2014

MRPBS FMD FOB
USDA APHIS
12/1/2014

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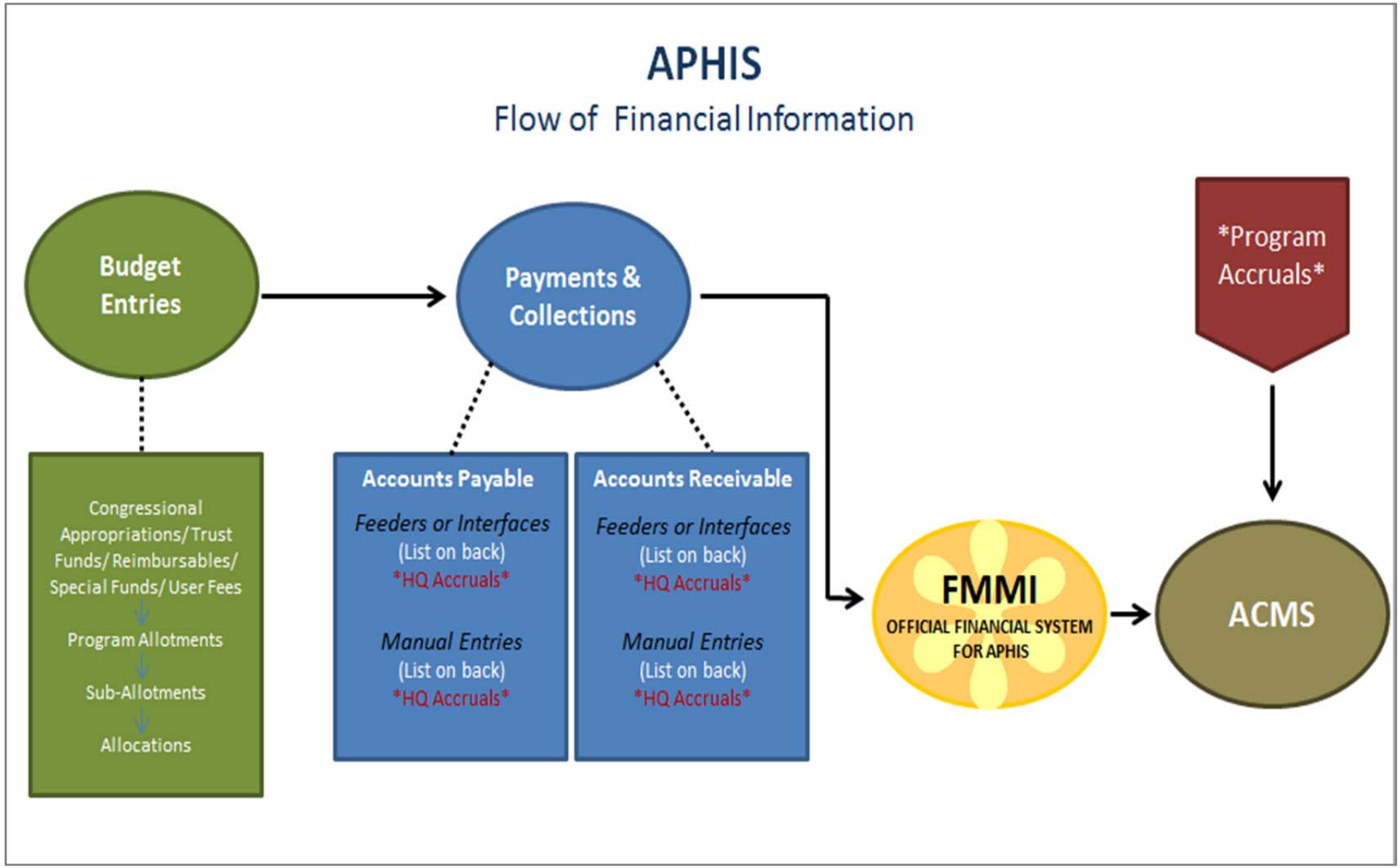
Acronyms

ACH	Automated Clearing House
ADMIN	Administration
AFSRB	APHIS Financial Systems & Reporting Branch
AP	Account Payable
APHIS	Animal and Plant Health Inspection Service
AR	Accounts Receivable
AVC	Availability Control
BESB	Budget Execution Support Branch *(part of FMD, Riverdale)*
BI	Business Intelligence
BOC	Budget Object Code
BOBJ	Business Objects
BP	Budget Period
CM	Cost Management
CR	Change Request
DOC	Document
DPR	Down Payment Request
DP	Down Payment
ECC	ERP Central Component
FM	Funds Management
FMD	Financial Management Division
FMMI	Financial Management Modernization Initiative
FN	Foreign National
FOB	Financial Operations Branch *(part of FMD, Minneapolis)*
FOST	Financial Operations Services Team *(used to be part of APT before it split)*
GL	General Ledger
GSA	General Services Agency
HANA	High Performance Analytical Appliance
IAS	Integrated Acquisition System
INTR	Intra-USDA Reimbursable
IOAT	International Operations & Accounting Team *(used to be part of APT before it split)*
IPAC	Intra-Governmental Payment and Collection System
LIACR	Line Items – Actual Costs/Revenues
MPLS	Minneapolis
MRP	Marketing and Regulatory Programs
MRPBS	Marketing and Regulatory Programs Business Services
NFC	National Finance Center *(part of USDA, New Orleans)*
OCFO	Office of the Chief Financial Officer *(part of USDA, New Orleans)*
OH	Overhead
OMB	Office of Management & Budget

OTC	Over the Counter
PROP	Property System
RONA	Reimbursable Order No Advance
ROR	Reimbursable Order Report
ROWA	Reimbursable Order With Advance
ROWE	Reimbursable Order With Exception
RRB	Resource Related Billing
SF	Standard Form
SHC	Short Hand Code
SO	Sales Order
SOF PTD	Status of Funds, Project to Date
SPS	Secure Payment System
SWIFT	Society for Worldwide Interbank Financial Telecommunication
TAS	Treasury Account Symbol
TAFS	Treasury Appropriation Fund Symbol
TF	Trust Fund
TOWA	Trust Order With Advance
ULO	Un-Liquidated Obligation
USDA	United States Department of Agriculture
VS	Veterinary Services
WBS	Work Breakdown Structure
WS	Wildlife Services

APHIS Financial Information Flow



Accounts Payable	Accounts Receivable
Feeders or Interfaces WebTA/Payroll (Employee Payments) GovTrip (Govt Travel) SmartPay 2 (Purchase Cards) WEX (Fleet Cards) PROP (Property) IAS (Procurement) Ameresco (Utilities) Metel (Telephone)	**Feeders or Interfaces** Lockboxes VS User Fee System
Manual Entries IPAC* VADRs* ePRES (foreign payments) SPS (same day payments) Employee Reimbursements (SF-1164s) eFABS (Allowances) Misc Pay BSE Coop Agreements EEO Payments Training (SF-182) Fee Basis Grants Honorariums Indemnities Patent Royalties Postage Tort Claims Transportation UPS Contracts Adjustments	**Manual Entries** ACH FedWire IPAC Pay.gov Lockbox Rejects Sales Orders Billings (non-SO related) Modifications Transfers Refunds Write Offs **SO Jobs FOB Runs** Overhead RRB Billing ***Feeders being developed**

Master Data Overview

FMMI Master Data Elements

Budget Period	4 characters
Application of Funds	6-8 characters
Fund	10 characters
Fund/Cost Center	10 characters
WBS Element/Funded Program	APHIS up to 18 characters
Functional Area	16 characters
Short Hand Code	27 characters
Commitment Item (BOC) or Revenue Source Code (RSC)	4 characters

Budget Period (BP)

The BP indicates both the beginning and ending budget fiscal years for a fund. Each budget fiscal year begins October 1st and ends September 30th. Budget periods can be annual, multi-year or no-year.

Example

- Annual 1515
- No-Year 15XX
- Multi-year 1415

Application of Funds

The Application of Funds used in FMMI is the equivalent of the String Treasury Accounting Symbol (TAS). Each Application of Funds is tied to one or more FMMI Funds.

Examples of Application of Funds:

- 12_1600 - Salaries and Expenses, APHIS
- 12X1600 - Salaries and Expenses, APHIS
- 12X1601 - Buildings and Facilities, APHIS
- 12X5161 - Agricultural Quarantine Inspection User Fee Account, APHIS
- 12X8226 – Miscellaneous Contributed Funds (Trust Funds), APHIS

Link to Treasury Account Symbols: http://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm

Funds

Funds in FMMI are used to represent the type of funding and its funding source. Using the Fund and Budget Period together indicates the availability of funding as it pertains to time (no year, annual funds, multi-year funds). It includes the specific attributes indicating the type of funding; e.g., direct, trust, special, or reimbursable. A complete list of APHIS Funds is maintained in the BAM, Chapter 5, Exhibit 2.

OMB Recognized Category Programs

- **Cat A** – Defined by Time – Quarterly Apportionments
- **Cat B** – Project Specific – Apportionments other than quarterly

Examples of Funds:

- AP001600AD – General Direct-**Cat A**
- AP001600AR – General Reimbursable-**Cat A**
- AP0016IEAR – Import/Export User Fees; General-Reimb-**Cat A**
- AP005161AV – Special AQI-**Cat A**
- AP00160MBN – Farm Bill; Non-Approp-Transfer-**Cat B**
- AP008226AV – Trust Fund; Distrib-Recipt-Trust Avail-**Cat A**

Fund/Cost Centers

Fund/Cost Centers are organizational elements that identify where the costs are incurred for performing activities within APHIS, generally representing staff and location. A Fund/Cost center should not be used for tracking a project or functional area. That can be accomplished with the combination of master data at time of obligation.

- Fund Centers and Cost Centers have a one to one relationship. Cost Centers reside in the Controlling Module (i.e., Cost Management) while Fund Centers reside in the Funds Management Module.
- Fund/Cost Centers reflect the level at which a Division spends at a location.

Examples of Fund/Cost Centers

- APWSHQ0024 – WS Headquarters, Maryland
- APWSER0037 – WS Eastern Region Office – North Carolina
- APWSRC0008 – HQ National Wildlife Research Center
- APWSWR0008 – WS Western Region Office - Colorado

Functional Areas

APHIS functional areas should reflect the specific line items from our Appropriation Language received each year, or indicate the type of funding that is being received, such as AQI User Fees, and Non-AQI User Fees. A complete list of Functional Areas is maintained in the BAM, Chapter 5, Exhibit 4.

Examples of Functional Areas

- AP00AGDISTRIB000 – APHIS Distributable- Cat A (00)
- AP00AGREIMBUR000 – Reimbursable Agreements – Cat A (00)
- AP02SUFB10201000 – Farm Bill-Plant Pest/Dis Mgmt – Cat B (01, 02 or 03)
- AP01GPCITGREN000 – Citrus Greening - Cat B (01, 02 or 03)

Funded Program/Work Breakdown Structure (WBS)

- Provides a means of collection and tracking costs of a specific job, service, project, or task.
- WBS Elements should be thought of as a program or project with an operational purpose and a defined timeframe. These should be created when it is not possible to track costs using Functional Area, Cost Center, and Budget Object Code.
- WBS Elements (Cost Management Module) have a one-to-one relationship with Funded Programs (Funds Management Module). This helps to provide consistency between the Cost Management and Funds Management modules in FMMI.

APHIS uses up to 3 WBS level:

- Level 1 – AP.xx.xxxx
- Level 2 – AP.xx.xxxx.xx Spending occurs at level 2 or higher
- Level 3 – AP.xx.xxxx.xx.xxxx

WBS Expense Project (AP.EX.xxxx.xx)

- WBS elements for expense projects *can* be mapped to ***multiple*** cost centers.

WBS Reimbursable/Trust Fund Project (AP.RA.xxxx.xx and AP.TF.xxxx.xx)

- WBS elements for reimbursable/trust projects can only be mapped to ***one*** cost center.

Shorthand Code (SHC)

The Shorthand Code (SHC) is a way to shorten the length of accounting information that gets sent into FMMI by feeder systems.

Shorthand Code Format:

- Budget Period (2) + Cost Center (8) + Functional Area (7) + WBS Level 2 (6) + WBS Level 3 (4)

Example:

- 44WSHQ0808EPPSODEPD00011234
  - Budget Period: 1414
  - Cost Center: APWSHQ0808
  - Functional Area: AP00PDEPPSODE000
  - WBS Level 2: AP.EX.PD00.01 (If no WBS fill with "PUBLICUSDA")
  - WBS Level 3: AP.EX.PD00.01.**1234** (If only a WBS Level 2, fill with "USDA")

Commitment Items

Commitment items, also known as budget object classification codes (BOCC) and/or revenue source codes (RSC) are used by the Federal Government to record its financial transactions according to the nature of the services provided or received.

Examples of BOCs

- 1100 – Personnel Compensation
- 2570 – Miscellaneous Services
- 4200 – Insurance Claims and Indemnities

Examples of RSCs

- 0100 – Operating Income
- 0200 – Revenue from services provided – exchanged (i.e., sales orders)
- 0202 – Revenue – Anticipated (i.e., AQI User Fees)
- 0203 – Commercial Activity – Exception (i.e., VS/PPQ User Fees)

Link to APHIS FMMI Master Data: FMD Quick Reference Guide
Link to the BOC Manual: https://cod.nfc.usda.gov/Documents/toc.html (PDF Searchable)

General Ledger Overview

The United States Standard General Ledger (USSGL) provides a uniform Chart of Accounts and technical guidance to be used in standardizing federal agency accounting. FMMI incorporates the United States Standard General Ledger (USSGL) and uses the USSGL's Chart of Accounts.

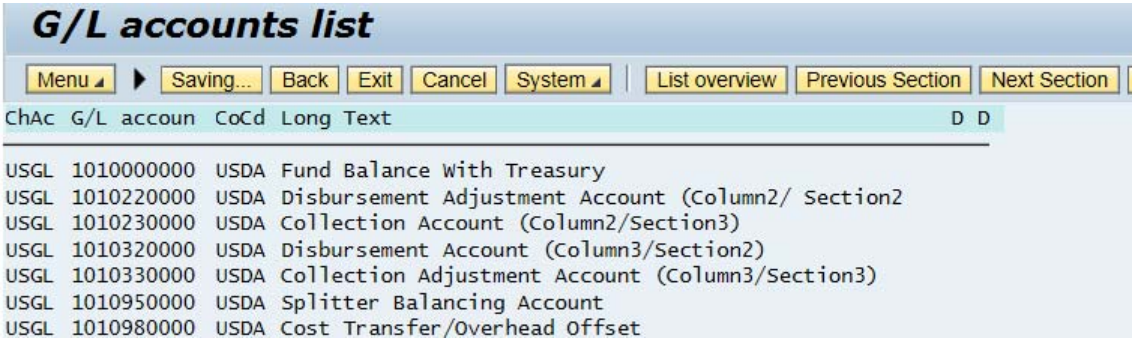
GL account numbers are assigned within the predefined ranges detailed below.

G/L Account Group	Number Ranges
Assets	1000000000 – 1999999999
Liabilities	2000000000 – 2999999999
Net Position	3000000000 – 3999999999
Budgetary	4000000000 – 4999999999
Revenue	5000000000 – 5999999999
Expense	6000000000 – 6999999999
Gain/Loss	7000000000 – 7999999999
Memo (Treasury Mandated)	8000000000 – 8999999999
Secondary Cost Elements	9000000000 – 9999999999

USDA APHIS' GL structure is as follows: the four-digit USSGL number, subsidiary GLs (sub-GLs), and the four-digit RSC/BOC. These GL accounts roll up to the four-digit USSGL accounts.

FMMI General Ledger Account Structure			
USSGL Account	**Sub-Account**	**Revenue Source Code/Budget Object Code**	**G/L Account**
1010	32	0000	1010320000
1410	90	0000	1410900000
6100	00	1110	6100001110

The G/L Chart of Accounts can be found in FMMI by running an ECC report located under:
General Ledger Management > Financial Reports > General Ledger Reports > G/L Chart of Accounts Report



USSGL Link: http://fms.treas.gov/ussgl/index.html (PDF Searchable)

Sales Orders Intro

Overview

Sales Order (SO) - A document that is generated by the seller to authorize the sale of products or services on receipt of the customer's order.

