
L11PD00819	10			1	07/05/2011	F0180000	6100.9SAFO	13,500.00	6100.252RO	1.000	0.000	0.00
L11PD00819	10			2	07/05/2011	F0180000	6100.9SAFO	13,500.00	6100.252RO	1.000	0.000	0.00
L11PD00819	10			3	07/05/2011	F0180000	6100.9SAFO	13,500.00	6100.252RO	1.000	0.000	0.00
L11PD00819	10			4	07/05/2011	F0180000	6100.9SAFO	13,500.00	6100.252RO	1.000	0.000	0.00
L11PD00819	10			5	07/05/2011	F0180000	6100.9SAFO	13,500.00	6100.252RO	1.000	0.000	0.00
L11PG00182	20			1	06/09/2011	R6990000	6100.9SAFO	21,500.00	6100.252ZO	1.000	0.000	0.00
L11PX01153	40			1	07/27/2011	V1120110	6100.9SAFO	700.00	6100.221BO	1.000	0.000	0.00
L11PX01257	20			1	08/01/2011	F1050000	6100.9SAFO	100.00	6100.252RO	1.000	0.000	0.00
L11PX01131	20			1	07/27/2011	W0233020	6100.9SAFO	570.00	6100.222CO	1.000	0.000	0.00
L11PX01131	10			1	07/27/2011	W0233020	6100.9SAFO	570.00	6100.222CO	1.000	0.000	0.00
L11PX01131	50			1	07/27/2011	N0540000	6100.9SAFO	7,230.00	6100.257EO	1.000	0.000	0.00
L11PX01131	40			1	07/27/2011	V1190100	6100.9SAFO	3,795.00	6100.221AO	1.000	0.000	0.00
L11PX01128	10			1	07/11/2011	R7030000	6100.9SAFO	7,000.00	6100.252RO	1.000	0.000	0.00
L11PX01225	20			1	07/28/2011	W0850100	6100.9SAFO	2,400.00	6100.233LO	1.000	0.000	0.00
L11PX01225	10			1	07/28/2011	W0850100	6100.9SAFO	1,600.00	6100.233LO	1.000	0.000	0.00
L11PD01361	30			1	08/25/2011	F0990000	6100.9SAFO	2,196.00	6100.252RO	1.000	0.000	0.00

PR PRE-AWARD CHANGES

- Changes/Updates can be made to a PR prior to it being awarded by the Contracting Officer
 - Reason for Pre-Award changes must be documented in the PR Header Text
 - Attachments can be added during PR creation or during the input of Pre-Award changes
 - Line Items can be deleted as part of a Pre-Award Change
- Once a Pre-Award change has been completed (and the PR approved), the changes will take effect in PRISM

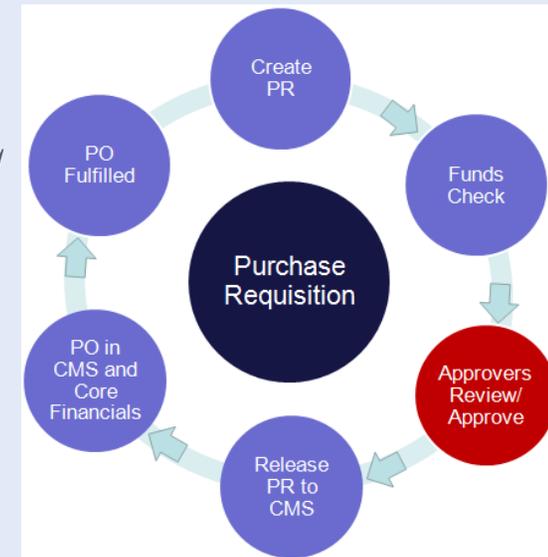
It is **ALWAYS** easier to make changes prior to an award by the Contracting Officer! Notify AZ-951 as soon as you know of any changes

Once awarded, the funding on the “obligation” cannot be changed until an invoice has been paid – “expenditure”



