

Undelivered Orders on Your Reports

A procurement document has been prepared and entered into FFS. It will appear on the reports as one of the following transaction codes:

- OF- Obligation made by Field
- MO-Miscellaneous Order
- FO-Fedstrip Order
- TO-Travel Order
- GO-Government Order (Federal Aid)

Example: A purchase order is issued in August 2000 for \$4000.00 to Sibley Soil and Water. The transaction code OF is used because this document was entered through remote data entry. Budget Fiscal year 2000 will be charged.

The undelivered order shows up on the following Reports:

- Current Year Office Obligation Transactions Report (OOTR)
- Outstanding Undelivered Orders Report (UDO)
- Office Management Report (OMR)

OOTR

On the OOTR, the transaction appears the month it processes. Since our PO was entered prior to the last day of August, it will appear on August's report.

This undelivered order is identified by the same transaction code (OF) and document control number (30181-0-J089) in both the "Sequence/Original" **I** and "Current Month" **I** columns report. Only the accounting lines that are charged to your station will appear on your station's reports. **D** In this case, only 001 line was obligated.

Under the "Current Month Obligations", a positive amount indicates a new undelivered order or an increase to an existing undelivered order. A negative amount indicates a de-obligation to that accounting line. **N** For this transaction, a new undelivered order of \$4000 was entered into FFS.

REPORT ID: FWS32001
 CTRL PAGE: 1,169
 INDEX B: 32590

U.S. FISH AND WILDLIFE SERVICE
 CURRENT YEAR OFFICE OBLIGATION TRANSACTIONS REPORT
 08-01-2000 - 08-31-2000

RUN DATE: 09/01/2000
 RUN TIME: 07:56
 PAGE: 1

ORGANIZATION: 32590

TITLE: MINNESOTA VALLEY NWR - BLOOMIN

SEQUENCE/ORIGINAL		*****CURRENT MONTH*****										CURRENT MONTH	
SUB	***NOT FOR RDS USE ***			TRAN	DOC	CONTROL	LINE	FY	PROJ	OBJ	VENDOR CODE	VENDOR NAME/DESCRIPTION	OBLIGATIONS
ACT	TC	UDO-DOC	CNTRL/LINE	CODE	NUMBER								
	TO	32590-7-0322A		CR	32590-0-C027	001	97				14838499970	JOHN A MILLER	226.00-
	TO	32590-7-0322A		CR	32590-0-C027	001	97				14838499970	JOHN A MILLER	226.00