Purpose:

- Businesses use SOs as a way to forecast or track sales
- Can be used to track specifics of the agreement (dates, description, etc)
- Used in the APHIS Overhead (OH) and Resource Related Billing (RRB) processes
- Used with Customers

Not Used for:

- Capturing costs (WBS Elements do that)
- Capturing collections (Customers and Bills do that)
- Purchasing (Purchase Orders do that, and are used with Vendors)

Sales Order Types – APHIS

Order Type	Name	SO Number Begins With	FMMI Fund	Description
RONA	Reimbursable Order No Advance (Spend then bill)	32	AP001600AR	**Sold-to Party – Cooperator -** Federal Agencies – Non-USDA **Budget Authority** – Established when Sales Order is entered. **Bill or Stmt** - Bills are processed through IPAC (by NFC).
INTR	Inter-USDA Agency Agreement (No Advances)	36	AP001600AR	**Sold-to Party – Cooperator** – Federal **USDA** Agencies **Budget Authority** – Established when Sales Order is entered. **Bill or Stmt** – Bills are processed through IPAC. **Order Specific Field (Header Data)** – Must include a P.O. reference number from USDA agencies currently in FMMI. FMMI will validate against this P.O.
ROWA	Reimbursable Order with Advance	33	AP001600AR	**Sold-to Party – Cooperator** – Commercial Customer **Budget Authority** – Established when the check has cleared in FMMI. The authority is the amount of the check. **Material** – REIMB **Bill or Stmt** – RRB Bill run solely to move collection from liability to revenue GL. No bill or stmt to customer.
ROWE	Reimbursable Order With Exception (No Advances)	61	AP001600AR	**Sold-to Party – Cooperator** – Commercial Customers, Universities, and State and Local governmental entities. **Budget Authority** – Established when Sales Order is entered. **Bill or Stmt** – RRB Bill Mailed Monthly or Quarterly (except WS OTC Accts – RRB Bills Not Mailed)
TOWA	Trust Fund Order with Advance	37	AP008226AV	**Sold-to Party – Cooperator** – Commercial customers. **Budget Authority** - Established when the check has cleared in FMMI. The authority is the amount of the check. **Bill or Stmt** - Customer Statement emailed monthly.

WS OTC ROWE SO Differences

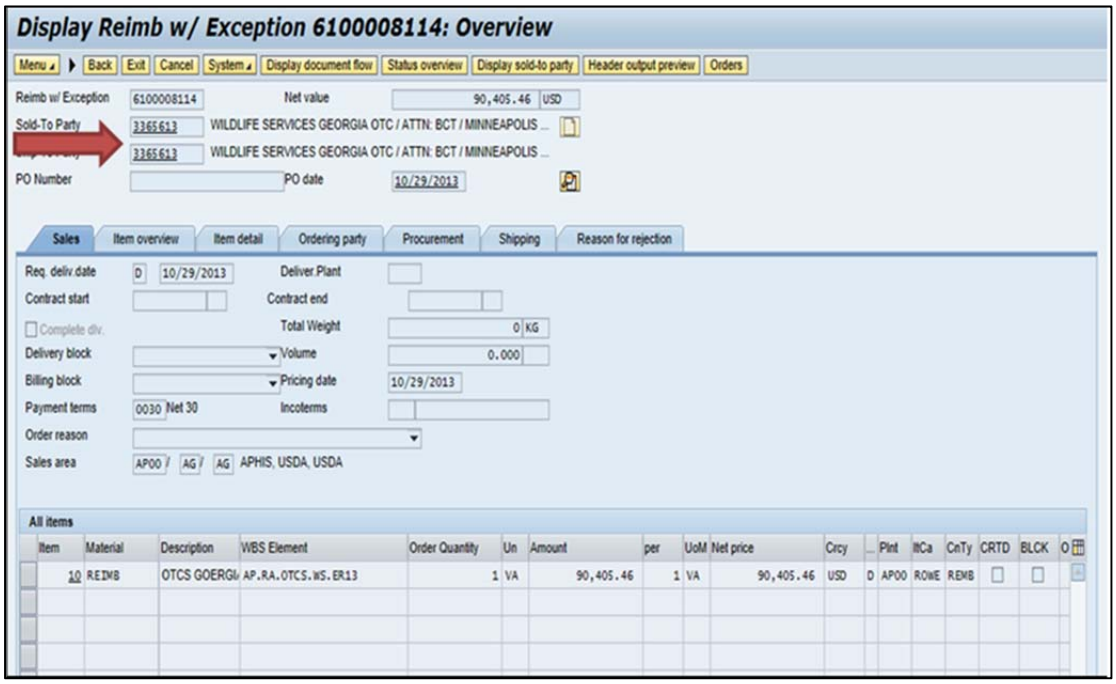
Purpose
Over the Counter (OTC) Sales Orders were established to account for all WS reimbursable sales without creating an individual Customer Account and Sales Order. These may include, but are not limited to, customers paying at the time of service, small dollar amounts, and/or one-time transactions.

SO Type
ROWE

Differences from other ROWE SOs

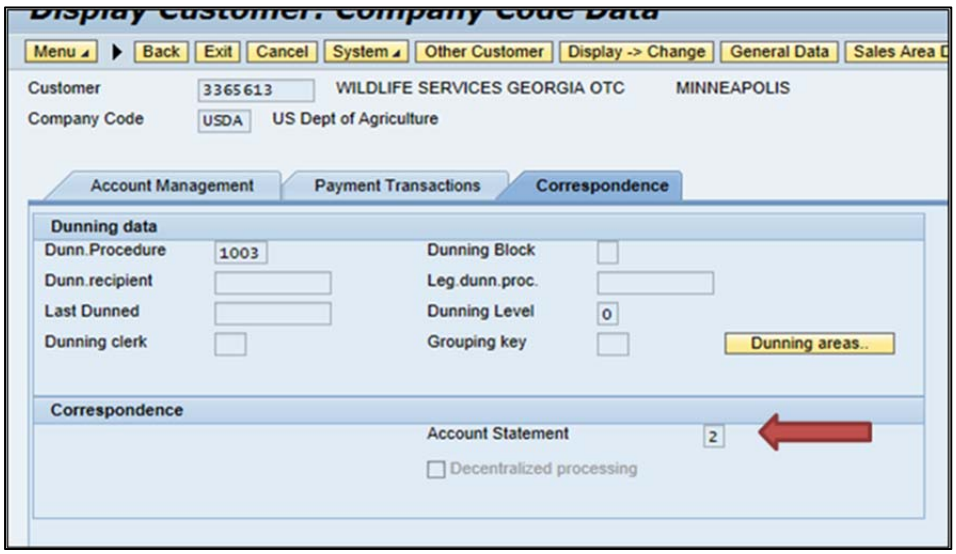
DIFF 1: A **customer number** was established for each state office.

- The name associated with the customer should read Wildlife Services, the name of the state, and OTC.

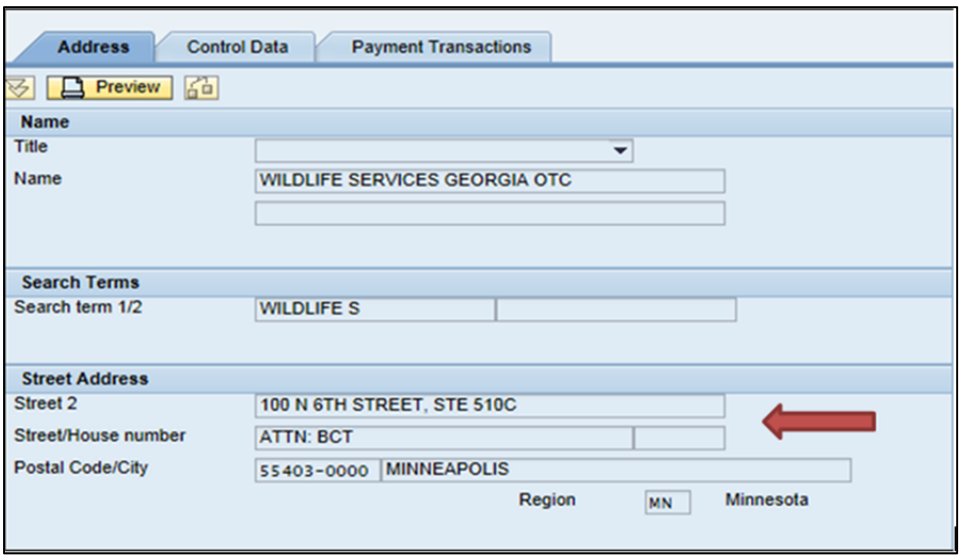


DIFF 2: These customer numbers were set up to be **account statement customers**
(i.e. 2 filled in Account Statement box – see arrow below).

- OTC (account statement customers) **collections post to the customer number**. This was done since many times collections are received prior to the bill being issued. This keeps these collections tied to a customer even though they are initially posted in a suspense fund (i.e. AP0006501A).
- "Regular" ROWEs collections post directly to the bill number.



DIFF 3: The billing address was set up with the Minneapolis FMD PO Box (see arrow below).



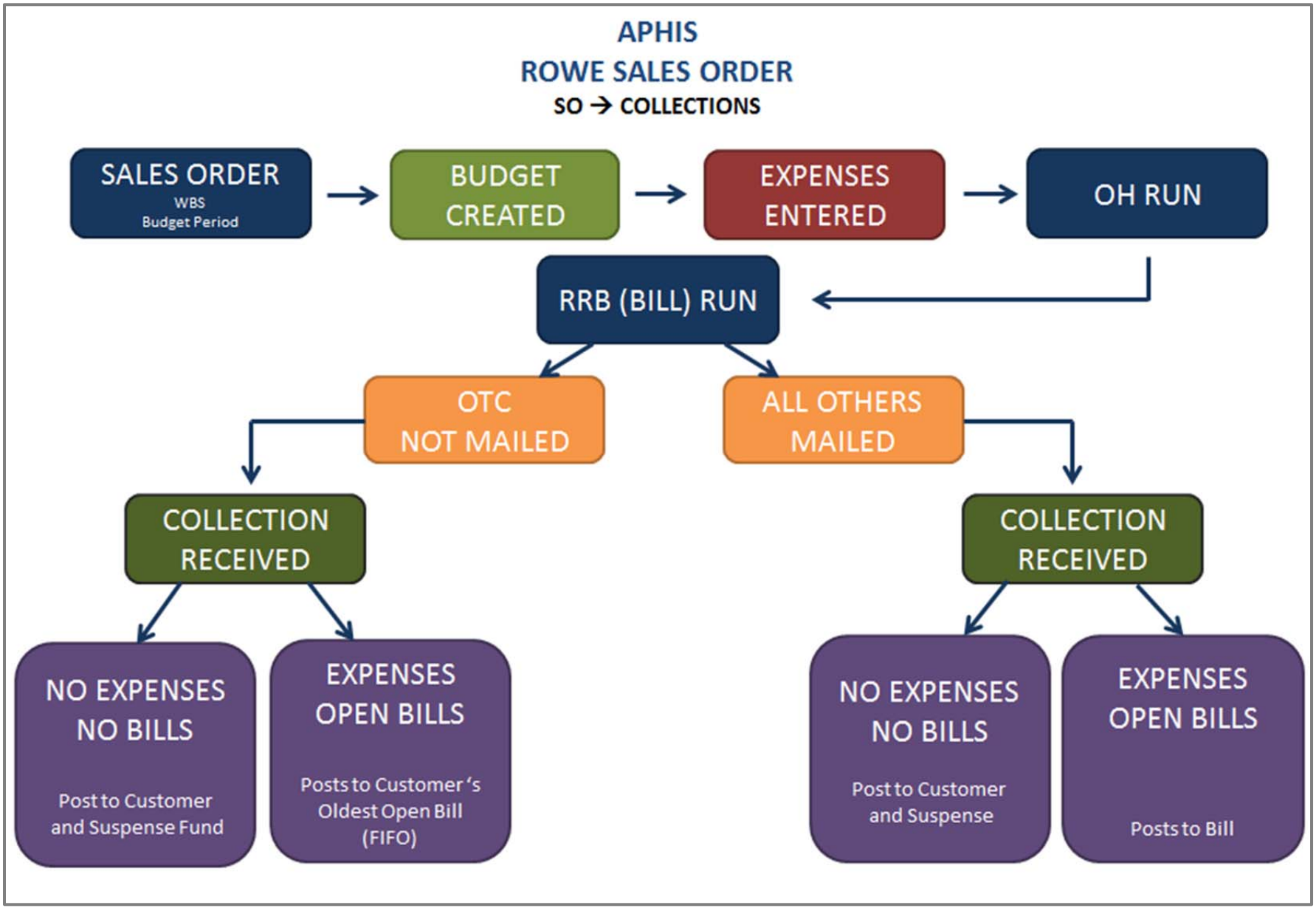
DIFF 4: Bills are generated by Resource Related Billing (RRB) monthly but are **not mailed** to the state offices. RRB captures all eligible (billable) expenses posted to the SOs WBS and BP.

DIFF 5: **FIFO** - Each night, a nightly cycle will run that will apply any collections posted to a customer number and suspense fund (AP0006501A) to the oldest open bills created by resource related billing.

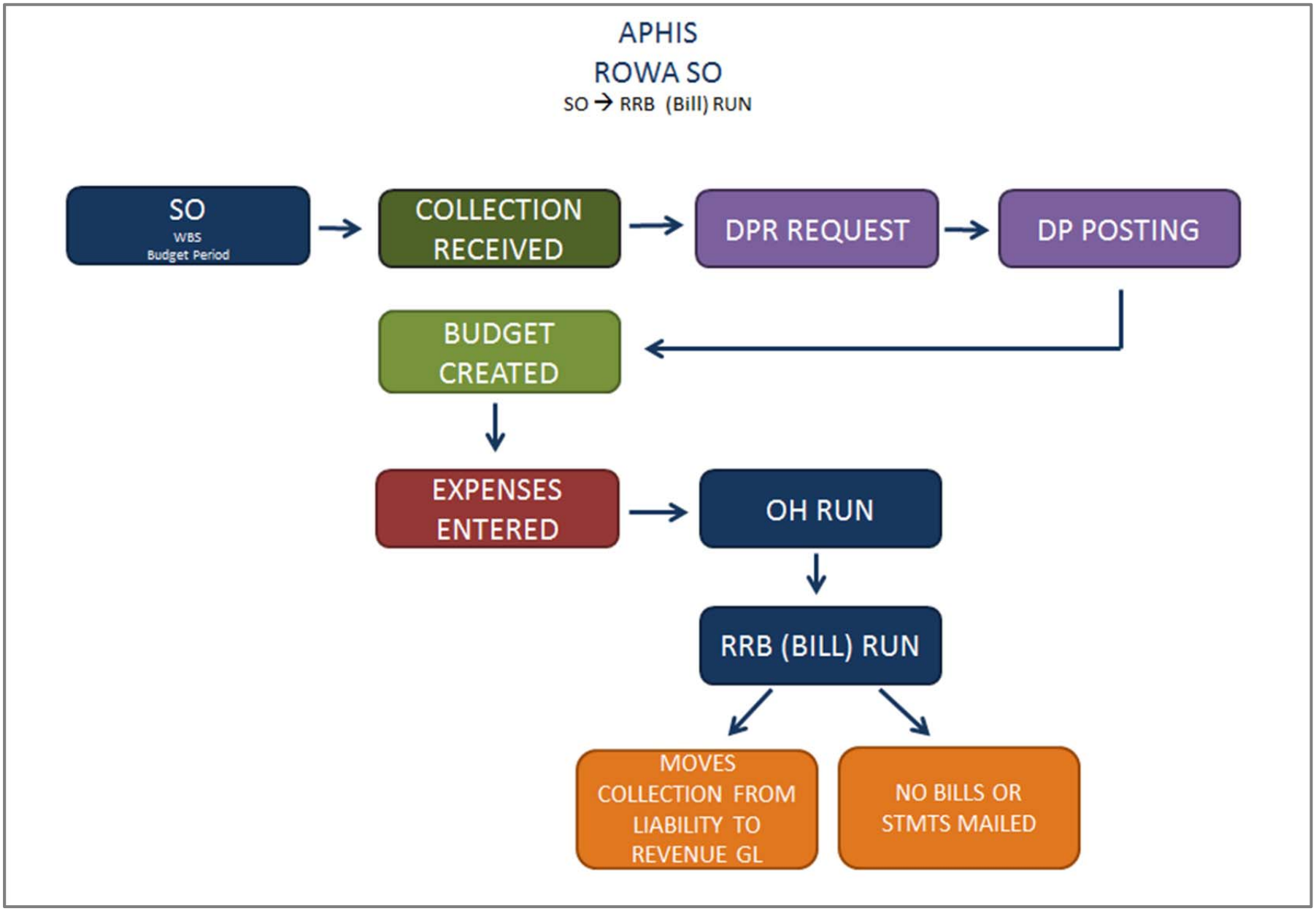
If there are more unapplied funds on the customer number than there are expenses on the bill created by RRB, the remaining funds will sit on the customer number and suspense fund until the next round of RRB captures billable expenses. If this happens there could be one collection that is partially applied to two different billing documents.

If the bill created by RRB is larger than the amount of funds sitting on the customer number, the nightly cycle will apply all of the collection(s) to the bill. When another collection arrives and is posted to the customer number, the next nightly cycle will apply that check to the bill. This will continue until the bill is paid in full.