PR APPROVERS REVIEW/APPROVAL

Approvers have 3 options regarding the approval of a PR



○ Approve the PR

- On completion of the approval process, a commitment document is posted in Funds Management (FM) containing the Requisition Number, Accounting Info and Amount.
- Posting date of the commitment is the date PR released

○ Reject the PR

- Approver informs why PR was rejected by adding reason to PR Header Text field.
- FBMS re-routes PR back to requisitioner & generates email

○ Change the PR

- Approver can change the PR prior to approval
- Changes are limited to altering UPC and accounting info



PR RELEASE TO CONTRACT MANAGEMENT SYSTEM



Upon final approval by the Certifying Funds official, the PR is released to the Contract Management System (CMS) or PRISM

Creates a “Commitment”



PURCHASE ORDER (PO) CREATED IN CMS AND CORE FINANCIALS

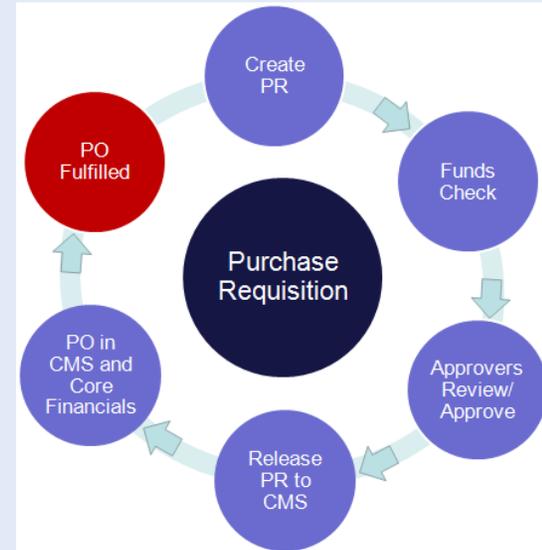
- The Contracting Officer (CO) creates an award in PRISM for the approved PR
- Once the PO is created & released in CMS, it automatically creates a PO and obligation in Core Financials
- At the time of release a formal funds check is performed – If funds are not available, the CO cannot release the PO



Converts the Commitment to an “Obligation”

PURCHASE ORDER FULFILLED

- **The Requisitioner initiates the PR creation process, but may NOT complete the cycle**



- **Goods and/or Services are delivered by the vendor**
- **Acknowledgement of delivery is generated and forwarded to the appropriate office**
- **Goods – Goods Receipt is created**
- **Services – Service Entry Sheet is created (automatically generates a Goods Receipt)**
- **Vendor invoice is paid according to the award terms**



PURCHASE ORDER FULFILLED (PROPERTY)

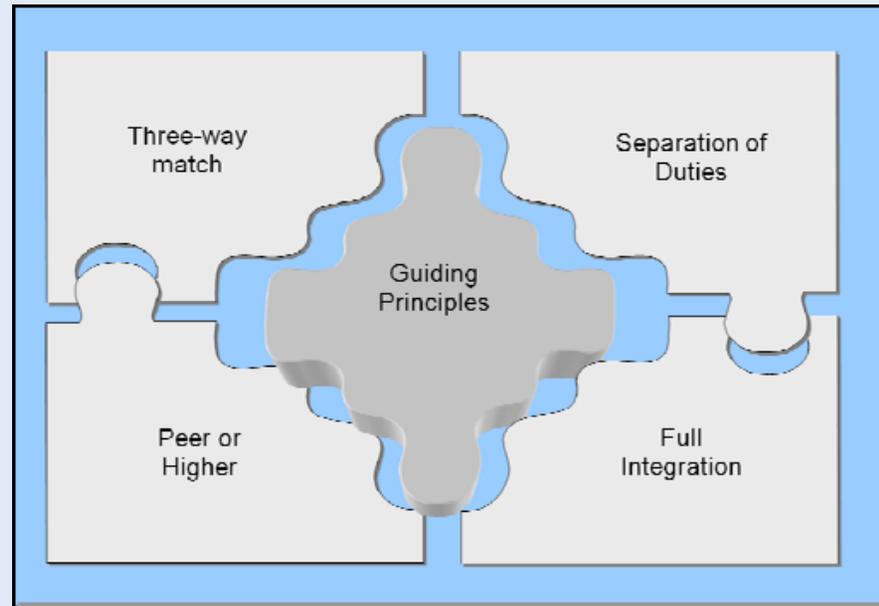
- **Goods Receipts for Property must be an EXACT match ...**
 - **Property requisitions are funded/obligated on a 1 for 1 basis**
 - **It follows that the receipt process is also 1 for 1**
- **In contrast, an SES for services can sometimes be partial which results in deobligations of funds**