TOTAL 0.00

		↑			↓			0			Ñ		
1121	OF	30181-0-J089	001	OF	30181-0-J089	001	00	0000	412A	30018039490	SIBLEY SOIL AND WATER	4,000.00	
1121	MO	32590-9-M178A	001	FP	32590-9-M178C	001	99	0000	261A	30000829481	BCI BRUNZ CONSTRUCTION INC	1,267.50	
1121	MO	32590-9-M178A	001	FP	32590-9-M178C	001	99	0000	261A	30000829481	BCI BRUNZ CONSTRUCTION INC	1,270.00-	
1121	MO	32590-9-M179A	001	FP	32590-9-M179D	001	99	0000	261A	3000160703E	ABLE EXCAVATION INC	119.25	
1121	MO	32590-9-M179A	001	FP	32590-9-M179D	001	99	0000	261A	3000160703E	ABLE EXCAVATION INC	119.25-	
1121	OF	32590-0-M049	001	FP	32590-0-M049B	001	00	0000	252Z	3000160703E	ABLE EXCAVATION INC	307.00	
1121	OF	32590-0-M049	001	FP	32590-0-M049B	001	00	0000	252Z	3000160703E	ABLE EXCAVATION INC	307.00-	
1121	OF	32590-0-M049	001	FP	32590-0-M049C	001	00	0000	252Z	3000160703E	ABLE EXCAVATION INC	8.75	
1121	OF	32590-0-M049	001	FP	32590-0-M049C	001	00	0000	252Z	3000160703E	ABLE EXCAVATION INC	8.75-	
1121	OF	32590-0-M082	001	FP	32590-0-M082A	001	00	0000	312E	30001670887	MICRON GOVERNMENT COMPUTER	3,367.75	
1121	OF	32590-0-M082	001	FP	32590-0-M082A	001	00	0000	312E	30001670887	MICRON GOVERNMENT COMPUTER	3,367.75-	
1121	OF	32590-0-M085	001	OF	32590-0-M085	001	99	0000	252Z	30000829481	BCI BRUNZ CONSTRUCTION INC	5,000.00	
1121	OF	32590-0-M085	001	FP	32590-0-M085A	001	99	0000	252Z	30000829481	BCI BRUNZ CONSTRUCTION INC	4,950.00	
1121	OF	32590-0-M085	001	FP	32590-0-M085A	001	99	0000	252Z	30000829481	BCI BRUNZ CONSTRUCTION INC	4,950.00-	
1121	OF	32590-0-M088	001	OF	32590-0-M088	001	00	0000	252Z	30018038630	LANCE KLOEMPkin	140.00	
1121	OF	32590-0-M088	001	FP	32590-0-M088A	001	00	0000	252Z	30018038630	LANCE KLOEMPkin	140.00	
1121	OF	32590-0-M088	001	FP	32590-0-M088A	001	00	0000	252Z	30018038630	LANCE KLOEMPkin	140.00-	
1121	OF	32590-0-M089	001	OF	32590-0-M089	001	00	0000	252Z	30001766690	MID-COUNTY COOP	376.12	
1121	OF	32590-0-M089	001	FP	32590-0-M089A	001	00	0000	252Z	30001766690	MID-COUNTY COOP	376.12	
1121	OF	32590-0-M089	001	FP	32590-0-M089A	001	00	0000	252Z	30001766690	MID-COUNTY COOP	376.12-	
1121	OF	32590-0-M090	001	OF	32590-0-M090	001	00	0000	252Z	30018038620	EDWARD KOKTAVY	2,368.00	
1121	OF	32590-0-M090	001	FP	32590-0-M090A	001	00	0000	252Z	30018038620	EDWARD KOKTAVY	2,368.00	
1121	OF	32590-0-M090	001	FP	32590-0-M090A	001	00	0000	252Z	30018038620	EDWARD KOKTAVY	2,368.00-	
1121	OF	32590-0-M097	001	OF	32590-0-M097	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY	477.26	
1121	OF	32590-0-M097	001	FP	32590-0-M097A	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY	477.26	
1121	OF	32590-0-M097	001	FP	32590-0-M097A	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY	477.26-	
1121	OF	32590-0-M098	001	OF	32590-0-M098	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY	351.34	
1121	OF	32590-0-M098	001	FP	32590-0-M098A	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY	351.34	
1121	OF	32590-0-M098	001	FP	32590-0-M098A	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY	351.34-	
1121	OF	32590-0-M099	001	OF	32590-0-M099	001	00	0000	252Z	3001783583E	HAMBURG FARM SUPPLY	331.43	
1121	OF	32590-0-M099	001	FP	32590-0-M099A	001	00	0000	252Z	3001783583E	HAMBURG FARM SUPPLY	331.43	
1121	OF	32590-0-M099	001	FP	32590-0-M099A	001	00	0000	252Z	3001783583E	HAMBURG FARM SUPPLY	331.43-	
1121	NJ	0008 - -SUM		NJ	0008 - -SUM		00	0000	261A	3001798094E	NATIONSBANK OF DELAWARE NA	129.91	
1121	PR	0015R-0-00411		PR	0015R-0-00411		00	0000	1200	PAYROLL	PAYROLL	166.79-	
1121	PR	0015R-0-00411		PR	0015R-0-00411		00	0000	111A	PAYROLL	PAYROLL	852.00-	
1121	PR	0016P-0-02434		PR	0016P-0-02434		00	0000	1200	PAYROLL	PAYROLL	166.80	
1121	PR	0016P-0-02434		PR	0016P-0-02434		00	0000	111A	PAYROLL	PAYROLL	852.00	
1121	PR	0017A-0-01632		PR	0017A-0-01632		00	0000	1200	PAYROLL	PAYROLL	567.09	