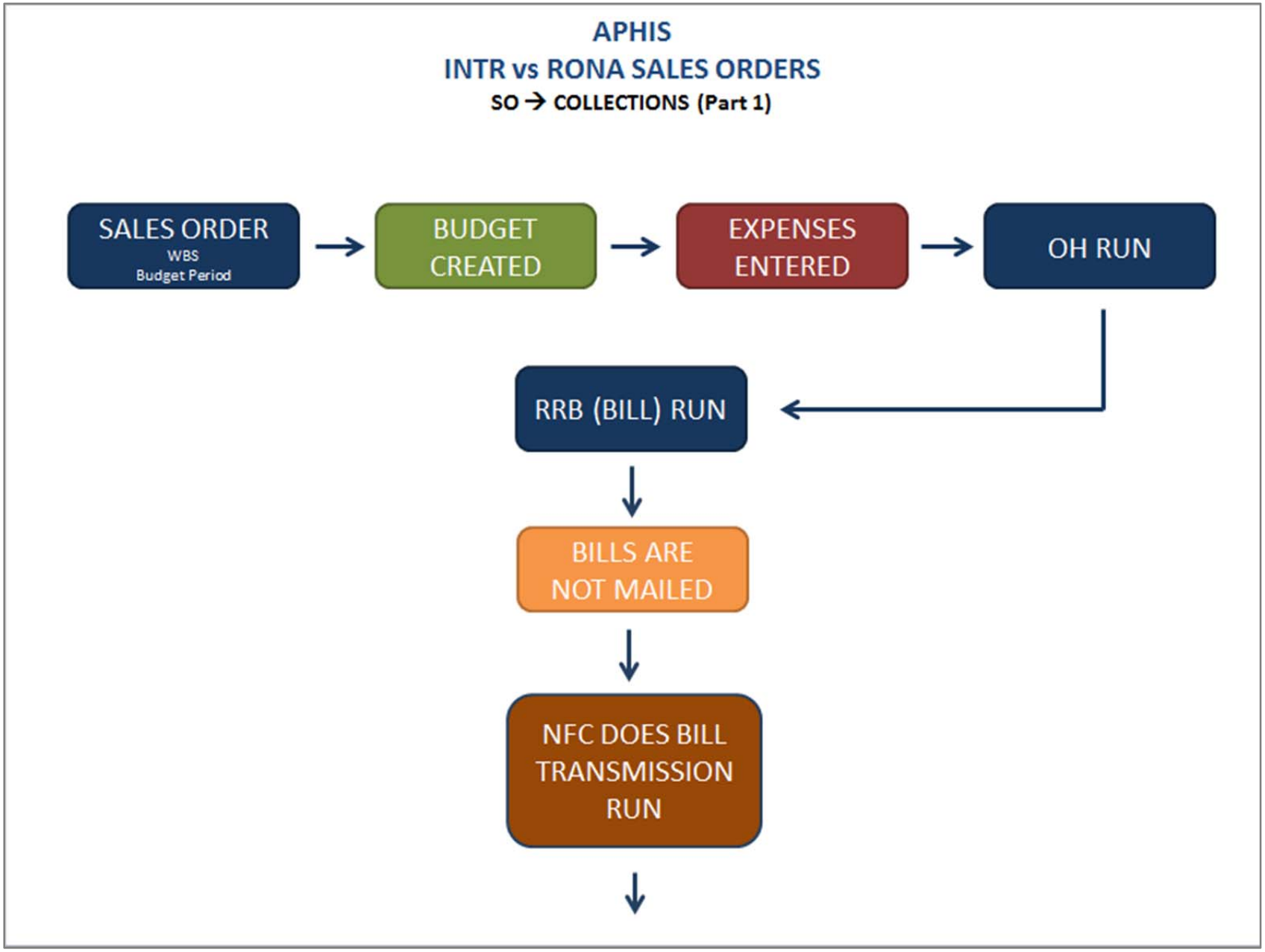
APHIS ROWE SO Flowchart

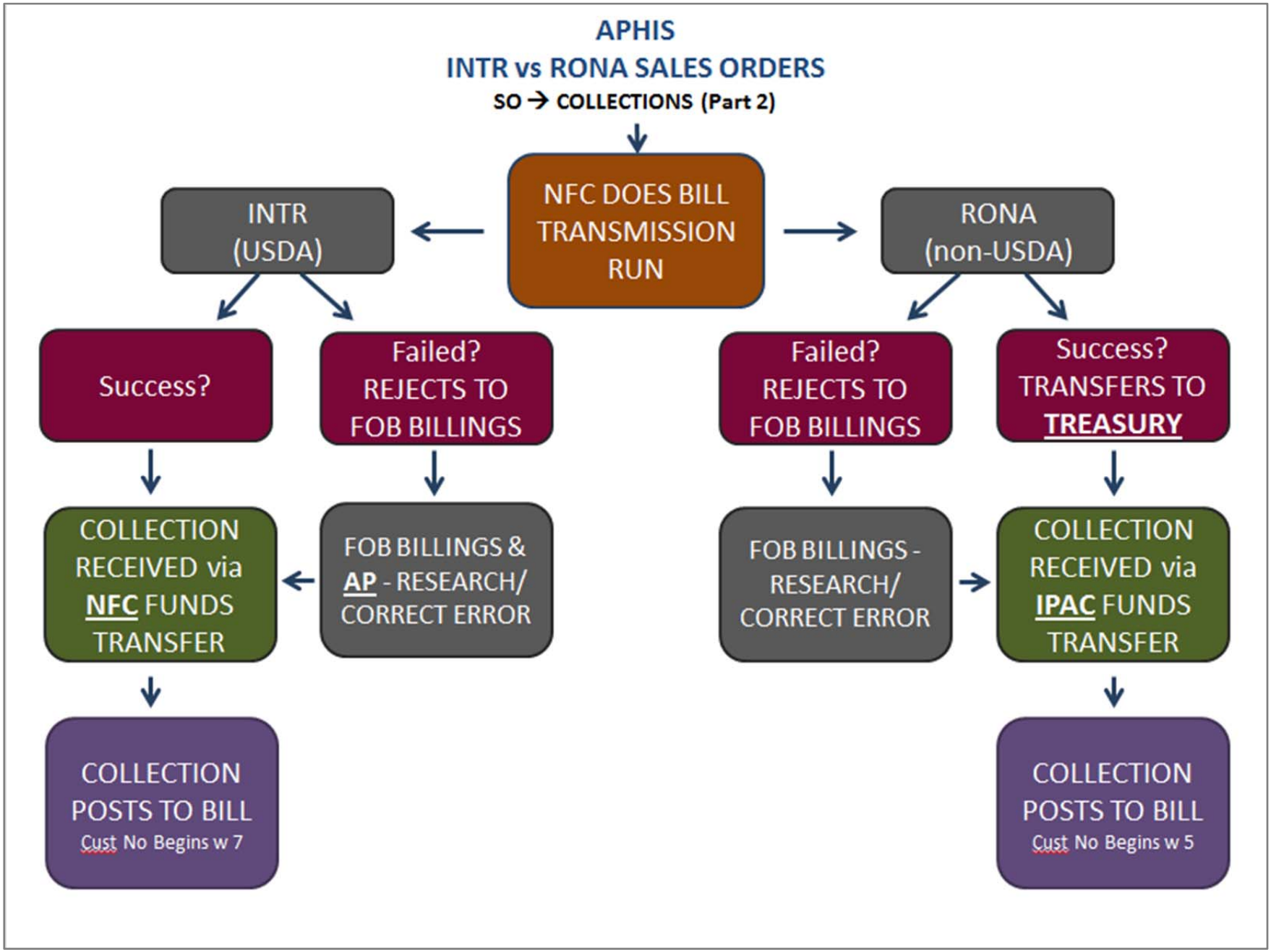


APHIS ROWA SO Flowchart

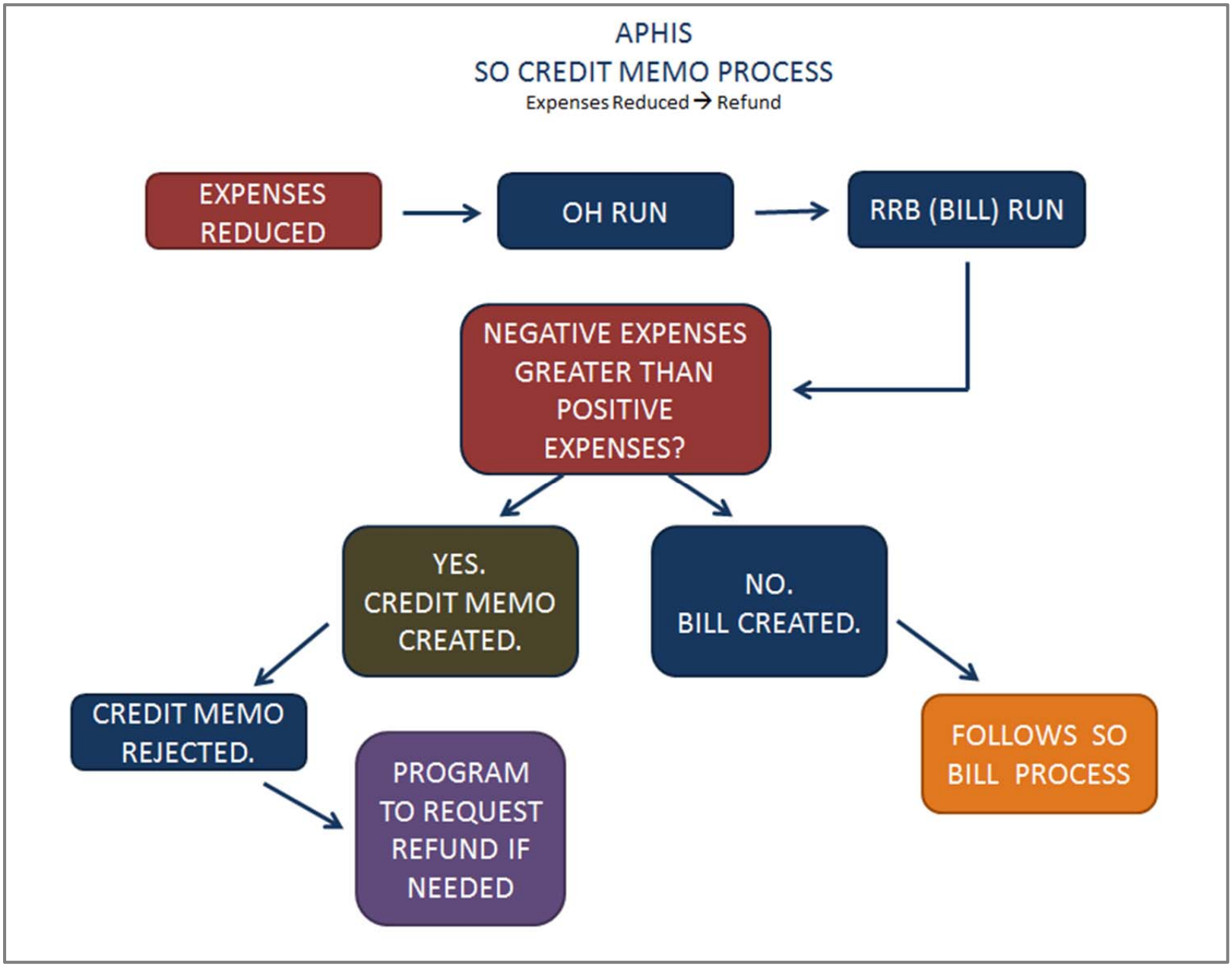


APHIS INTR vs RONA SALES ORDERS Flowchart




APHIS
INTR vs RONA SALES ORDERS
SO → COLLECTIONS (Part 2)
NFC DOES BILL TRANSMISSION RUN
INTR (USDA)
RONA (non-USDA)
Success?
Failed? REJECTS TO FOB BILLINGS
Failed? REJECTS TO FOB BILLINGS
Success? TRANSFERS TO TREASURY
COLLECTION RECEIVED via NFC FUNDS TRANSFER
FOB BILLINGS & AP - RESEARCH/ CORRECT ERROR
FOB BILLINGS - RESEARCH/ CORRECT ERROR
COLLECTION RECEIVED via IPAC FUNDS TRANSFER
COLLECTION POSTS TO BILL
Cust No Begins w 7
COLLECTION POSTS TO BILL
Cust No Begins w 5

APHIS SO CREDIT MEMO PROCESS Flowchart

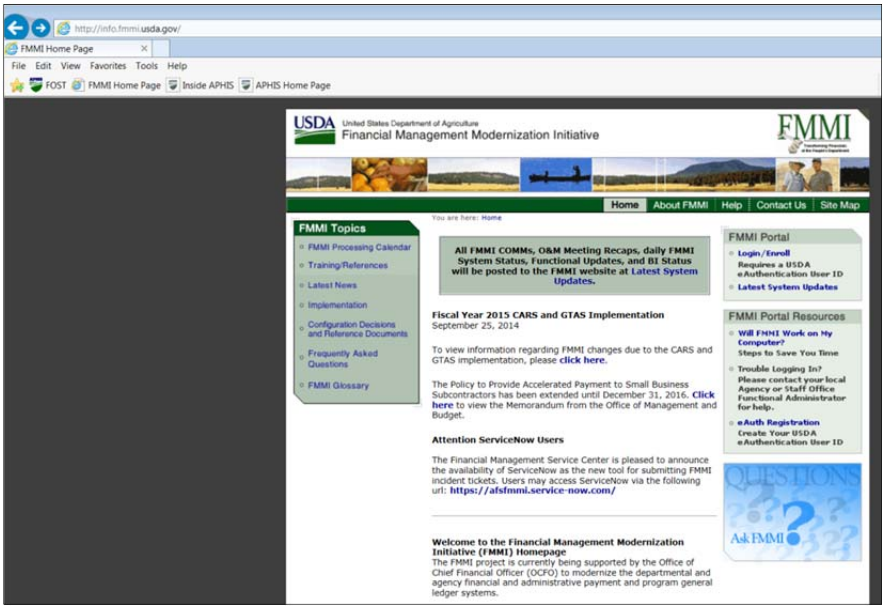


FMMI Intro

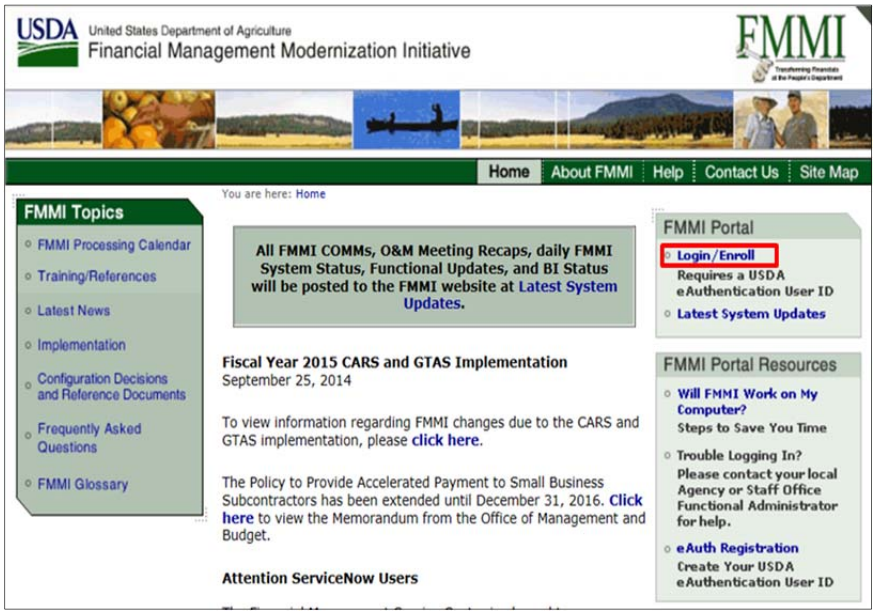
Accessing FMMI

Instructions

1. Go to http://info.fmmi.usda.gov/

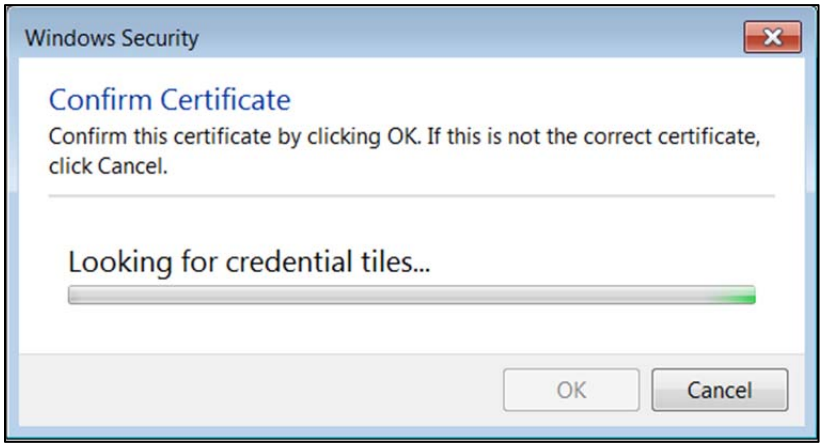


2. Click on **Login/Enroll**

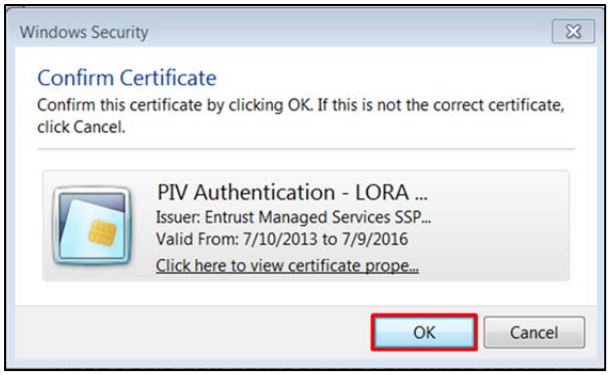


3. The following screen will display. Click on **Click Here to Log in with your LincPass**.

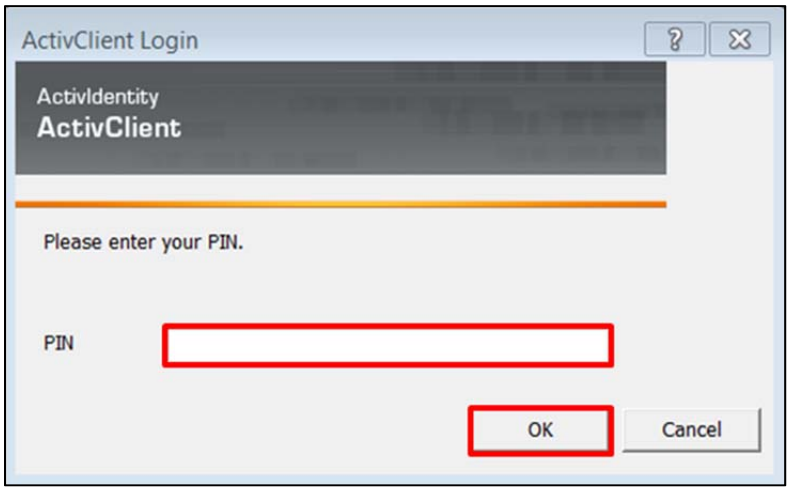
4. The following screen will appear. Wait for it to process.