PROCESS FLOW



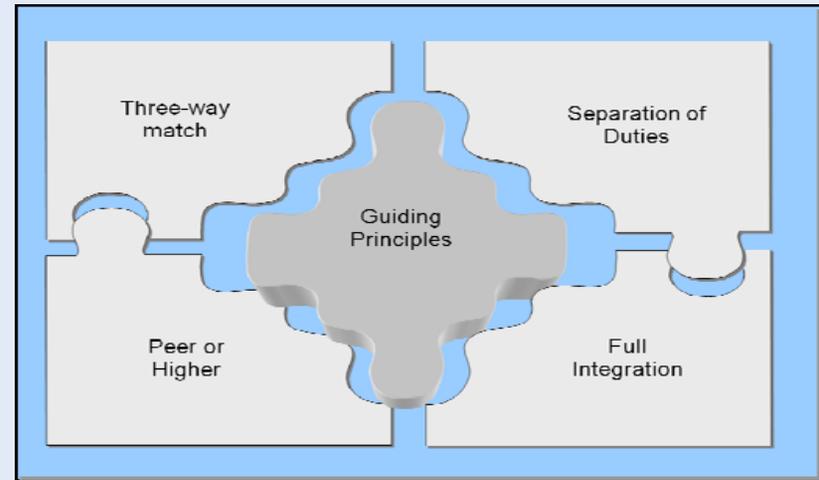
PROCUREMENT TO PAY (P2P) GUIDING PRINCIPLE



- Regulations require that we must separate the following duties among different employees
 - Ordering
 - Receiving
 - Payment Processing
- Ensures that no one individual has control over all three functions



