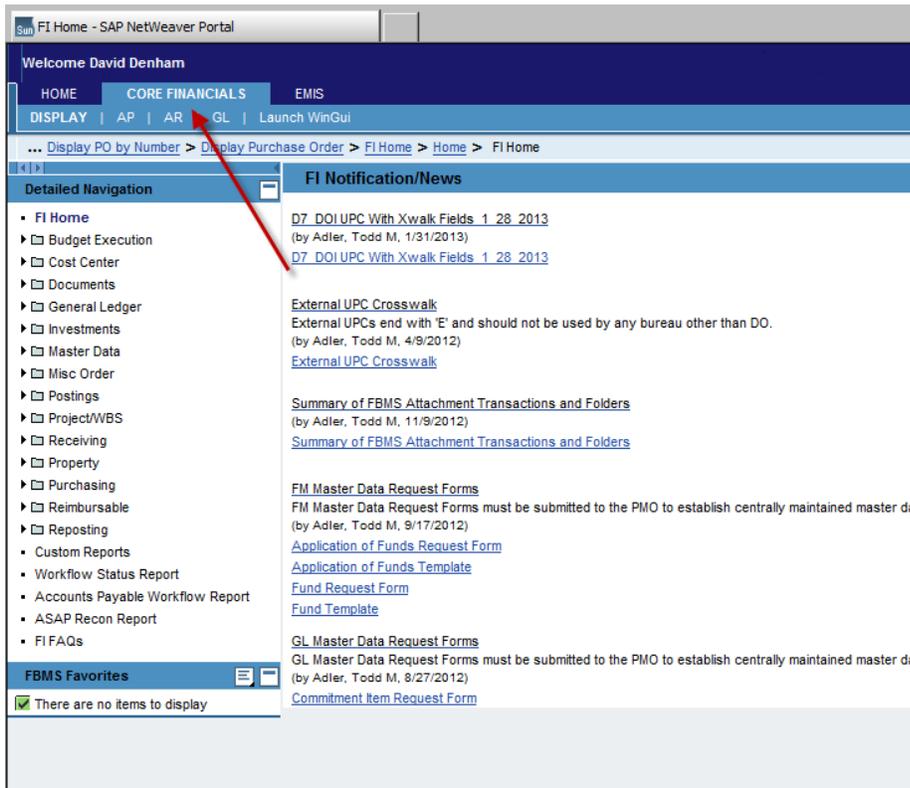
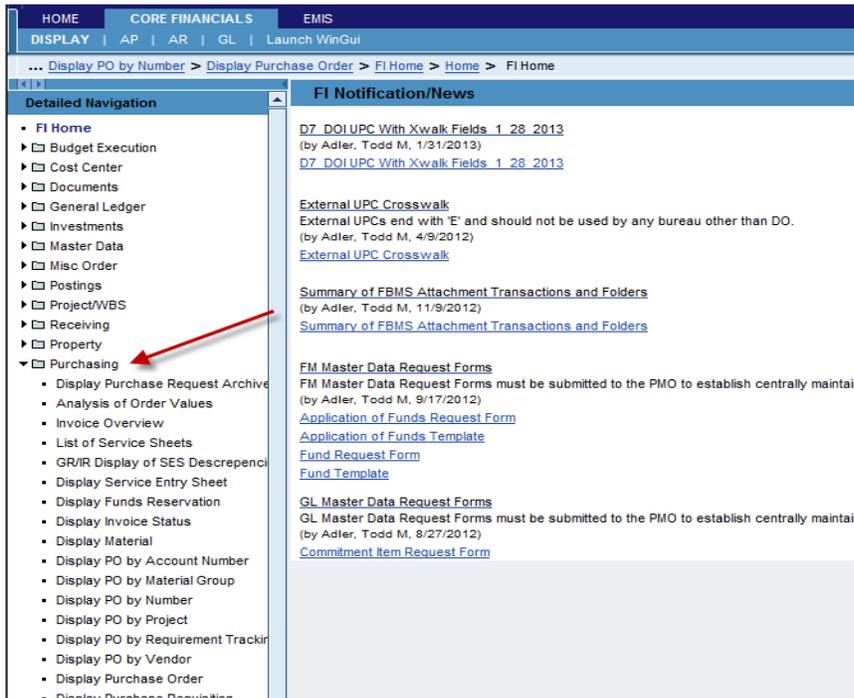


Steps to Attach Documents to Miscellaneous Obligations

Step 1: Select Core Financials



Step 2: Select Display>Select Purchasing Folder



Step 3: Select Display Purchase Order

The screenshot shows a web application interface with a navigation menu on the left and a news section on the right. The navigation menu is titled "Detailed Navigation" and contains a list of items under the "Purchasing" category. A red arrow points to the "Display Purchase Order" item. The news section is titled "FI Notification/News" and contains several news items with dates and authors.