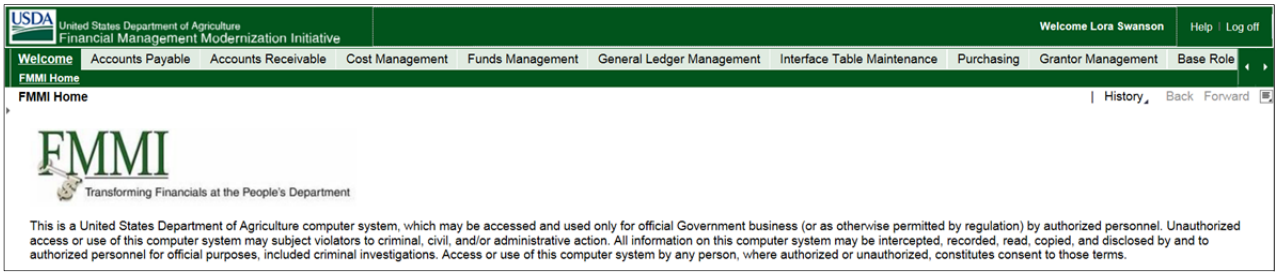
5. The following screen will appear. Click on **OK** to proceed.



6. The following screen will display. Enter your PIN and click **OK**.



7. The following screen will display. Welcome to FMMI!



FMMI Report Types

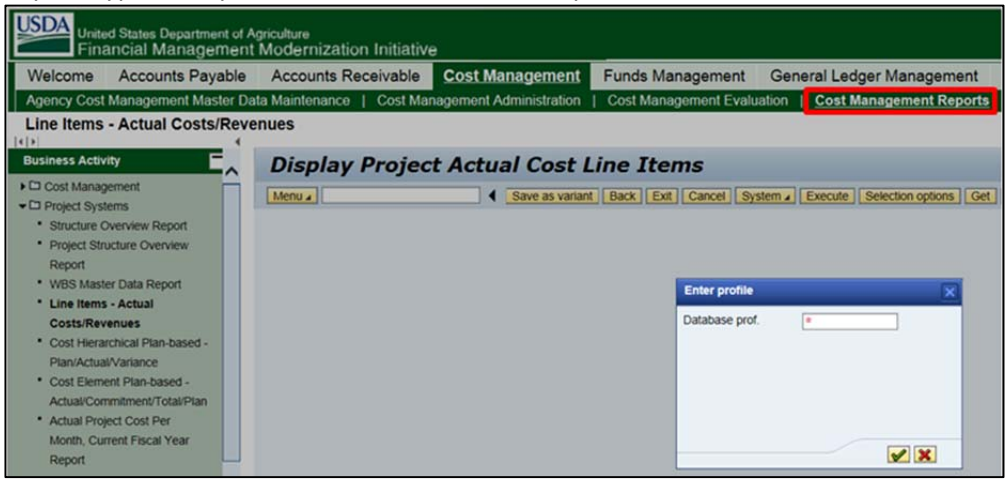
Determining FMMI Report Type

- In general, you can tell what type of report it is by where it is located in FMMI. If it is located under a BI tab, it is a BI report. If it is located under a HANA tab, it is a HANA report. If it is located under a BOBJ tab, it is BOBJ report. If it is not located under a BI, HANA, or BOBJ tab, it is most likely an ECC report.

FMMI Report Types

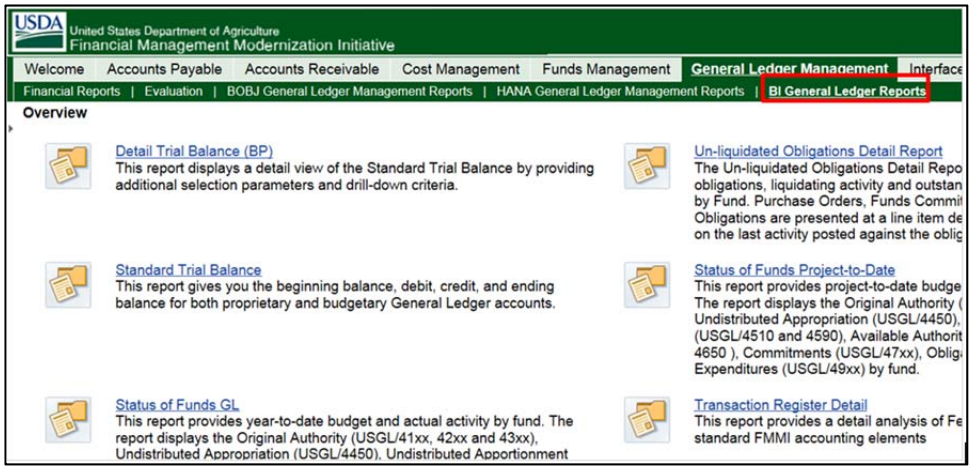
- **ECC**
  - Real Time
  - Drill Down Capabilities
  - Similar to Excel

Report Type Example = ECC – located under "Reports"



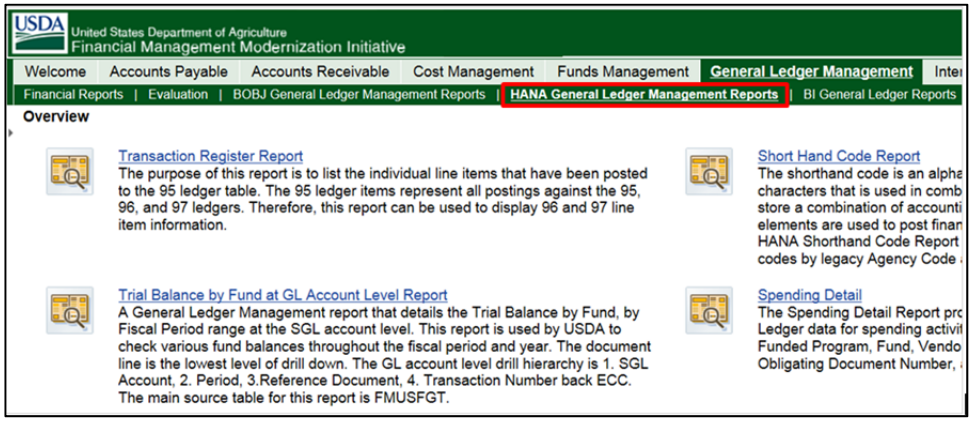
- **BI**
  - Not Real Time, a day or so behind (date is in upper right hand corner of report)

Report Type Example = BI – located under "BI Reports"



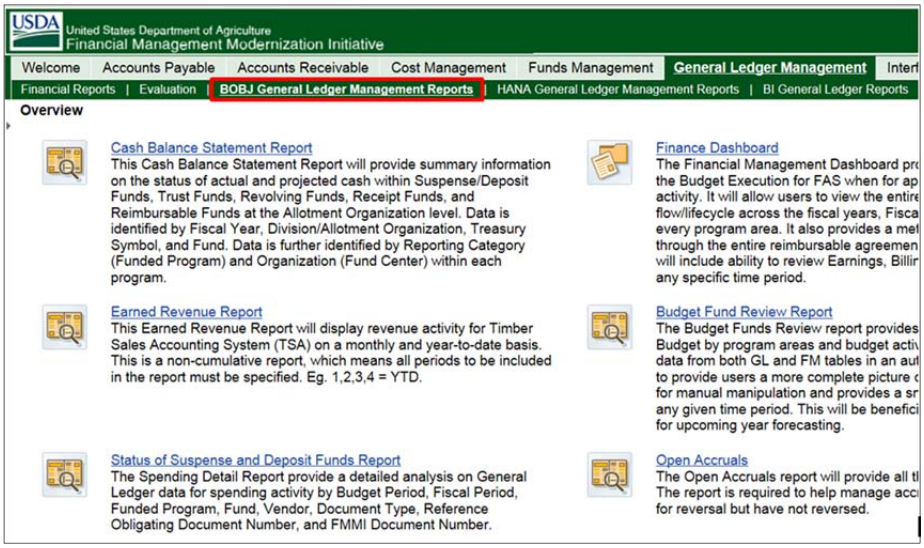
- **HANA**
  - Real Time ECC Reports
  - Created by APHIS staff or USDA Headquarters
  - AR does not have any HANA Reports created currently

Report Type Example = HANA – located under "HANA Reports"



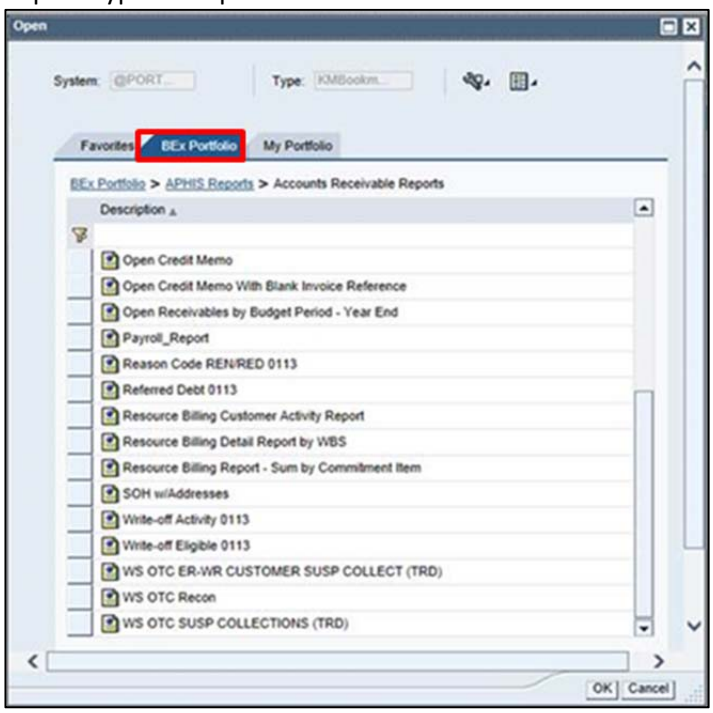
- **BOBJ**
  - Not Real Time BI Reports, a day or so behind (date is in upper right hand corner of report)
  - Created by APHIS staff
  - AR does not have any BOBJ Reports created currently

Report Type Example = BOBJ – located under "BOBJ Reports"



- **BI Favorites > BEx**
    - Not Real Time BI Reports, a day or so behind (date is in upper right hand corner of report)
    - Created by APHIS staff

Report Type Example = BEx – located under "BEx Portfolio"



***NOTE:** FOB (FMD Mpls) currently only reconciles to ECC and BI Reports. These versions are the most standard versions to SAP (least customizations, least room for human error).*

***NOTE:** See **Appendix A** for FMMI Doc Types. FMMI Doc Types are useful in reporting.

Roles in FMMI

- If you have access in FMMI to perform a function, you have the role assigned to you. If you do not have access to perform the function, you have not been assigned the role.
- You are only allowed to request/obtain roles needed for your job due to A123/Internal Controls, Separation of Duties controls. Each report or function mentioned in this document identifies the role needed to execute the report or perform the function. This document should identify every FMMI role you may need to perform your job in relation to SOs.
- You may request needed roles through your FMMI program lead or your supervisor. They will need to submit the request to APHIS-MRPBS FMD Security <aphis-mrpbsfmdsecurity@aphis.usda.gov>.
- For questions regarding the requesting process, see the New User Access Guide.
- The below links may help you decipher roles needed:
    - FMMI User Roles Detail
    - FMMI Roles Overview

Sales Orders

Display Sales Order (SO)

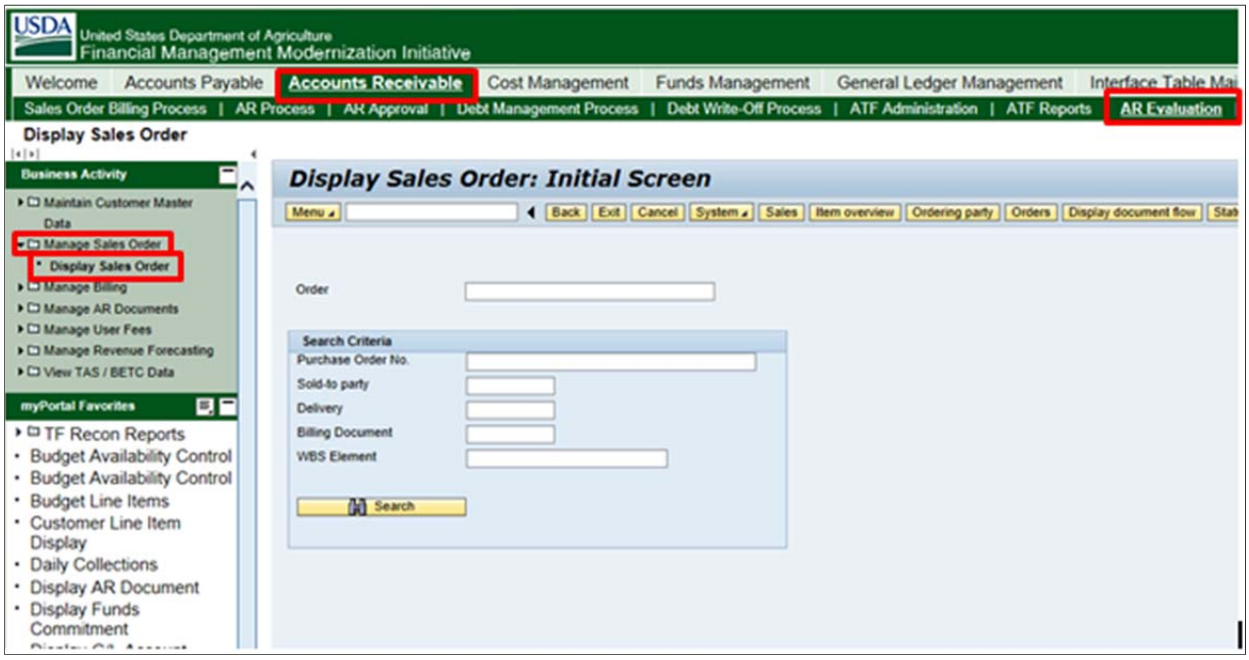
Purpose
Displaying a SO in FMMI provides a process to verify information pertaining to the sales order. Displaying a SO allows internal customers a way to ensure the sales order has been entered and entered correctly. The Doc Flow screen of the SO allows the field to track specifics regarding bills, such as when it was billed, the amount of the bill, if the bill was cancelled, and whether a payment was received on the bill.

Considerations
- These instructions were specifically tailored to accommodate Wildlife Services SO verification needs.