P2P GUIDING PRINCIPLES

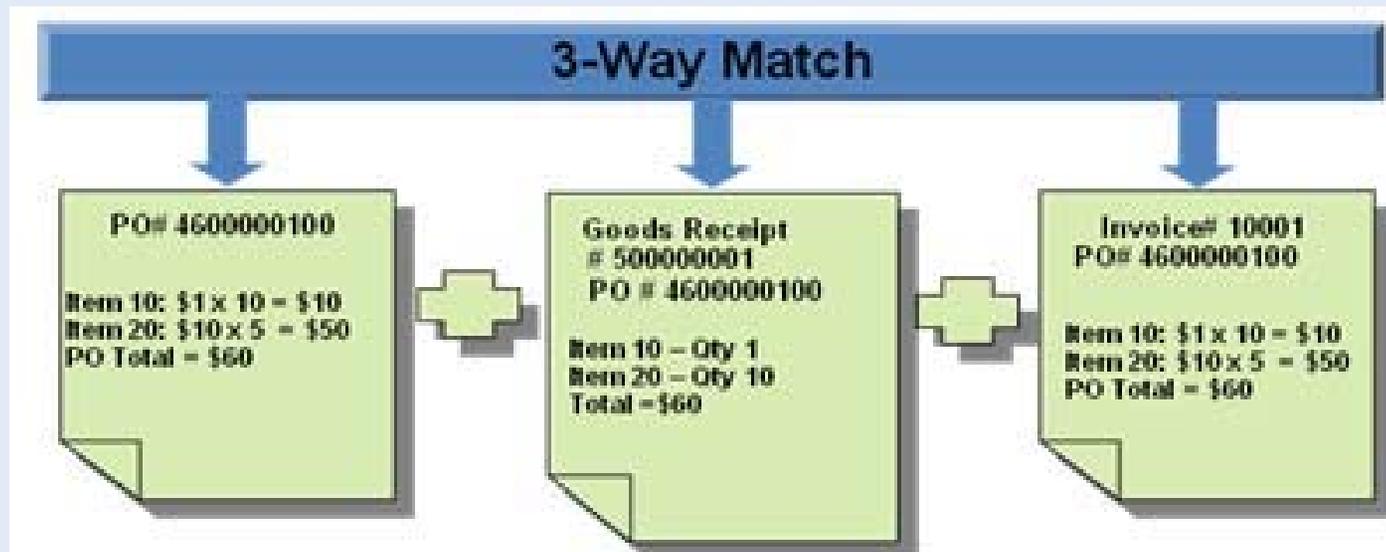


- **Three-way Match** – Requisition, Invoice and Goods Receipt/Service Entry Sheet (SES) must be the same in type, amount and price
- **Separation of Duties** – The Requisitioner and Approver cannot be the same person
- **Peer or Higher** – Anyone approving in the absence of an Approver must have the same authorization level
- **Full Integration of P2P Principle** – The processing of a purchase must be integrated from the Budget to the Payment of the vendor



RECEIVING OVERVIEW

- The purpose of Goods Receipt / Service Entry Sheet is to record in FBMS that goods/services were received
- Individual responsible for entering data usually different from actual receiver of material
- Receiver provides date of receipt / acceptance (or performance dates), quantity and amount.
- Documentation must be maintained on file



RECEIVING HELPFUL INFORMATION

- The Goods Receipt is prepared by the goods receipt processor in FBMS when the goods have been received.
- Based on the Prompt Payment Act, failure to enter a **GR/SES within 7 days** of receiving the invoice may subject the bureau to **incur interest charges**.
BLM Internal Timeline = 3 days.
- The process involves both receipt/acceptance of the goods by the goods receipt processor and approval of the invoice.
 - The acceptance date, (along with the invoice received date) is used to calculate the proper due date and accrued interest when applicable according to the Prompt Payment Act.
- The Material Document number is the FBMS number generated upon successful completion of a GR. (5000 series Doc#s)
- Once the goods receipt is created, an invoice can be created by accounts payable for that amount.
- 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.
- It is extremely important for the COR & CO to talk regarding the approval/payment of questionable invoices



END OF YEAR (EOY) GUIDANCE

Additional and more detailed information can be found in the following IMs



- AZ950 IM# AZ-2012-015 (w/Chg#1)
 - Supplements NOC IM# OC-2012-032
 - Deadlines for receipt of completed packages are to ensure all the proper competition and compliance with the various Acquisition Regulations

- AZ914 IM#
“Critical FY 2012 Closing Dates and Procedures”
 - Supplements NOC IM# OC-2012-044
 - In order to achieve timely fiscal year-end closing, specific instructions are provided for FY12 closing procedures and a schedule for end of year processes.

EOY procedures will be covered in much greater detail during the scheduled August 15th (**Labor**) & September 12th (**Misc Obligations (MO) / Accrual**) training sessions.



EOY TIMELINE – MAY 2012



○ 05/01/2012

- New Assistance Agreements over \$100K

○ 05/15/2012

- New Assistance Agreements under \$100K and Modifications to existing agreements
- Intergovernmental Orders
- Construction under \$100K