UDO

This information also appears on your UDO. There is now a \$4000.00 undelivered order listed to Sibley Soil and Water. The boxed in line on the example shows how this transaction will appear.

ORGANIZATION: 32590 TITLE: MINNESOTA VALLEY NWR - BLOOMIN

TR	DOC CONTR NO	LINE	VENDOR NAME/DESCRIPTION	PAYING ORGN	FY	SUBACT PROJECT	OBJ	OBLIGATED AMOUNT	CUMULATIVE DISBURSEMENTS	OUTSTANDING UNDEL ORDERS
MO	32590-8-M138A	001	WACONIA FARM & HOME SUPPLY	32590	98	72010243	261A	1,369.75	577.59-	792.16
MO	32590-8-M156A	001	B J EXCAVATING	32590	98	11210000	261A	2,500.00	2,000.00-	500.00
MO	32590-8-M157A	001	LAFAYETTE EXCAVATING	32590	98	11210000	252A	5,000.00	.00	5,000.00
MO	32590-8-M167A	001	BELLE PLAIN READY MIX	32590	98	12620000	261A	75.50	.00	75.50
MO	32590-8-M188A	001	BRYAN ROCK PRODUCTS INC	32590	98	12340000	261A	720.00	.00	720.00
OF	30181-0-G726	001	FRIENDS OF THE MN VALLEY	32590	00	12610000	411C	14,000.00	9,086.20-	4,913.80
OF	30181-0-J810	001	HENNEPIN COUNTY SOIL & WATER	32590	00	11210000	411C	20,000.00	6,228.00-	13,772.00
OF	30181-0-M770	001	WILDERNESS GRAPHICS INC	32590	00	12610000	259Z	6,800.00	.00	6,800.00
OF	30181-0-J046A	001	UNIVERSITY OF WISCONSIN	32590	00	58209648	411C	5,600.00	.00	5,600.00
OF	30181-0-J046A	002	UNIVERSITY OF WISCONSIN	32590	00	2957E3HL	411C	12,000.00	1,510.73-	10,489.27
OF	30181-0-J089	001	SIBLEY SOIL AND WATER	32590	00	11210000	412A	4,000.00	.00	4,000.00
OF	32590-5-0235A	001	SCHWAB-VOLLHABER-LUBRATT SVC	32590	96	12610000	251A	2,727.08	.00	2,727.08
OF	32590-6-0294A	001	MODEL STONE CO	32590	96	12620000	264A	330.00	.00	330.00
OF	32590-6-0308A	001	MID-COUNTY COOP	32590	96	12300000	255Z	1,727.27	1,426.61-	300.66
OF	32590-6-0341A	001	CENEX LAND O LAKES	32590	96	12300000	255Z	312.79	.00	312.79
OF	32590-6-0422A	001	EDWARD KRAEMER & SONS	32590	96	12610000	264A	245.25	128.73-	116.52
OF	32590-6-0439A	001	EDWARD KRAEMER & SONS	32590	96	12610000	261A	950.00	467.67-	482.33
OF	32590-7-M093	001	RALPH HANKS	32590	97	12610000	259Z	2,380.00	1,170.00-	1,210.00
OF	32590-7-M100	001	JESSICA SHEFCHIK	32590	97	12300000	259Z	2,400.00	1,800.00-	600.00
OF	32590-7-M123	001	GILLEN EXCAVATING INC	32590	97	11210000	259Z	2,500.00	.00	2,500.00
OF	32590-7-M129A	001	GEORGE WARRENT	32590	97	12610000	259Z	200.00	.00	200.00
OF	32590-7-M137	001	SATHER BROTHERS INC	32590	97	11210000	259Z	5,000.00	.00	5,000.00