Report Type
NA/ECC

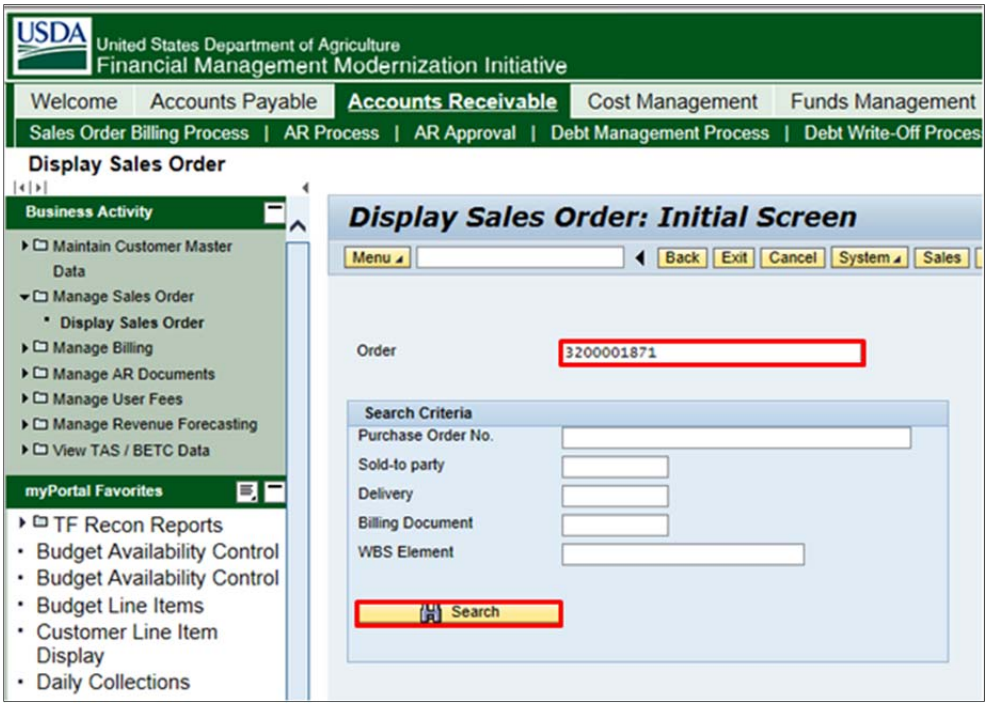
FMMI Role
Accounts Receivable, AR Evaluator Role

Instructions
STEP 1: Go to **Accounts Receivable** > **AR Evaluation** > **Manage Sales Order** > **Display Sales Order**

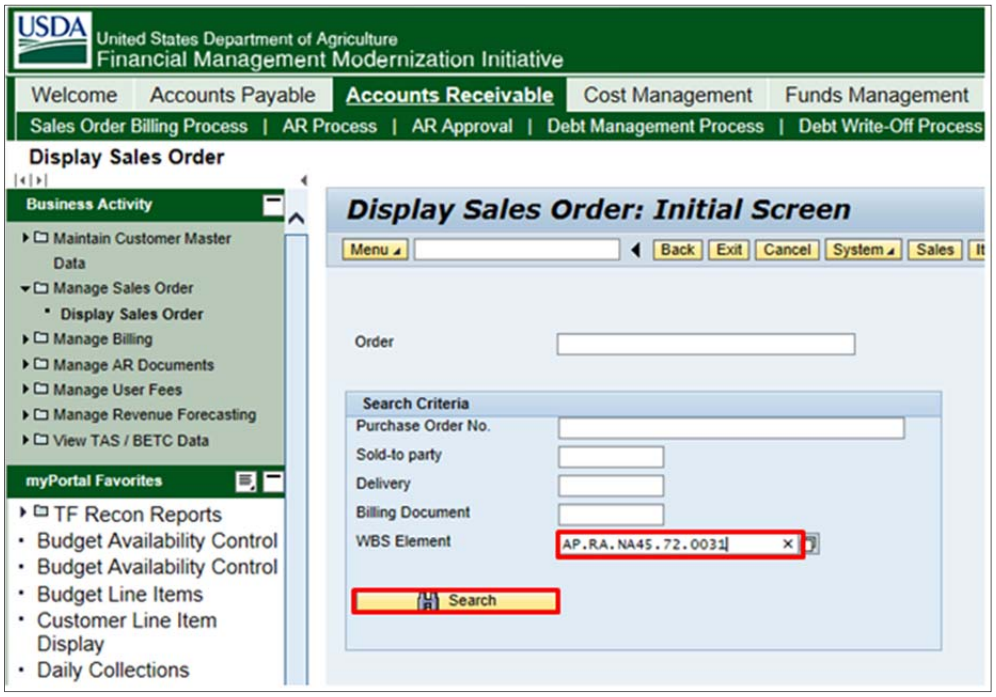


STEP 2: Enter the desired parameters in the variable entry screen to execute the report.

STEP 3: If you know the SO Number you would like to view, enter the SO Number (i.e. 3200001871) in the Order Field and click **Search**.



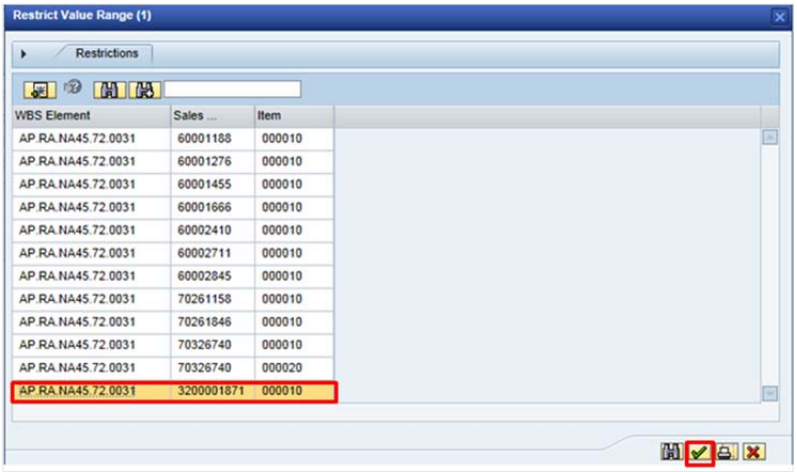
STEP 4: If you don't know the SO Number and want to search by WBS, enter the WBS Element (i.e. AP.RA.NA45.72.0031) and click **Search**.



STEP 5: The following screen will appear which lists the WBS and associated SO documents.

a. Note the following items:
   i. Bills (i.e. Debit Memo Requests) are eight digits long and start with the number seven (7).
   ii. Credit Memos (i.e. Credit Memo Requests) are eight digits long and start with the number six (6).
   iii. Sales Orders are ten digits long and start with the following numbers:
      1. ROWE - 61
      2. RONA - 32
      3. INTR - 36
      4. ROWA - 33

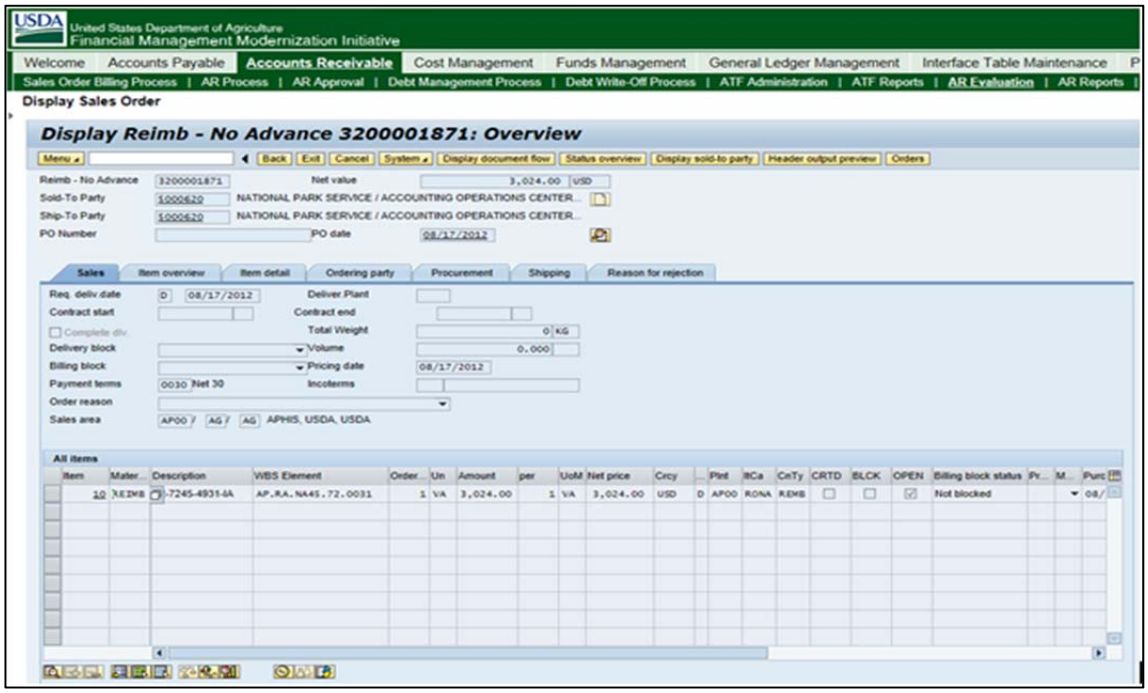
b. Highlight the SO of your choice, and click the **green check mark**.



STEP 6: Regardless of whether you open your SO using a Sales Order Number or search for it using a WBS Element or a Billing Document, you will see the following screen. This is your overview screen of the Sales Order.

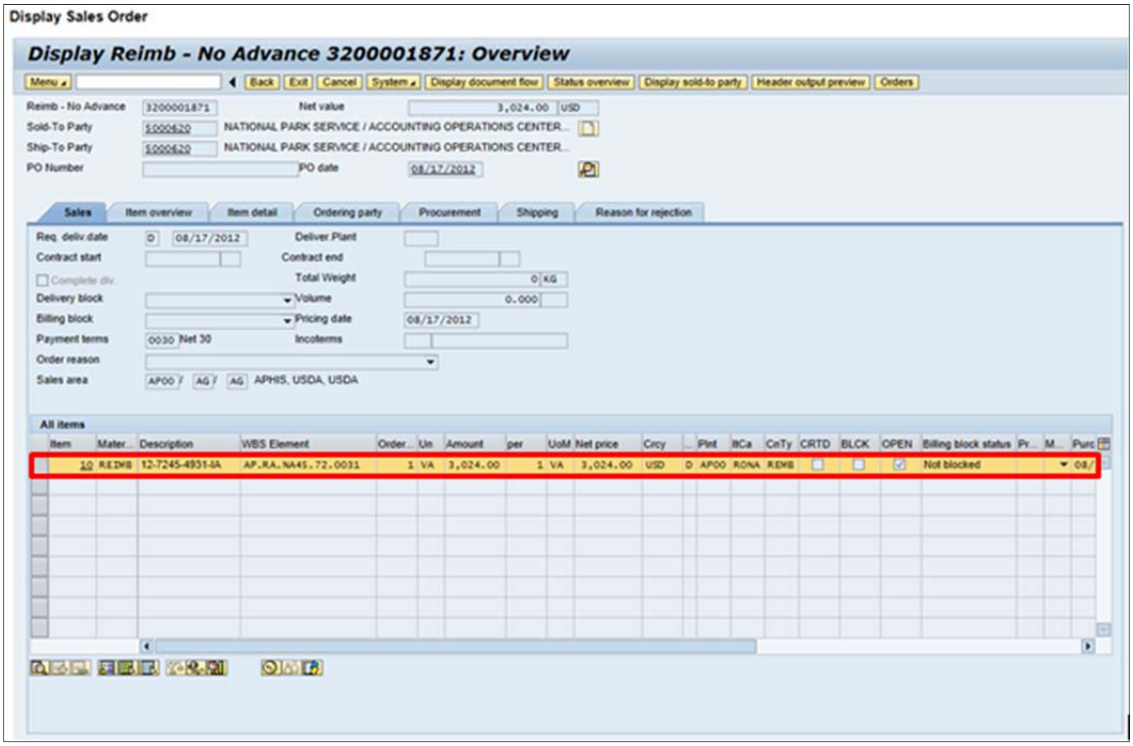
a. Note the following items:
   i. PO Date = Date SO was created

b. Multiple SO Line Items often represent multiple projects or tasks

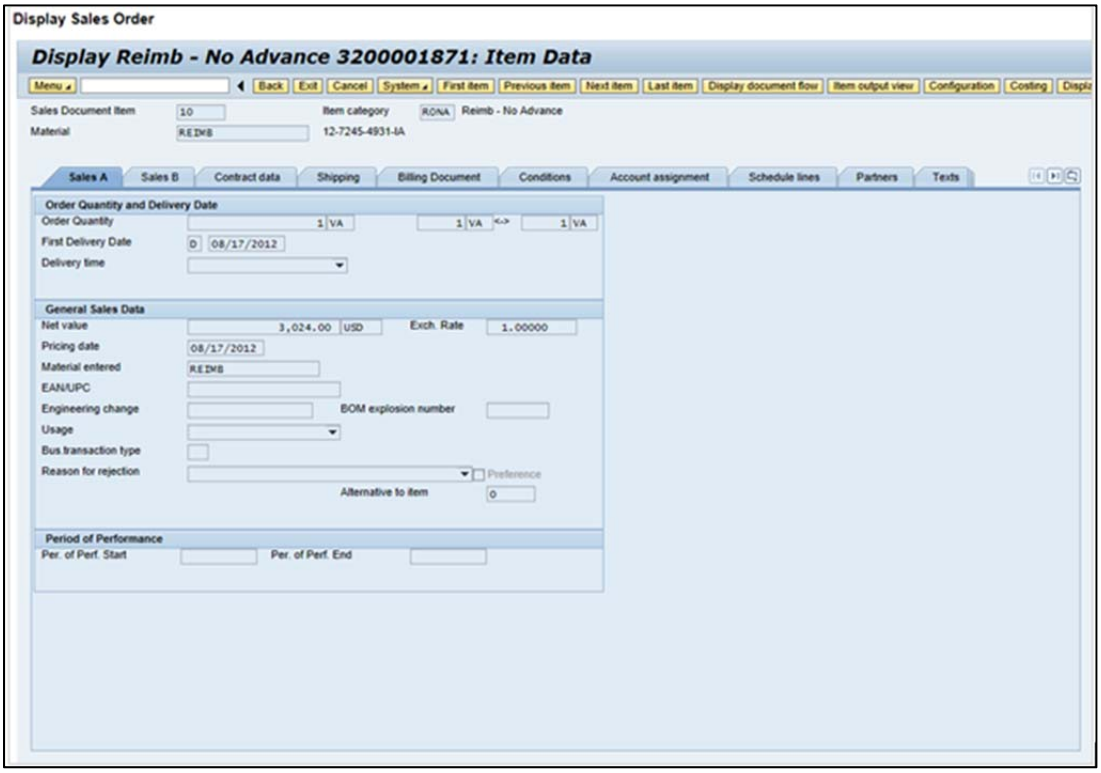


SO Line Item Drill Down Instructions

STEP 7: To see the details of a SO line, Double Click on the line you want to view.

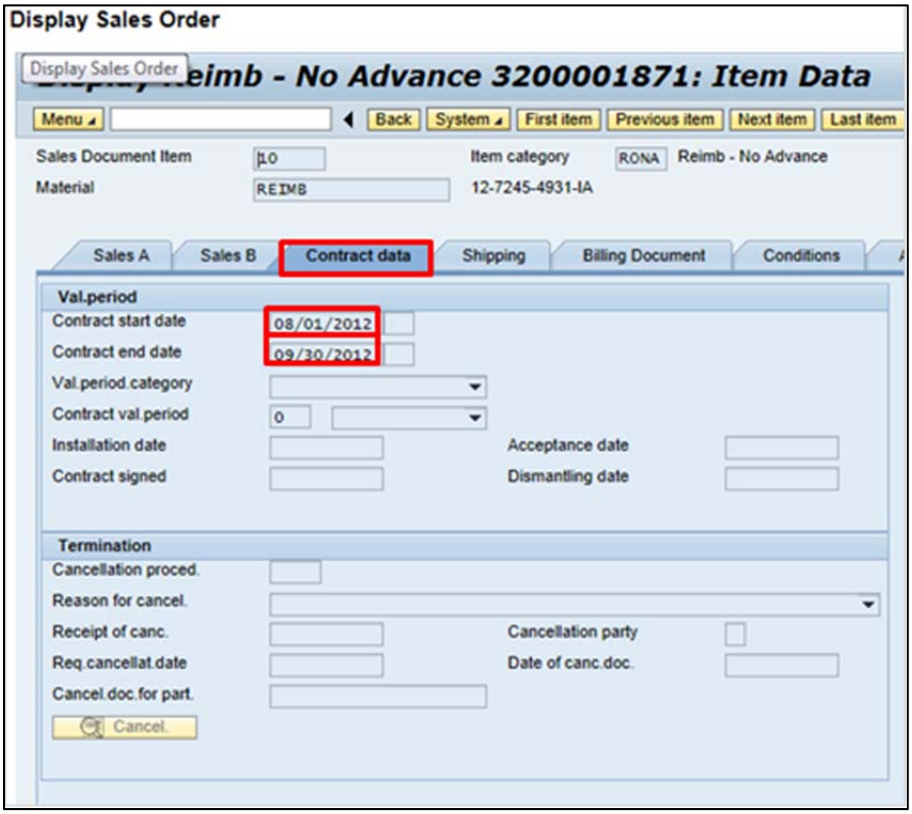


STEP 8: The following screen will appear. This shows data ONLY for the SO line item selected.