HOME | CORE FINANCIALS | EIMS
DISPLAY | AP | AR | GL | Launch WinGui
... Display PO by Number > Display Purchase Order > FI Home > Home > FI Home

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 Archive
 - Analysis of Order Values
 - Invoice Overview
 - List of Service Sheets
 - GR/IR Display of SES Descrepancies
 - 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 Tracking
 - Display PO by Vendor
 - Display Purchase Order
 - Display Purchase Requisition
 - Purchasing Reporting
 - Print Purchase Requisition
 - Intra Agency Agreements
 - Stock Overview
 - IPP Invoice Table
- Reimbursable
- Reposting
- Custom Reports

FI Notification/News

[D7 DOI UPC With Xwalk Fields 1 28 2013](#)
(by Adler, Todd M, 1/31/2013)
[D7 DOI UPC With Xwalk Fields 1 28 2013](#)

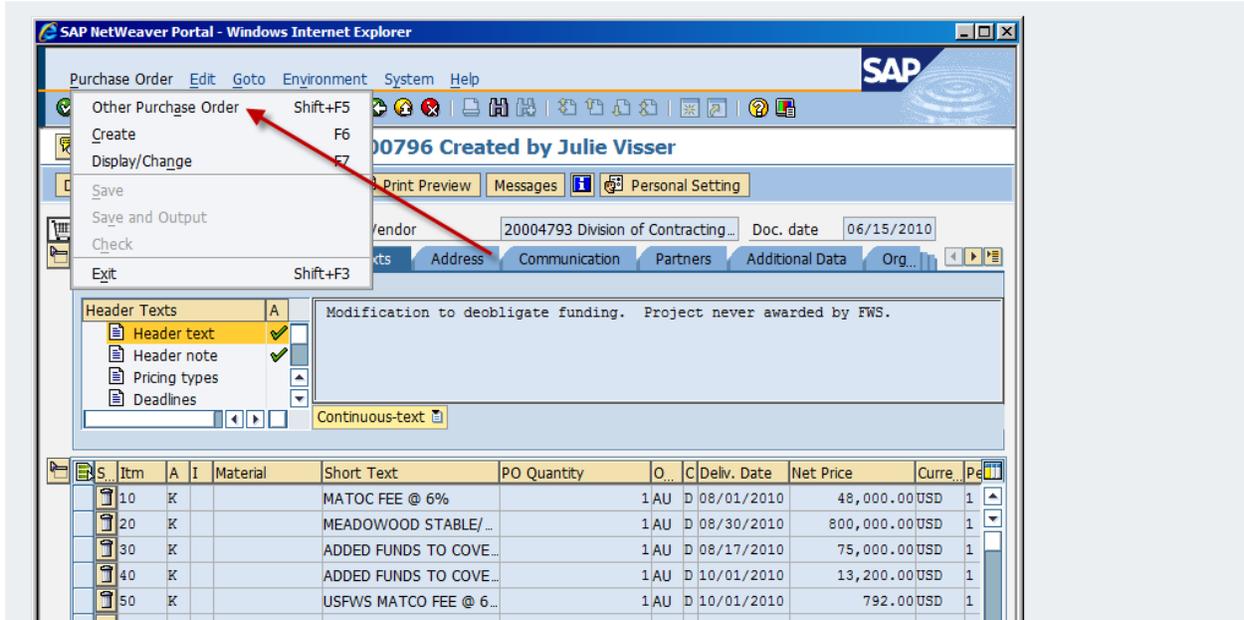
[External UPC Crosswalk](#)
External UPCs end with 'E' and should not be
(by Adler, Todd M, 4/9/2012)
[External UPC Crosswalk](#)

[Summary of FBMS Attachment Transaction:](#)
(by Adler, Todd M, 11/9/2012)
[Summary of FBMS Attachment Transaction:](#)