OMR

On your OMR, you will see this transaction in budget object class (BOC) 412A. We know that because that is the BOC listed on our OOTR. ⓪

The \$4000 that was coded into FFS for the purchase order to Sibley appears under the “Current Month Obligations” column. ⓪

The report shows the “Current Budget FY Obligations Minus Proj Pay” and “Total Obligations” fields as \$6000 because there had already been \$2000 entered from previous obligations. ⓪

OFFICE: 32590 TITLE: MINNESOTA VALLEY NWR - BLOOMIN PERCENT OF YEAR ELAPSED: 92

SUBACTIVITY: 1121 TITLE: PRIVATE LANDS

----- BALANCE TO DATE*1 -----

OBJ CODE	FUND TARGET	CURRENT BUDGET FY OBLIGATIONS MINUS PROJ PAY	PROJECTED PAYROLL	TOTAL OBLIGATIONS*2	FUND TARGET BALANCE	PERCENT OF FUND TARGET USED	PRIOR BUDGET FY UNRECORDED OBLIGATIONS*3	CURRENT MONTH OBLIGATIONS	PRIOR BUDGET FY RECOVERIES
	(1)	(2)	(3)	(4) = (2+3)	(5) = (1-4)	(6)=(4/1)	(7)	(8)	(9)
252R		1,552		1,552					
252Z		14,976		14,976				9,044	
257D		9		9					
25 TOTAL		16,537		16,537				9,044	
261A		3,904		3,904				130	
264A		35		35					
269F		10		10					
26 TOTAL		3,949		3,949				130	
312A		365		365					
312E		3,368		3,368					
312T		288		288					
31 TOTAL		4,021		4,021					
411C		25,000		25,000					
412A		6,000		6,000				4,000	
41 TOTAL		31,000		31,000				4,000	

OMR - Prior Year RM

On your Prior Year OMR you would see all transactions processed against the previous open resource management budget fiscal year's funds. For example, if we are in FY2000, this report would reflect only BFY 1999 obligations (both undelivered orders and expenditures) since these funds can still be obligated. The budget fiscal years prior to BFY 1999 would not appear on any OMR.

Example: You issued a purchase order for \$5000 to BCI Brunz Construction for miscellaneous services. Since you have some money left in your 1121 account for FY99, your project leader wants you to use up that money. The PO is entered into FFS.

On your OOTR, this will appear just like an undelivered order made with current year funds, except for the "FY" **I** listed (see the attached OOTR).

On your OMR - Prior Year RM it will appear under the "Current Month Obligations" column **I** as well as in the "Current Budget FY Obligations Minus Proj Pay" and "Total Obligations" columns **D** and **N**. Once again, as like on the OMR, columns **D** and **N** are an accumulation of all funds from the FY. The current obligations column **I** is only for transaction obligated during the report month.