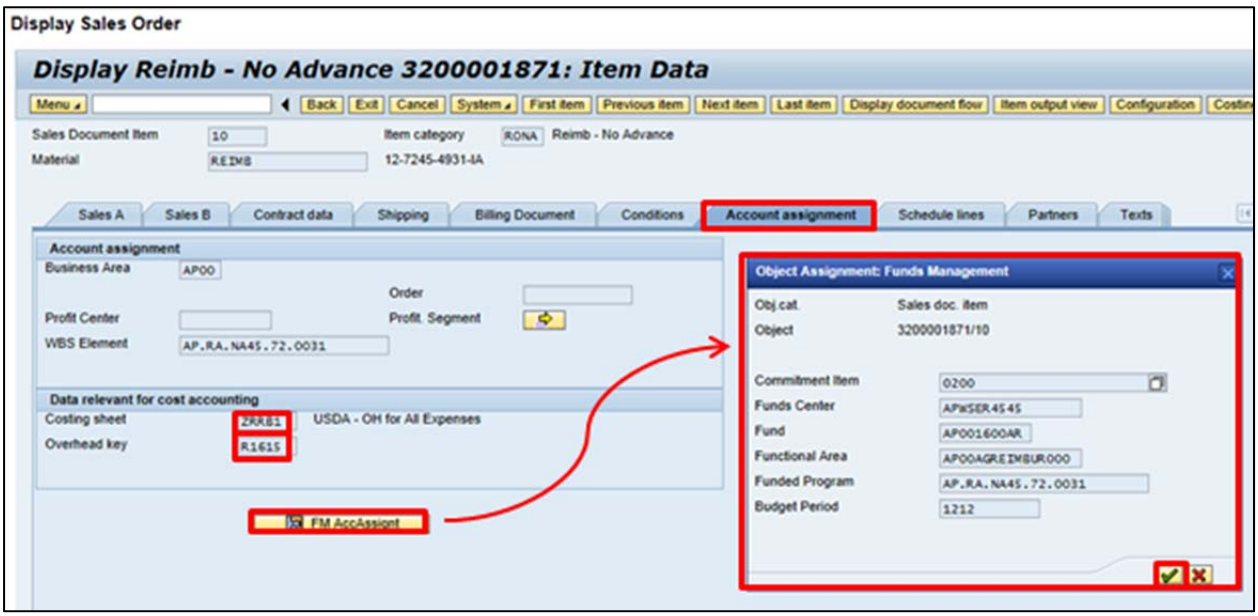


STEP 9: Note the following items:

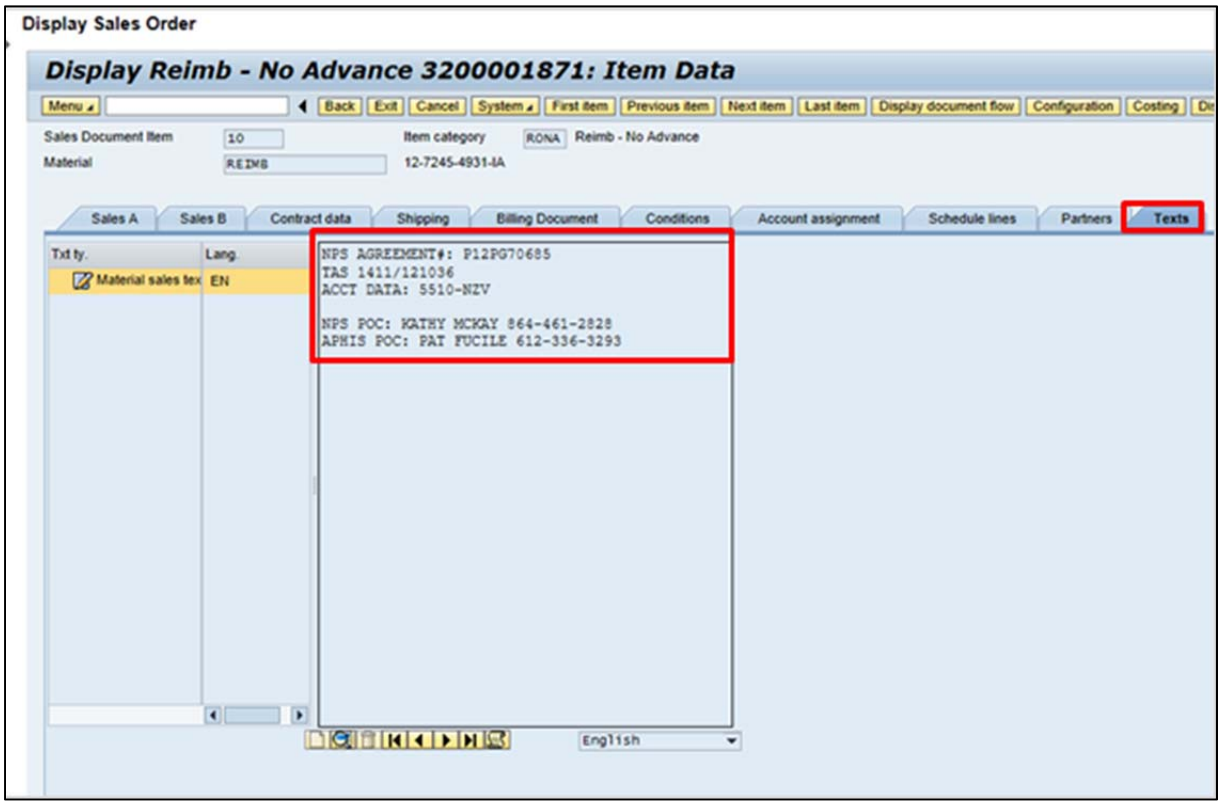
a. Contract Data Tab – shows the following:
   i. Contract Start Date = the start date of the period of performance
   ii. Contract End Date = the end date of the period of performance



b. Account Assignment Tab – shows the following:
   i. Overhead Costing Sheet
      1. INTR and RONA SOs, typically ZRRB1
      2. ROWE and ROWA SOs, typically ZWS13, ZWS14, ZWS15, ZWS16, ZWS17
   ii. Overhead Key = Overhead Rate Charged
      3. ROWE and ROWA SOs, typically R0515, R1615, or R2715 (accounts for pooled job costs)
      4. If these two OH fields are blank, overhead has been waived.
   iii. Click on FM Account Assignment – shows the following:
      5. Commitment item = revenue source code.
      6. Funds Center (Cost Center)
      7. Fund
      8. Functional Area
      9. Funded Program (WBS element)
      10. Budget Period
   iv. Click the green check mark to close this screen.
      11. This brings you back to the main Account Assignment tab page.



c. Texts Tab - only used on RONA and INTR SOs – shows the following:
   i. Other agency's agreement or MIPR number
   ii. Any accounting information the other agency needs for them to process the billing on their side
   iii. In some cases, such with a MIPR, the whole line of accounting provided on MIPR must be entered
   iv. Name and contact information for both agency's point of contact (POC), in case of questions
   v. This tab *must* be filled in at the time the SO line is established. Otherwise, we can not save and generate the SO number.



d. Order Data Tab – only used on RONA and INTR SOs – shows the following:

v. PO number

12. RONA = the other agency's agreement number or MIPR number
13. INTR = the other USDA agency's FMMI PO number

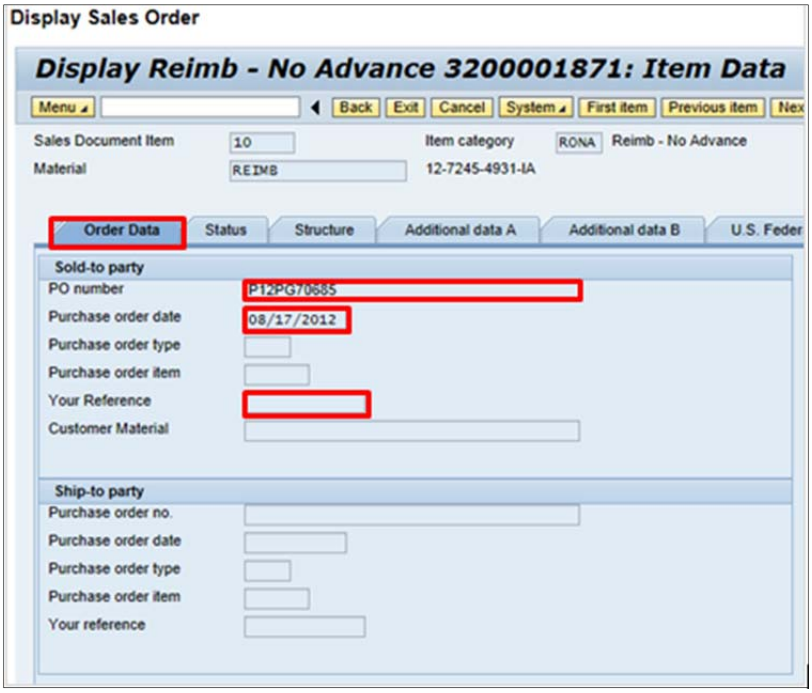
vi. Purchase Order Item

14. INTR = the line number of the purchase order

vii. Your Reference

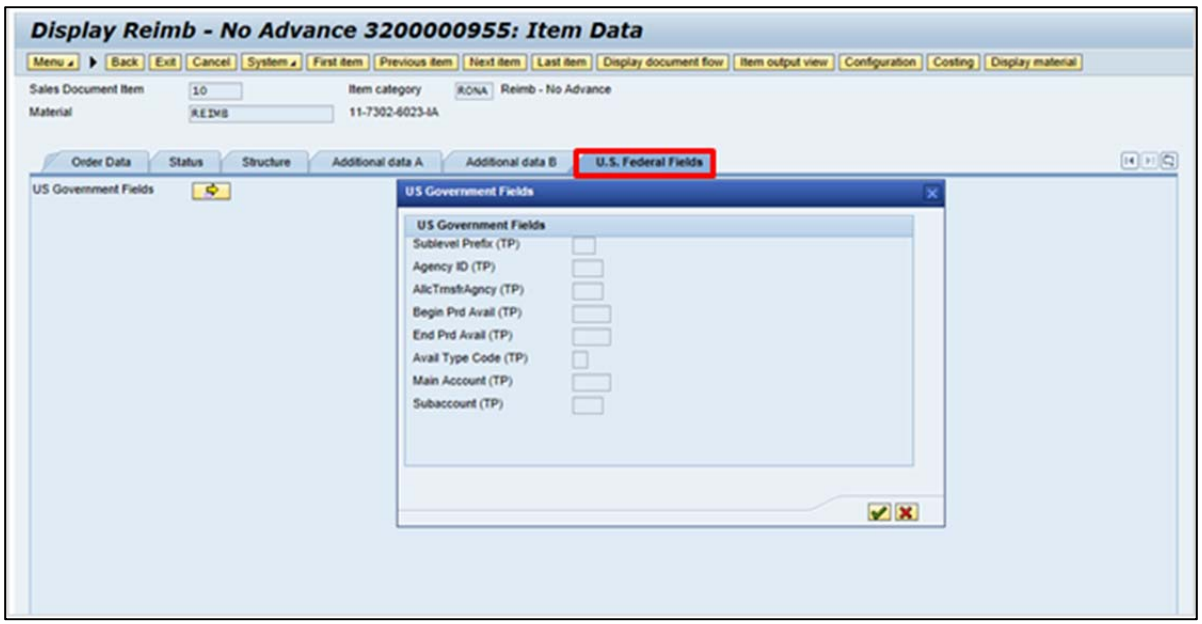
15. INTR = TAS (Treasury Account Symbol)

viii. This tab must be filled in at the time the Sales Order line is established. Otherwise, we can not save and generate the Sales Order number.



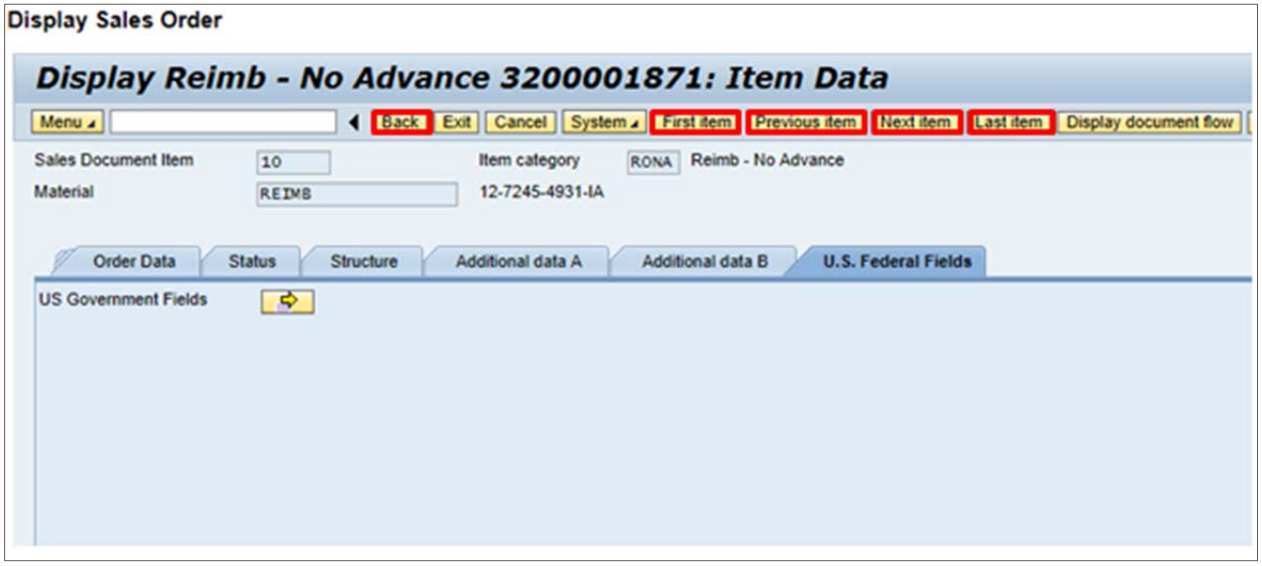
e. US Federal Fields Tab – only used on RONA and INTR SOs – shows the following:

i. As of October 1, 2014 all federal agencies must also have a componet TAS (Treasury Account Symbol) entered in so an IPAC billing can be transmitted via the Treasury Department to the other federal agency. When submitting a request to have a Sales Order entered, please make sure that a TAS symbol is on the agreement.
Note: For the military, the MIPR or MORD will have the TAS included in the line of accounting.



Tips:

- If a SO has more than one line, you can navigate between the lines of the Sales Order even when you are looking at the line details by clicking on the **First Item, Previous Item, Next Item,** and **Last Item** buttons at the top of the screen.
- To get back to the main header page from line detail page, click on the **Back** button.

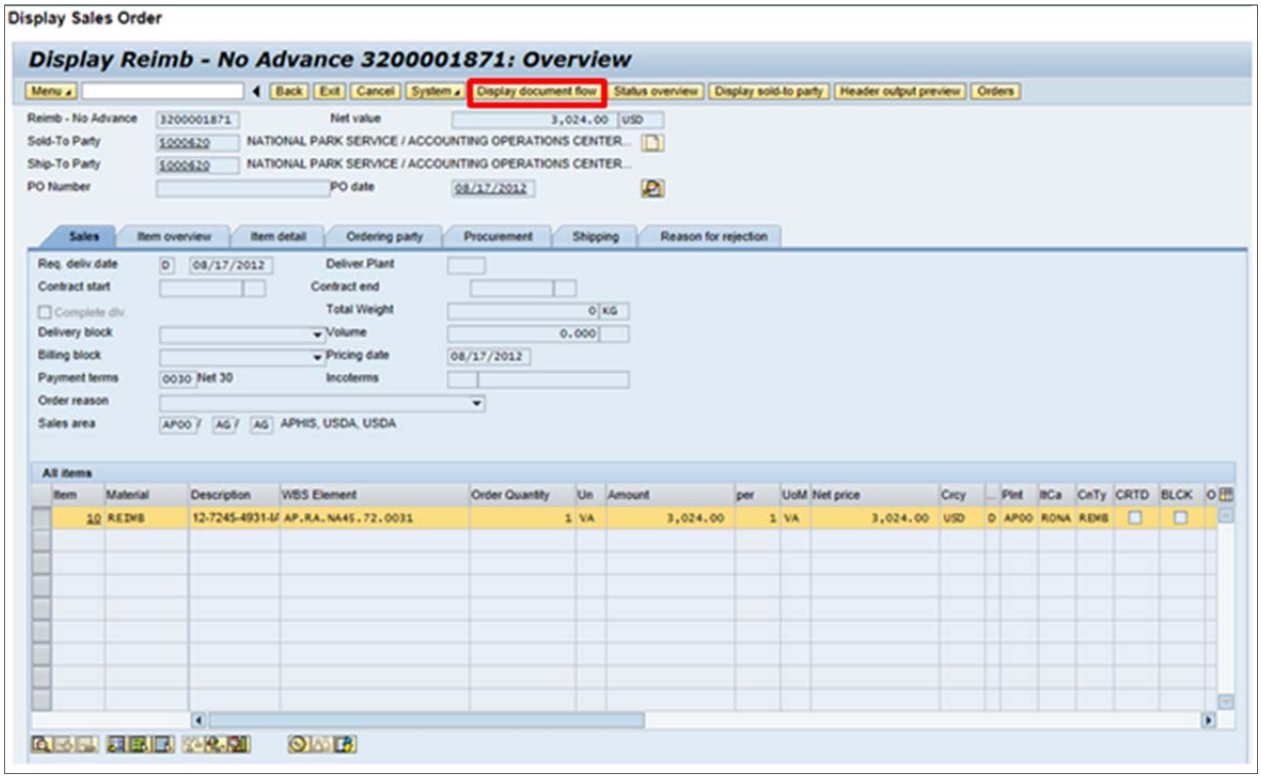


SO Display Doc Flow Instructions

STEP 10: To see the chronological details of the SO entry, billing, and refund transactions:

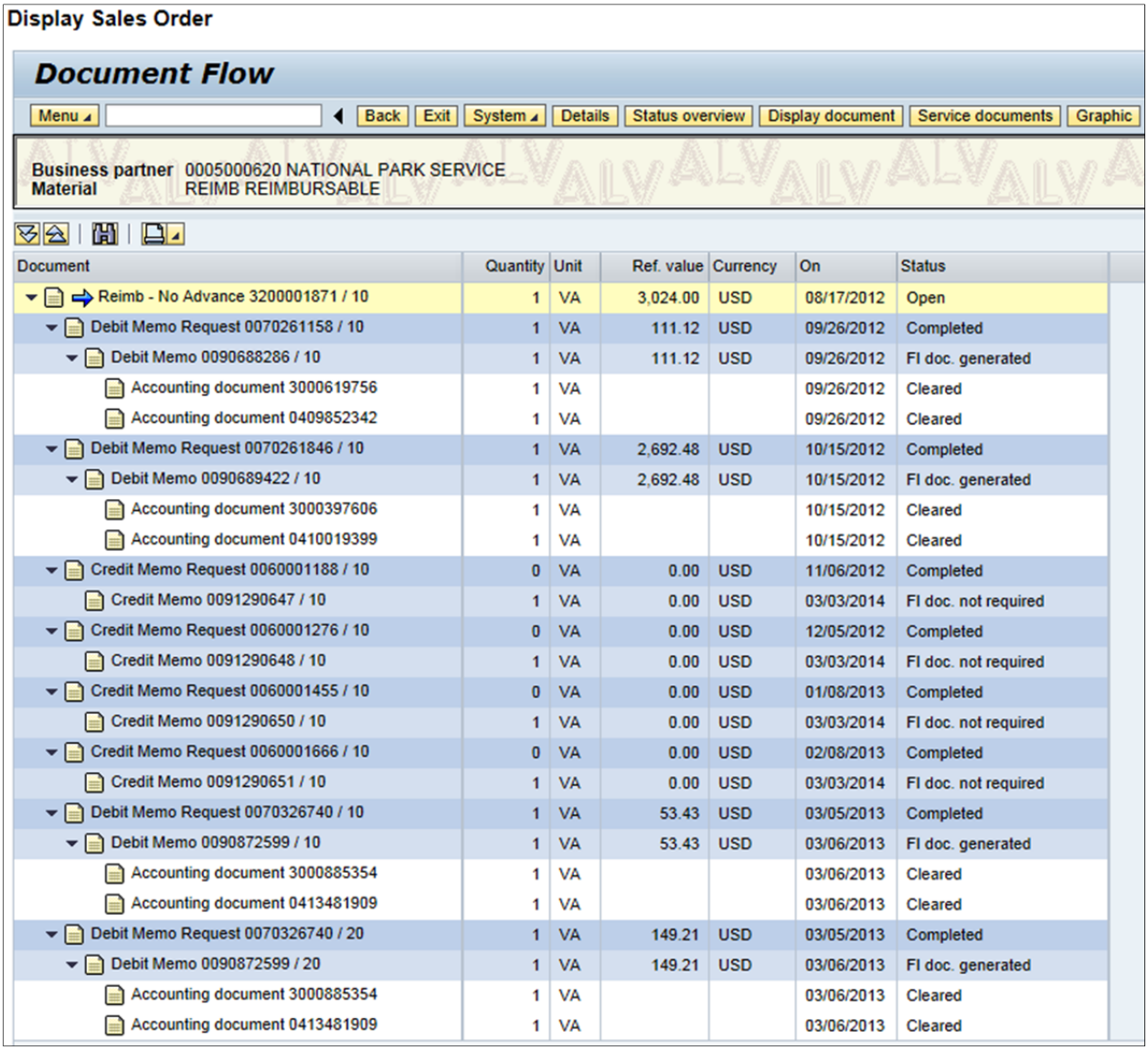
a. If multiple lines on the SO, click on the line you want to analyze, and click on **Display Document Flow.**

Note: You must perform the same steps to view details on each line of the SO.



STEP 11: The following screen will appear. This shows data ONLY for the SO line item selected.

a. Note the following items:
   i. The first line shows the SO number, the amount of the SO, the date the line was created on, and the status.
   ii. The second line shows a Debit Memo Request (Bill Request). A Debit Memo Request is the resource related billing job that pulled in the expenses. This isn't the 'bill' itself. You can also see the amount of the expenses that are on the Debit Memo Request and the date the request was generated. The Debit Memo request number is used to generate the Debit Memo. The Debit Memo Request number starts with the number seven (7).
   iii. The third line shows the Debit Memo (Bill). This is the actual bill. The Debit Memo generates accounting documents (the fourth and fifth lines). The accounting document that starts with 30 is the one that will show up on your reports; and when a payment has been applied to this accounting document, the status will say **Cleared**. The Debit memo number is the number that will show up on printed bills and IPAC transmittal sheets.
   iv. This example also shows a second Debit Memo Request and Debit Memo. Each time resource related billing is run on a SO, you will get a Debit Memo Request, Debit Memo, and the accounting documents.
   v. Credit Memo Requests - Credit memo requests are reset so the negative expense will be picked up on the next RRB run unless we've received a request to "refund" the money. This is why they all show as zero dollars in the example.



Display Sales Order

Document Flow

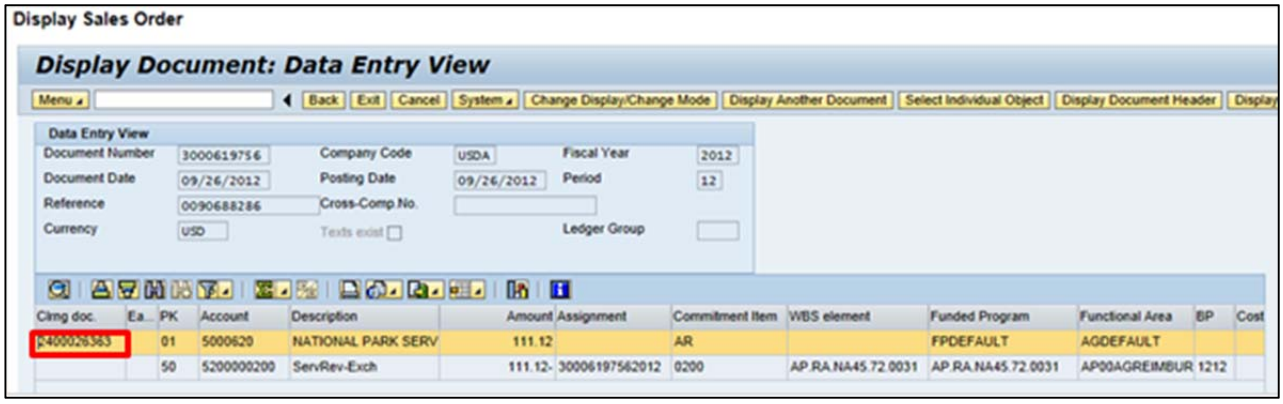
Menu | Back | Exit | System | Details | Status overview | Display document | Service documents | Graphic

Business partner 0005000620 NATIONAL PARK SERVICE
Material REIMB REIMBURSABLE

Document	Quantity	Unit	Ref. value	Currency	On	Status
Reimb - No Advance 3200001871 / 10	1	VA	3,024.00	USD	08/17/2012	Open
Debit Memo Request 0070261158 / 10	1	VA	111.12	USD	09/26/2012	Completed
Debit Memo 0090688286 / 10	1	VA	111.12	USD	09/26/2012	FI doc. generated
Accounting document 3000619756	1	VA			09/26/2012	Cleared
Accounting document 0409852342	1	VA			09/26/2012	Cleared
Debit Memo Request 0070261846 / 10	1	VA	2,692.48	USD	10/15/2012	Completed
Debit Memo 0090689422 / 10	1	VA	2,692.48	USD	10/15/2012	FI doc. generated
Accounting document 3000397606	1	VA			10/15/2012	Cleared
Accounting document 0410019399	1	VA			10/15/2012	Cleared
Credit Memo Request 0060001188 / 10	0	VA	0.00	USD	11/06/2012	Completed
Credit Memo 0091290647 / 10	1	VA	0.00	USD	03/03/2014	FI doc. not required
Credit Memo Request 0060001276 / 10	0	VA	0.00	USD	12/05/2012	Completed
Credit Memo 0091290648 / 10	1	VA	0.00	USD	03/03/2014	FI doc. not required
Credit Memo Request 0060001455 / 10	0	VA	0.00	USD	01/08/2013	Completed
Credit Memo 0091290650 / 10	1	VA	0.00	USD	03/03/2014	FI doc. not required
Credit Memo Request 0060001666 / 10	0	VA	0.00	USD	02/08/2013	Completed
Credit Memo 0091290651 / 10	1	VA	0.00	USD	03/03/2014	FI doc. not required
Debit Memo Request 0070326740 / 10	1	VA	53.43	USD	03/05/2013	Completed
Debit Memo 0090872599 / 10	1	VA	53.43	USD	03/06/2013	FI doc. generated
Accounting document 3000885354	1	VA			03/06/2013	Cleared
Accounting document 0413481909	1	VA			03/06/2013	Cleared
Debit Memo Request 0070326740 / 20	1	VA	149.21	USD	03/05/2013	Completed
Debit Memo 0090872599 / 20	1	VA	149.21	USD	03/06/2013	FI doc. generated
Accounting document 3000885354	1	VA			03/06/2013	Cleared
Accounting document 0413481909	1	VA			03/06/2013	Cleared

STEP 12: Drill Down into Documents by highlighting the accounting document number (i.e. 3000619756) and clicking on Display Document – pulls up the document – shows the following:

a. Clearing document number applied to the bill starts with __ signifies:
   i. 30 = bill was cancelled
   ii. 24 = bill was paid with an IPAC payment
   iii. 14 = bill was paid with a check, wire, ACH or plastic card



Display Sales Order

Display Document: Data Entry View

Menu | Back | Exit | Cancel | System | Change Display/Change Mode | Display Another Document | Select Individual Object | Display Document Header | Display

Data Entry View

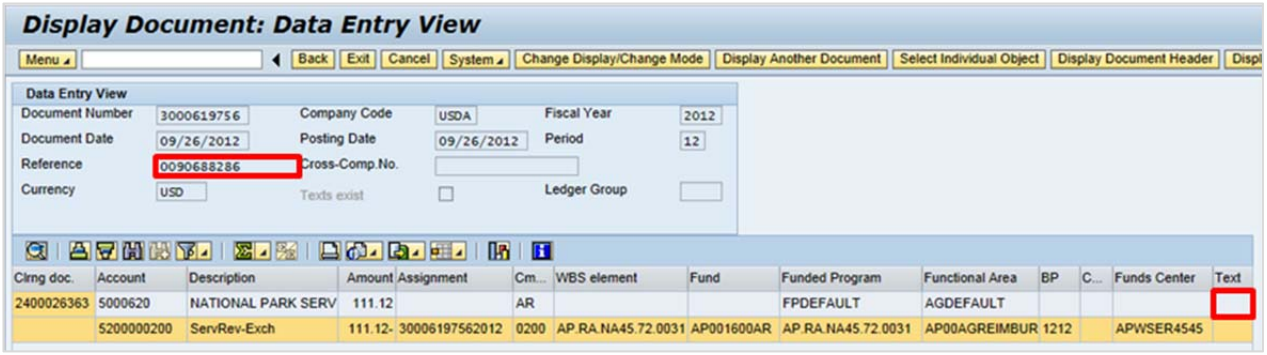
Document Number	3000619756	Company Code	USDA	Fiscal Year	2012
Document Date	09/26/2012	Posting Date	09/26/2012	Period	12
Reference	0090688286	Cross-Comp.No.			
Currency	USD	Texts exist		Ledger Group	

Clrng doc.	Ea...	PK	Account	Description	Amount	Assignment	Commitment Item	WBS element	Funded Program	Functional Area	BP	Cost
2400026363		01	5000620	NATIONAL PARK SERV	111.12		AR		FPDEFAULT	AGDEFAULT		
		50	5200000200	ServRev-Exch	111.12-	30006197562012	0200	AP.RA.NA45.72.0031	AP.RA.NA45.72.0031	AP00AGREIMBUR	1212	

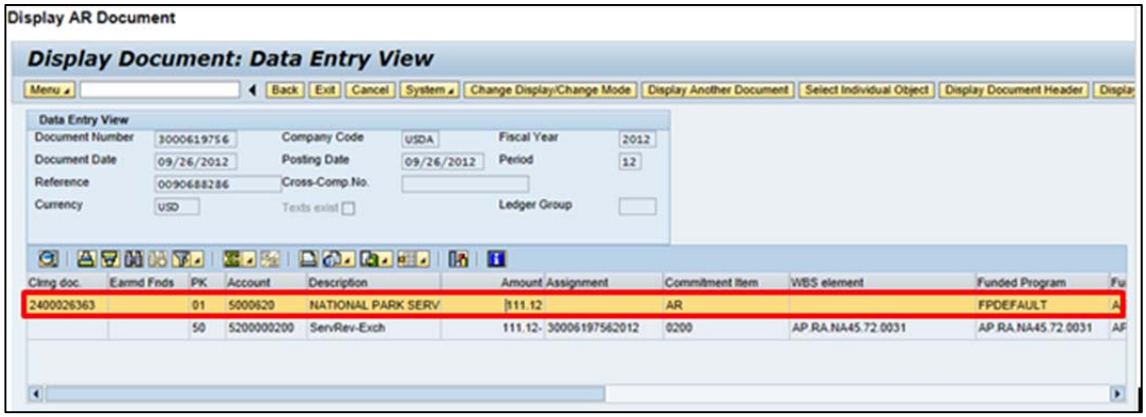
STEP 13: Note the following payment details:

a. Text Field –
   i. Check, Wire, ACH number
   ii. IPAC Document = blank

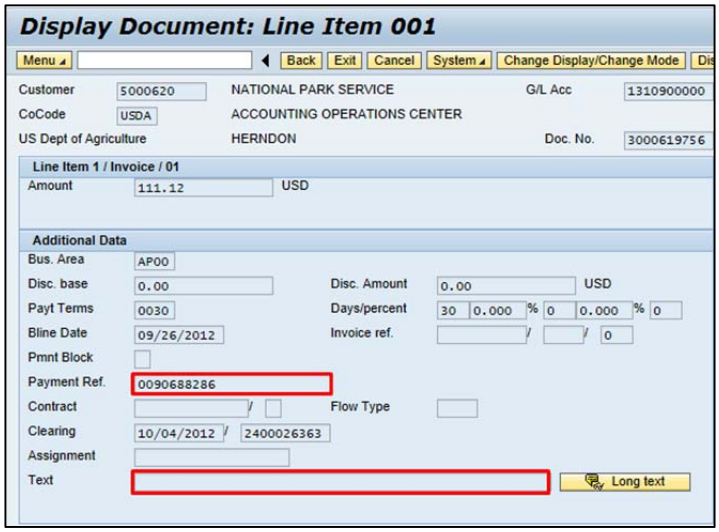
b. Reference Field –
   i. Check , Wire, ACH = the deposit ticket number
   ii. IPAC Document = IPAC Document Reference Number (DRN) – used to trace an IPAC payment



STEP 14: To drill down into billing document , Double Click anywhere on the top line of the billing document



The following screen will display.



Request New Sales Order

SO, WBS, and SHC Request

Purpose
To coordinate the establishment of the SO, WBS and SHC, the following process has been put in place to ensure everything is created both properly and promptly.

Instructions
STEP 1: Complete the APHIS Sales Order Request Form (must include TAS if Federal Agency (IPAC))

STEP 2: Complete the Accounting Code Request Form to establish new SHCs and WBSs in FMMI.

a. SHCs – SHC Tab
   i. Only select the feeder systems where the code should be used. Feeders include:
      1. GovTrip — Government travel transactions
      2. SmartPay2 / WEX — Purchase/fleet card processing
      3. webTA — Employee time & attendance
      4. MASC — Other USDA systems (i.e., ABCO, PACS, PROP)
      5. IAS — Integrated Acquisition System (Purchasing)
      6. CPAIS — Real property system
      7. TRVL — Travel System for relocations
b. WBS Elements – WBS Tab
   i. Programs are only allowed to request WBS Projects and Elements for reimbursable (RA) and trust fund (TF) purposes.
   ii. Requests to establish a new Expense (EX) WBS Project and Element must be submitted to PPD-BPAS for approval. *If the Functional Administrators (FAs) receive requests without PPD-BPAS approval they will be returned to the requester.*

STEP 3: Send **one** email to APHIS-Master Data Requests (Master.Data.Requests@aphis.usda.gov) **and** MRP Billings Requests (MRP.Billing.Requests@APHIS.USDA.GOV) with the following:

c. Email Subject – i.e. New SO Request - AP.RA.WLSV.GE.1234 - 55WSWR0808WLDMGMTWLSVGE1234
d. If you are not the designated program staff for requesting new SHCs and WBS Elements, cc: designated program staff
e. Copy of Signed Agreement
f. Completed APHIS Sales Order Request Form (must include TAS if Federal Agency (IPAC))
g. Completed Accounting Code Request Form

Verify New SO, WBS, and SHC

FMMI New SO Data Entry Verification

Purpose
Displaying a SO allows internal customers a way to ensure the sales order has been entered and entered correctly.