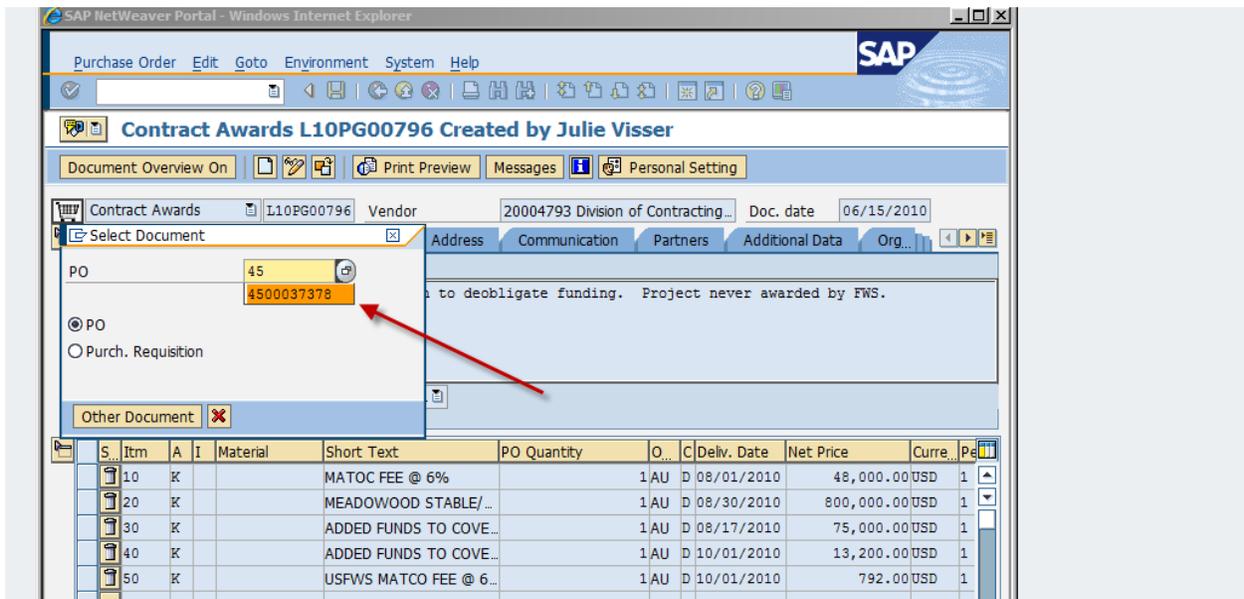
[FM Master Data Request Forms](#)
FM Master Data Request Forms must be submitted
(by Adler, Todd M, 9/17/2012)
[Application of Funds Request Form](#)
[Application of Funds Template](#)
[Fund Request Form](#)
[Fund Template](#)

[GL Master Data Request Forms](#)
GL Master Data Request Forms must be submitted
(by Adler, Todd M, 8/27/2012)
[Commitment Item Request Form](#)

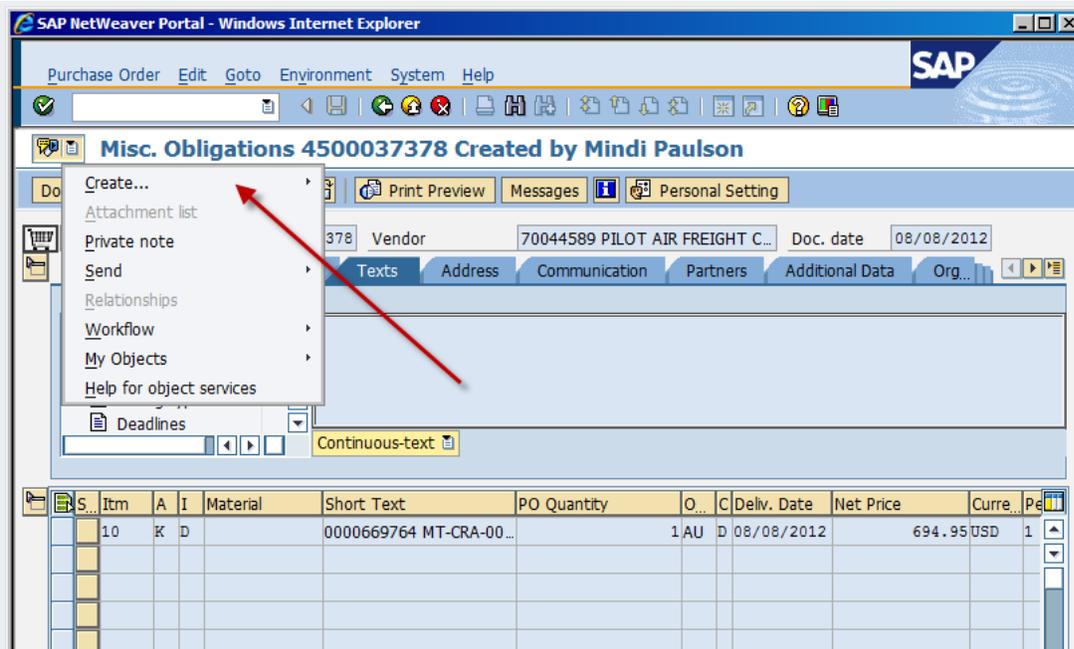
Step 4: Click on Purchase Order>Select Other Purchase Order