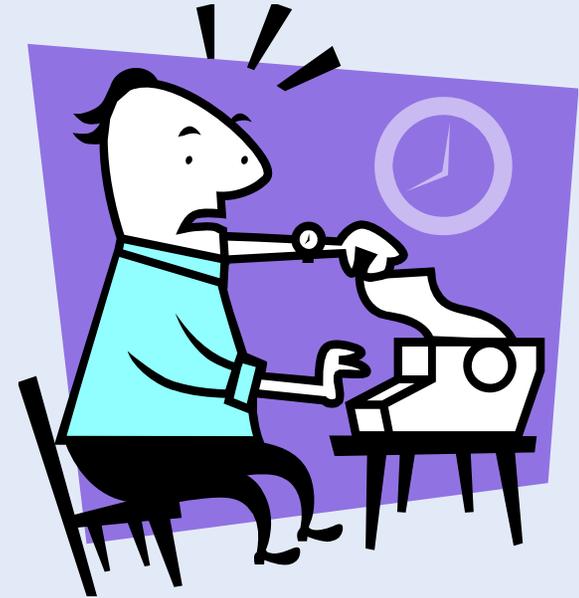
EOY TIMELINE – JUNE 2012



- 06/01/2012
 - Purchase Orders over \$25K
- 06/15/2012
 - Orders against Indefinite-Delivery / Indefinite-Quantity (IDIQ) or General Services Administration (GSA) Contracts
 - Modifications to Existing Contracts



EOY TIMELINE – JULY 2012



- 07/01/2012

- Purchase Orders under \$25K

- 07/06/2012

- Printing Orders to AZ-912
 - New Publications
 - Reprints requiring significant changes
 - Large Jobs (i.e. Land Use Plans and 4-color Brochures)



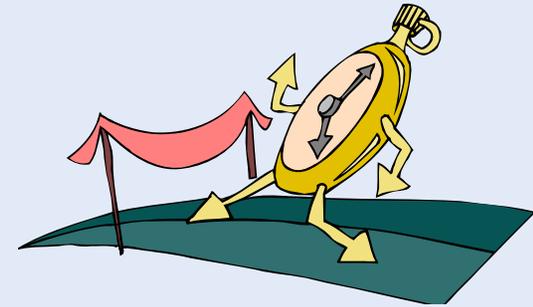
EOY TIMELINE – AUGUST 2012

- 08/03/2012
 - Printing Orders to AZ-912
 - Final approved 1550-8 Publications/Exhibits forms with camera-ready copy
 - Simple Printing requests (i.e. Reprints w/o changes) or letterhead and envelopes
- 08/10/2012
 - Credit Card Purchases for employees
- 08/17/2012
 - Employee Award nominations to AZ-953 (HR) for payment with FY12 funds
- 08/24/2012
 - All orders for signs to the Sign Center
 - Uniform Orders & Law Enforcement items
 - Requisition Vehicles from GSA AutoChoice for FY12 obligation (FIELD). Input needed by this date to ensure State requests submitted by the deadline.
- 08/27/2012
 - Obligate contributions for future Vehicle purchases through WCF
 - Requisition Vehicles from GSA AutoChoice for FY12 obligation (State Office)
 - Update Projects in SharePoint that will be closed in FY12 & validate end dates
 - Orders for FY12 Fire Cache / Publication items due at NIFC Supply Office
 - Commitment letters for new hires (requiring FY12 PCS funds) to Carol Cole AZ953