ORGANIZATION: 32590

TITLE: MINNESOTA VALLEY NWR - BLOOMIN

SEQUENCE/ORIGINAL		*****CURRENT MONTH*****											
SUB	***NOT FOR RDS USE ***			TRAN	DOC	CONTROL	LINE	FY	PROJ	OBJ	VENDOR CODE	VENDOR NAME/DESCRIPTION	CURRENT MONTH
ACT	TC	UDO-DOC	CNTRL/LINE	CODE	NUMBER								OBLIGATIONS
	TO	32590-7-0322A		CR	32590-0-C027	001	97				14838457070	JOHN A MILLER	226.00-
	TO	32590-7-0322A		CR	32590-0-C027	001	97				14838457070	JOHN A MILLER	226.00
TOTAL												0.00	
1121	OF	30181-0-J089	001	OF	30181-0-J089	001	00	0000	412A	30018039490	SIBLEY SOIL AND WATER		4,000.00
1121	MO	32590-9-M178A	001	FP	32590-9-M178C	001	99	0000	261A	30000829481	BCI BRUNZ CONSTRUCTION INC		1,267.50
1121	MO	32590-9-M178A	001	FP	32590-9-M178C	001	99	0000	261A	30000829481	BCI BRUNZ CONSTRUCTION INC		1,270.00-
1121	MO	32590-9-M179A	001	FP	32590-9-M179D	001	99	0000	261A	3000160703E	ABLE EXCAVATION INC		119.25
1121	MO	32590-9-M179A	001	FP	32590-9-M179D	001	99	0000	261A	3000160703E	ABLE EXCAVATION INC		119.25-
1121	OF	32590-0-M049	001	FP	32590-0-M049B	001	00	0000	252Z	3000160703E	ABLE EXCAVATION INC		307.00
1121	OF	32590-0-M049	001	FP	32590-0-M049B	001	00	0000	252Z	3000160703E	ABLE EXCAVATION INC		307.00-
1121	OF	32590-0-M049	001	FP	32590-0-M049C	001	00	0000	252Z	3000160703E	ABLE EXCAVATION INC		8.75
1121	OF	32590-0-M049	001	FP	32590-0-M049C	001	00	0000	252Z	3000160703E	ABLE EXCAVATION INC		8.75-
1121	OF	32590-0-M082	001	FP	32590-0-M082A	001	00	0000	312E	30001670887	MICRON GOVERNMENT COMPUTER		3,367.75
1121	OF	32590-0-M082	001	FP	32590-0-M082A	001	00	0000	312E	30001670887	MICRON GOVERNMENT COMPUTER		3,367.75-
1121	OF	32590-0-M085	001	OF	32590-0-M085	001	99	0000	252Z	30000829481	BCI BRUNZ CONSTRUCTION INC		5,000.00
1121	OF	32590-0-M085	001	FP	32590-0-M085A	001	99	0000	252Z	30000829481	BCI BRUNZ CONSTRUCTION INC		4,950.00
1121	OF	32590-0-M085	001	FP	32590-0-M085A	001	99	0000	252Z	30000829481	BCI BRUNZ CONSTRUCTION INC		4,950.00-
1121	OF	32590-0-M088	001	OF	32590-0-M088	001	00	0000	252Z	30018038630	LANCE KLOEMPkin		140.00
1121	OF	32590-0-M088	001	FP	32590-0-M088A	001	00	0000	252Z	30018038630	LANCE KLOEMPkin		140.00
1121	OF	32590-0-M088	001	FP	32590-0-M088A	001	00	0000	252Z	30018038630	LANCE KLOEMPkin		140.00-
1121	OF	32590-0-M089	001	OF	32590-0-M089	001	00	0000	252Z	30001766690	MID-COUNTY COOP		376.12
1121	OF	32590-0-M089	001	FP	32590-0-M089A	001	00	0000	252Z	30001766690	MID-COUNTY COOP		376.12
1121	OF	32590-0-M089	001	FP	32590-0-M089A	001	00	0000	252Z	30001766690	MID-COUNTY COOP		376.12-
1121	OF	32590-0-M090	001	OF	32590-0-M090	001	00	0000	252Z	30018038620	EDWARD KOKTAVY		2,368.00
1121	OF	32590-0-M090	001	FP	32590-0-M090A	001	00	0000	252Z	30018038620	EDWARD KOKTAVY		2,368.00
1121	OF	32590-0-M090	001	FP	32590-0-M090A	001	00	0000	252Z	30018038620	EDWARD KOKTAVY		2,368.00-
1121	OF	32590-0-M097	001	OF	32590-0-M097	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY		477.26
1121	OF	32590-0-M097	001	FP	32590-0-M097A	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY		477.26
1121	OF	32590-0-M097	001	FP	32590-0-M097A	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY		477.26-
1121	OF	32590-0-M098	001	OF	32590-0-M098	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY		351.34
1121	OF	32590-0-M098	001	FP	32590-0-M098A	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY		351.34
1121	OF	32590-0-M098	001	FP	32590-0-M098A	001	00	0000	252Z	30000697601	WACONIA FARM & HOME SUPPLY		351.34-
1121	OF	32590-0-M099	001	OF	32590-0-M099	001	00	0000	252Z	3001783583E	HAMBURG FARM SUPPLY		331.43
1121	OF	32590-0-M099	001	FP	32590-0-M099A	001	00	0000	252Z	3001783583E	HAMBURG FARM SUPPLY		331.43
1121	OF	32590-0-M099	001	FP	32590-0-M099A	001	00	0000	252Z	3001783583E	HAMBURG FARM SUPPLY		331.43-
1121	NJ	0008 - -SUM		NJ	0008 - -SUM		00	0000	261A	3001798094E	NATIONSBANK OF DELAWARE NA		129.91
1121	PR	0015R-0-00411		PR	0015R-0-00411		00	0000	1200	PAYROLL	PAYROLL		166.79-
1121	PR	0015R-0-00411		PR	0015R-0-00411		00	0000	111A	PAYROLL	PAYROLL		852.00-
1121	PR	0016P-0-02434		PR	0016P-0-02434		00	0000	1200	PAYROLL	PAYROLL		166.80
1121	PR	0016P-0-02434		PR	0016P-0-02434		00	0000	111A	PAYROLL	PAYROLL		852.00
1121	PR	0017A-0-01632		PR	0017A-0-01632		00	0000	1200	PAYROLL	PAYROLL		567.09