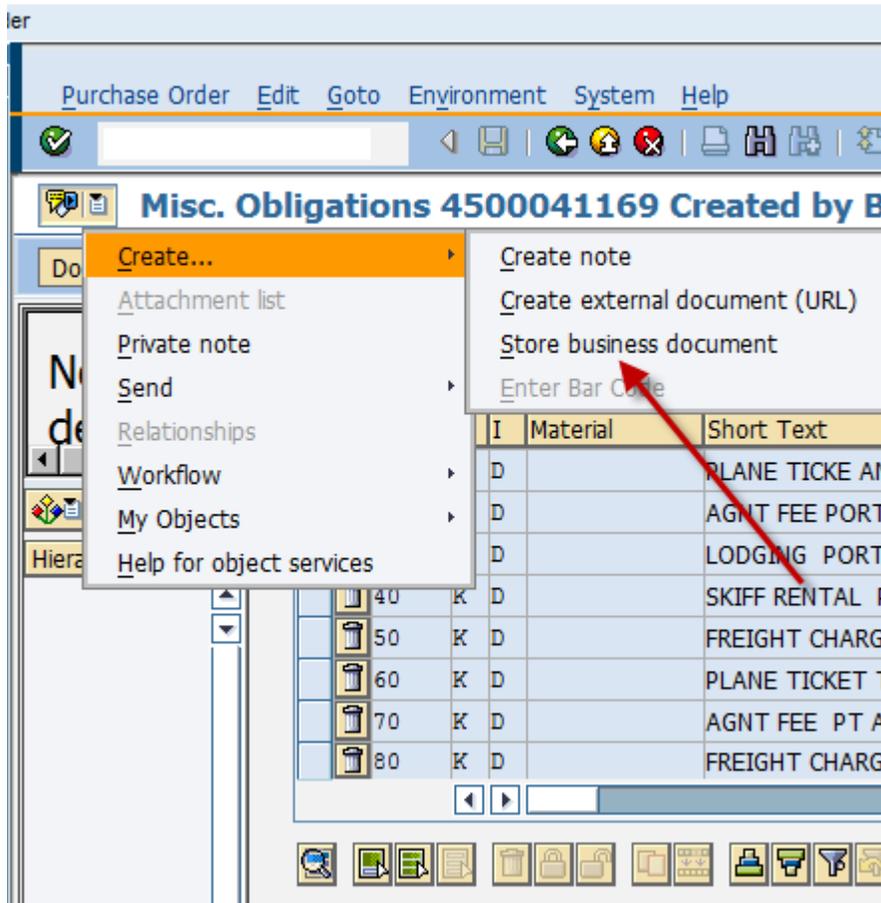
Step 5: Type in desired MO number (45...)