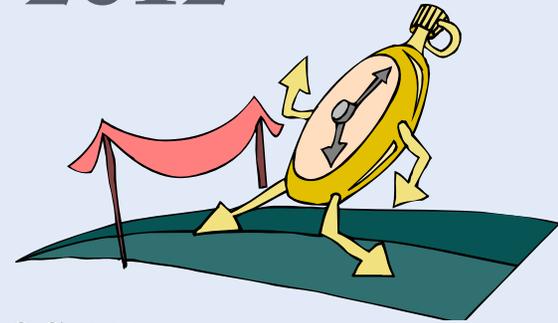
EOY TIMELINE – EARLY SEPTEMBER 2012

- 09/4-11/2012
 - Field Offices enter Sept vehicle utilization in FBMS Monthly Utilization Screen
- 09/07/2012
 - Orders for bulk-stocked signs submitted to PMDS
 - Aviation Mgmt Directorate (AMD) annual surcharge file sent to BLM
 - AMD year-end accrual files from States due to NIFC Budget Office
- 09/10/2012
 - NOC notifies State Budget of Reimbursable Projects – Over-Collected or Insufficient Authority. Inform NOC of indirect cost rate changes. No corrections after this date
- 09/10-18/2012
 - ALL credit card holders must review most recent statements
 - Items not shown on statement MUST be listed on EOY MO & submitted to Budget
- 09/12/2012
 - Orders for DI Forms must be submitted to the PMDS (central files)
- 09/13/2012
 - Orders for all other forms and publications must be submitted to the PMDS
- 09/14-18/2012
 - Actual Labor for PP 201219 posted in FBMS – Adjustments due by COB 9/21



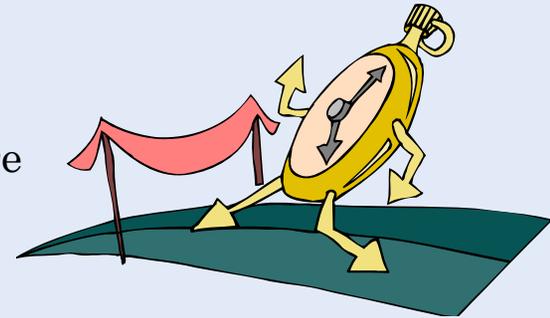
EOY TIMELINE – MID-SEPTEMBER 2012

- 09/15/2012
 - Complete processing of all property for FY12. FBMS will be down to ensure final reconciliation efforts
- 09/17/2012
 - State Office last day to send IPAC transfer documents to OC-612
 - Last day to flag a transaction in CBS for IPAC inclusion in FY12
 - Last day to submit PCS travel voucher to Carol Cole (AZ953) for FY12
- 09/20/2012
 - Last day to enter ZG (PRISM) obligations – Last run of ASAP obligation file
- 09/21/2012
 - CBS refunds must be entered & approved to process in FY12
 - Field offices last day to enter FY12 obligation documents in FBMS (6pm)
 - Last day to enter Purchase Requisition (PR) in FBMS – **Note procurement deadlines**
 - Ensure all Reimbursable Projects costs have been incurred to WBS expiring 9/30/12
 - All TDY accrual documents due for travel performed in FY12
 - Miscellaneous Obligations for uniform orders placed in FY12 but not billed yet
 - Cut-off for designated CC purchase users (only AZ951 remains after this date)
 - All Payroll adjustments must be completed (6pm)
 - Final cost structure adjustments must be completed (4pm)
 - Last day to obligate GSA Fedstrip and Customer Supply Center (CSC) orders
 - Last day for FY12 CBS deposits regardless of amount collected



EOY TIMELINE – END-SEPTEMBER 2012

- 09/22/2012
 - Travel vouchers must be entered & approved to ensure payment in FY12 (**pending further guidance**)
- 09/24/2012
 - State Office makes Final Corrections for Deposits
 - Budget Officer provides default coding for overspent Reimbursable, Trust and Contributed projects
- 09/26/2012
 - State Office completes GR/SES workflow for Accts Payable to post Parked Invoices
 - State Office Procurement last day to release FY12 PRISM docs to FBMS interface
 - Last day to submit PRISM awards to the Federal Procurement Data System (FPDS)
 - Last day for State Office Budget to enter Cost Targets into FBMS
 - Last day for State Office Budget to enter Payroll Adjustments for Projects
 - All field users are locked out of FBMS (6pm)
- 09/27-30/2012
 - FBMS is only available to ...
 - NOC in order to close Reimbursable Projects
 - NOC & WO Budget to perform analysis and complete FY12 closing adjustments
- 09/28/2012
 - State Offices submit a list of Mineral Leases including dollar amounts that were adjudicated by 09/26/2012, but not updated in CBS for IPAC transactions





It's QUESTION TIME!!