OFFICE: 32590 TITLE: MINNESOTA VALLEY NWR - BLOOMIN PERCENT OF YEAR ELAPSED: 92

SUBACTIVITY: 1121 TITLE: PRIVATE LANDS

----- BALANCE TO DATE*1 -----

OBJ CODE	FUND TARGET	CURRENT BUDGET FY OBLIGATIONS MINUS PROJ PAY	PROJECTED PAYROLL	TOTAL OBLIGATIONS*2	FUND TARGET BALANCE	PERCENT OF FUND TARGET USED	PRIOR BUDGET FY UNRECORDED OBLIGATIONS*3	CURRENT MONTH OBLIGATIONS	PRIOR BUDGET FY RECOVERIES
	(1)	(2)	(3)	(4) = (2+3)	(5) = (1-4)	(6)=(4/1)	(7)	(8)	(9)
252R		6,474		6,474				4,922	
252S		165		165				165	
252Z		14,976	D	14,976	N			5,000	I
257D		9		9					
25 TOTAL		21,624		21,624				5,087	
261A		11,308		11,308				1,047	
264A		35		35					
269F		10		10					
26 TOTAL		11,353		11,353				1,047	
312A		365		365					
312E		3,368		3,368					
312T		288		288					
31 TOTAL		4,021		4,021					
411C		33,000		33,000					
412A		4,000		4,000					
41 TOTAL		37,000		37,000					

*1 TOTALS MAY DIFFER FROM LINES DUE TO ROUNDING

*2 TOTAL OBLIGATIONS INCLUDE ACTUAL PAYROLL THRU PAY PERIOD 24 PLUS PROJECTED PAYROLL TO END OF MONTH.

*3 PRIOR BUDGET FISCAL YEAR UNRECORDED OBLIGATIONS ARE OBLIGATIONS POSTED IN THE CURRENT YEAR THAT REFERENCE A PRIOR BUDGET FISCAL YEAR. THESE AMOUNTS ARE SHOWN FOR X-YEAR AND MULTI-YEAR FUNDS ONLY (NOT ANNUAL RESOURCE MGMT) AND MUST HAVE CURRENT BUDGET FISCAL YEAR FUND TARGET AUTHORITY.