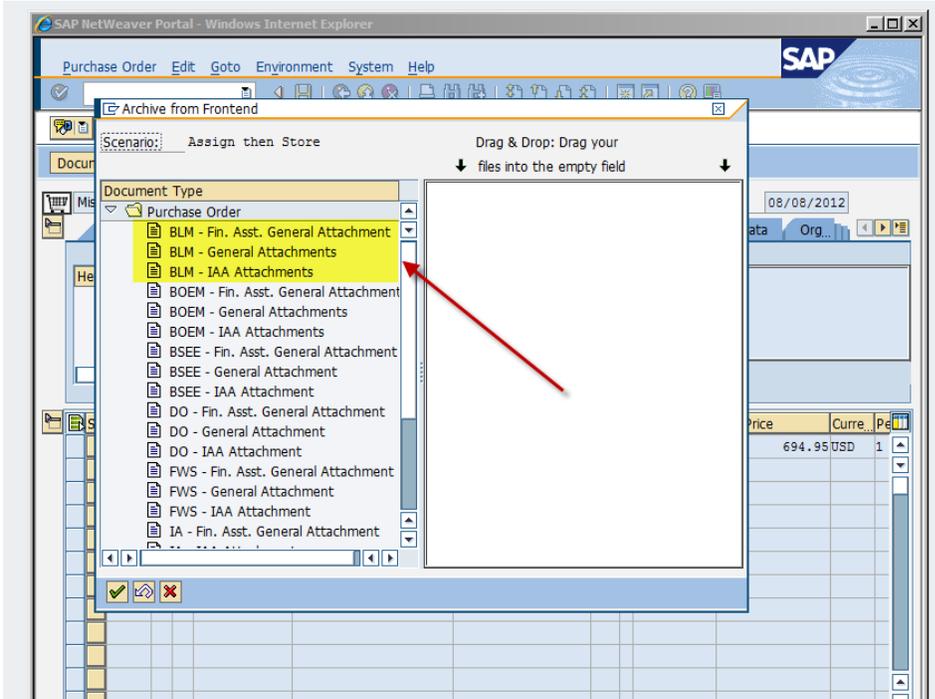
Step 6: Click on Services for Object Image>Click on Create



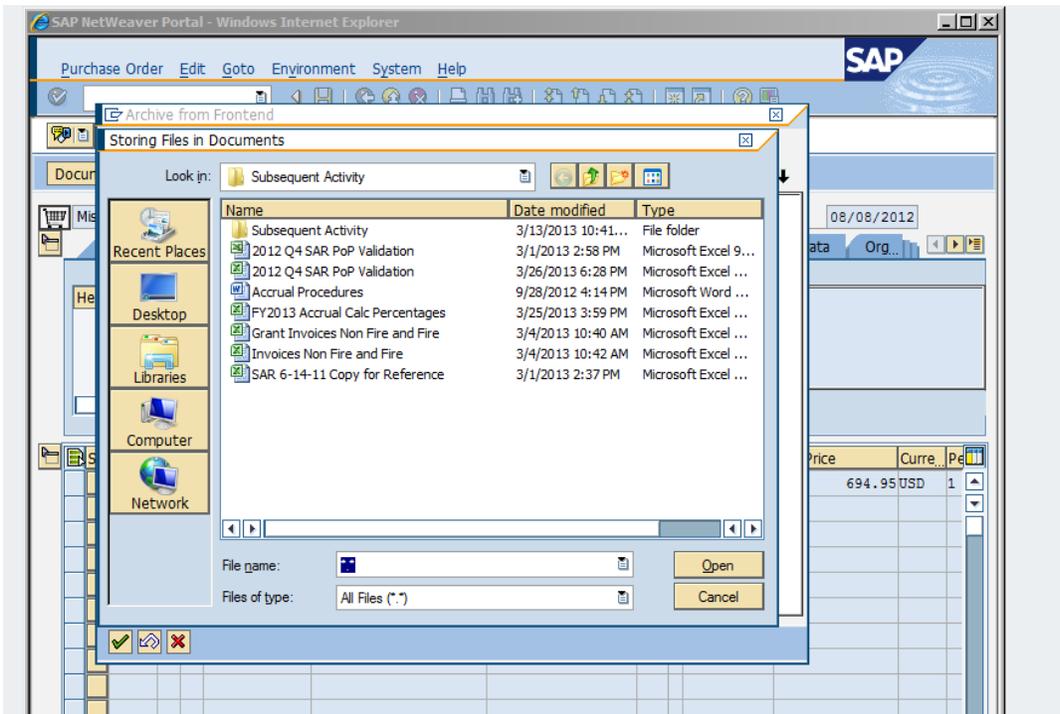
Step 7: Click on Store Business Document



Step 8: Select Desired Attachment Type>Double-click BLM-General Attachments



Step 9: Select File to attach and click Open



If you want to double-check if attachment actually was included, go back and click Service Object Image, Display Attachment, double-click BLM-General Attachments and another window will pop up to open the file. When I checked mine, a window pop up for security and all I did was change the option from deny this one time to ALLOW this one time.