Verification Instructions: **(detailed instructions can be found in Display Sales Order)**

STEP 1: Header

a. SO number begins with the correct digits
   i. ROWE - 61
   ii. RONA - 32
   iii. INTR - 36
   iv. ROWA - 33
b. Customer name
c. Dollar amount

STEP 2: Contract Data Tab

d. Contract start date
e. Contract end date

STEP 3: Account Assignment Tab

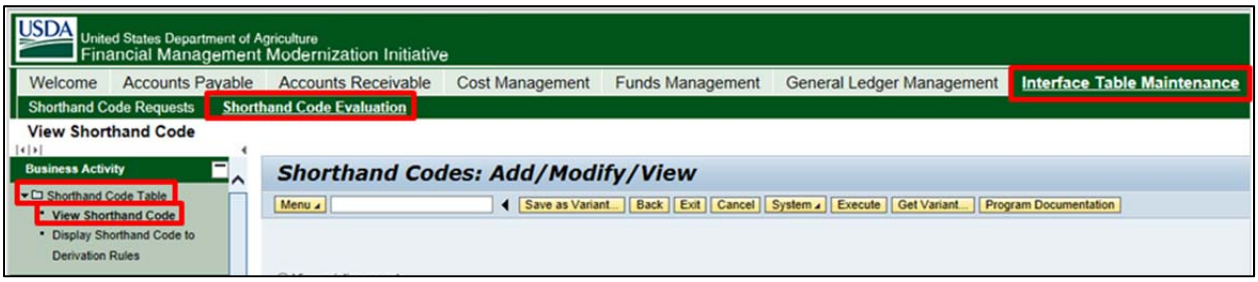
f. Overhead Costing Sheet
   i. Options and what they mean
      1. For RONA and INTR, it is ZRRB1
         a. ZRRB1 is tied to 16.15% OH for all programs
      2. For WS ROWE and ROWA there are multiple costing sheets. In order to bring the agency OH up to 5.15% as all APHIS programs are required, it was agreed to increase the agency OH and decrease the program OH by 1% each year and 1.15% the last year. Currently this correlates to the fiscal year the change will take place (ie ZWS15 for FY15) but after fiscal year 2017 this will not change unless there is a change in either agency OH or program OH.
         a. ZWS13 = 1% agency OH and 15.15% program OH
         b. ZWS14 = 2% agency OH and 14.15% program OH
         c. ZWS15 = 3% agency OH and 13.15% program OH
         d. ZWS16 = 4% agency OH and 12.15% program OH
         e. ZWS17 = 5.15% agency OH and 11% program OH
g. Overhead Key
   i. Options and what they mean
      1. Blank = OH has been waived (rare, requires Administrator or (designee) approval)
      2. R0515 = 5.15%
      3. R1615 = 16.15%
      4. R2715 = 27.15% and accounts for pooled job costs
h. FM Account Assignment
   i. Commitment item = revenue source code.
   ii. Funds Center (Cost Center)
   iii. Fund
   iv. Functional Area
   v. Funded Program (WBS element)
   vi. Budget Period

New Shorthand Codes Verification

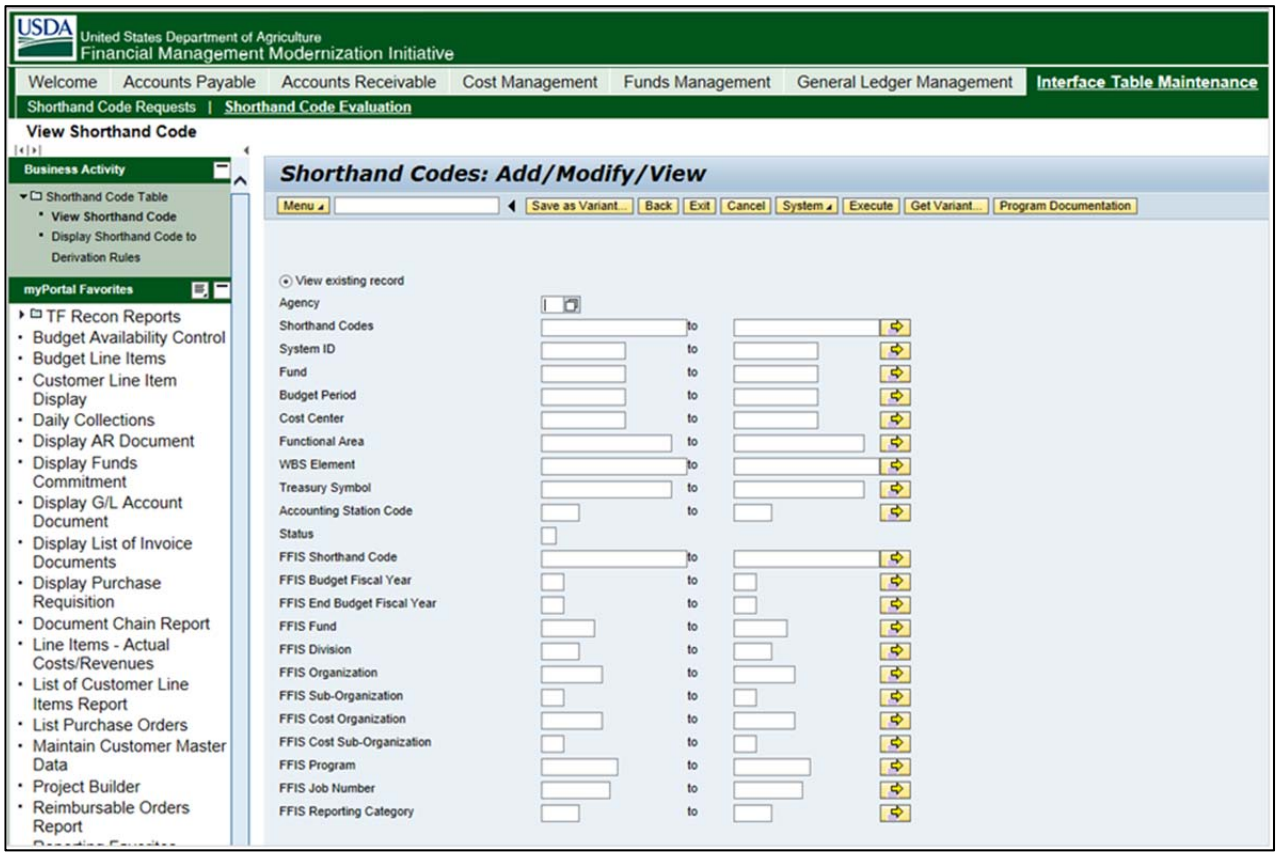
Purpose
To verify if a SHC request for activation (or deactivation) has been successfully completed in FMMI.

FMMI Role
Interface Table Maintenance Evaluator

Instructions
STEP 1: Go to **Interface Table Maintenance** > **Shorthand Code Evaluation** > **Shorthand Code Table** > **View Shorthand Code**



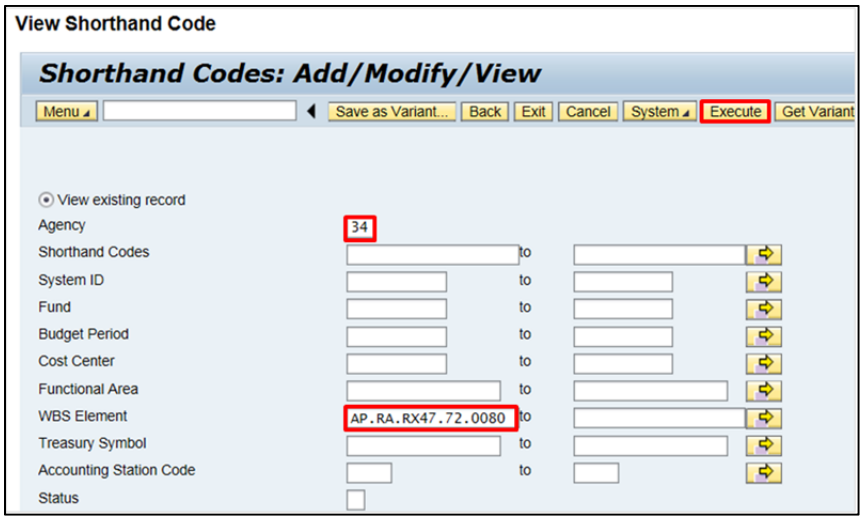
STEP 2: Enter the desired parameters in the variable entry screen to execute the reports.



STEP 3: To search by WBS, enter the following data:

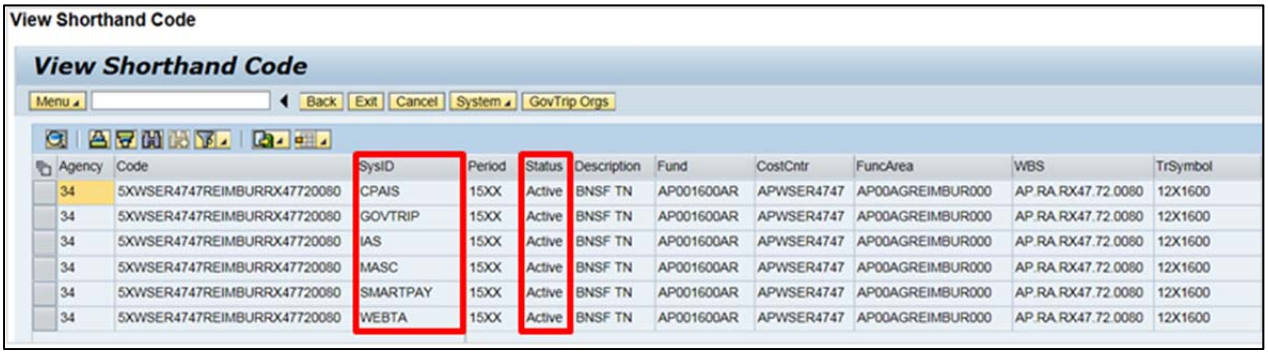
a. Agency = 34 (APHIS)

b. WBS Element = i.e. AP.RA.RX47.72.0080
c. Click **Execute** to run the report



STEP 4: The report will populate as shown below

d. Note the following items:
   i. Sys ID
   ii. Status
      1. Active = Open
      2. Deactivated = Closed



Agency	Code	SysID	Period	Status	Description	Fund	CostCntr	FuncArea	WBS	TrSymbol
34	5XWSER4747REIMBURRX47720080	CPAIS	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	GOVTRIP	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	IAS	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	MASC	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	SMARTPAY	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	WEBTA	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600

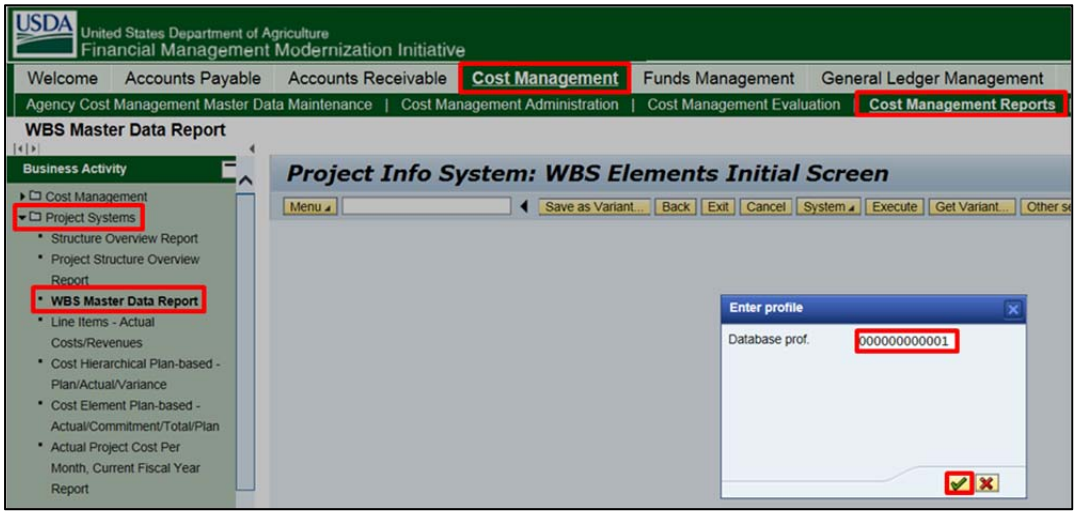
New WBS Elements Verification (Where Applicable)

Purpose
To verify if a WBS Elements' request for activation has been successfully completed in FMMI.

Considerations
- WBS Elements that are reused should already be open/active.

FMMI Role
Cost Management Reporter Role

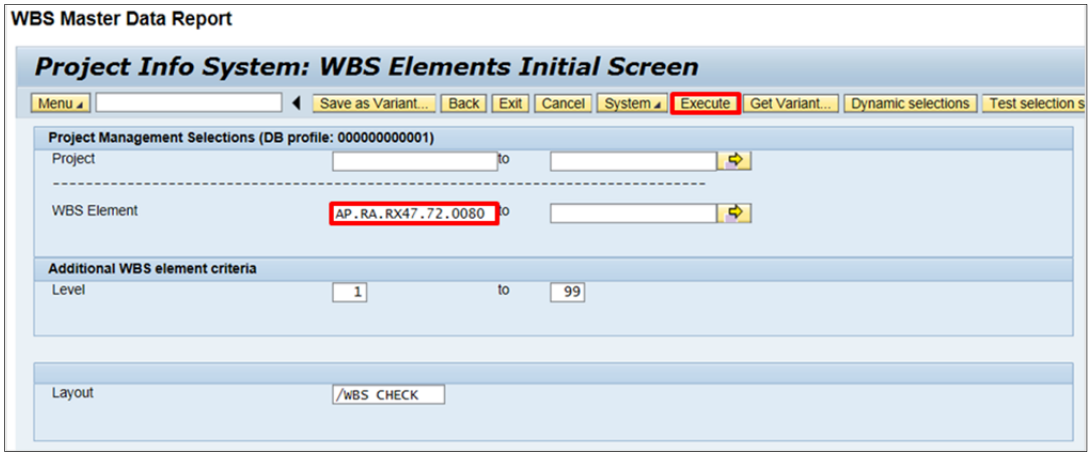
Instructions
STEP 1: Go to **Cost Management** > **Cost Management Reports** > **Project Systems** > **WBS Master Data Report**



The first time you access the report each day, you may have to enter the database prof.: 000000000001, click the **Green Check Box**

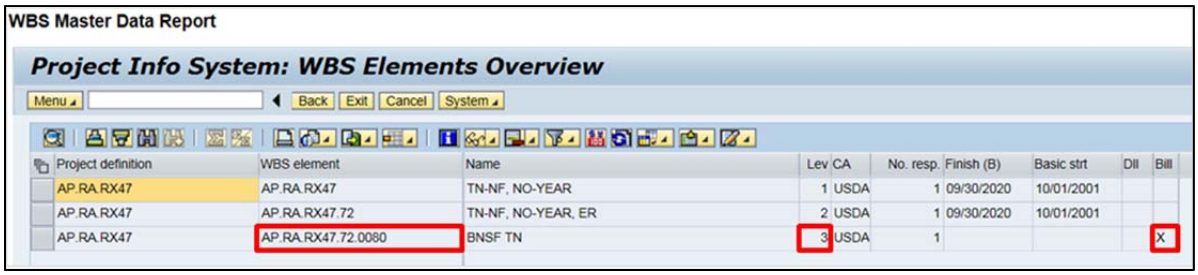
STEP 2: The following screen will appear. Enter the following:

a. WBS Element – i.e. AP.RA.RX47.72.0080
b. Click **Execute**



STEP 3: The screen will populate as shown below. Note the following items:

c. WBS Element – if the screen populates and shows the WBS element, it is established
d. Bill – only level 3 should be checked



Billing and Expenses

Resource Related Billing Overview

Resource Related Billing (RRB) is a standard SAP term used for billing Sales Orders.

RRB runs off of one table in the background of FMMI (named RIA_Cell.ALL). RRB captures all billable expenses. Non billable expenses include things like depreciation expense and accruals. The RRB table is GL based and maintained by OCFO for all of USDA.

Line Items – Actual Costs/Revenues Report (LIACR)

Purpose
The LIACR Report provides the FMMI expense documents posted to WBS Elements. This report shows the Document Number, Document Type, Cost Element, Expense Amount, Doc Header Text, Line Item Description (Name), and the FMMI User Name, among other fields. The report is highly customizable to limit or expand the data you wish to see.

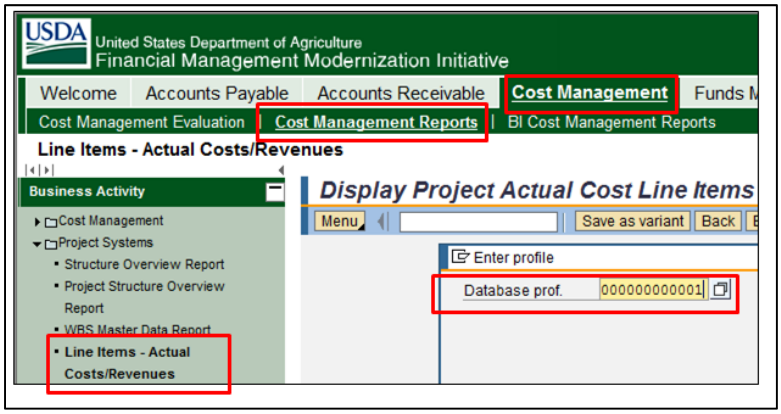
Considerations
- These instructions were specifically tailored to accommodate Wildlife Services billing verification needs.
- This report is the same report we use for the Overhead (OH) calculation reconciliation (eligible expenses), OH split reconciliation, and OH expenses posted.
- This report does not reflect collections.
- This report will not show expenses for your account which were posted incorrectly (ex. WBS FPDEFAULT).

Report Type
ECC

FMMI Role
Cost Management Reporter (ECC)

Instructions

STEP 1: Go to **Cost Management** > **Cost Management Reports** > **Project Systems** > **Line Items – Actual Costs/Revenues**



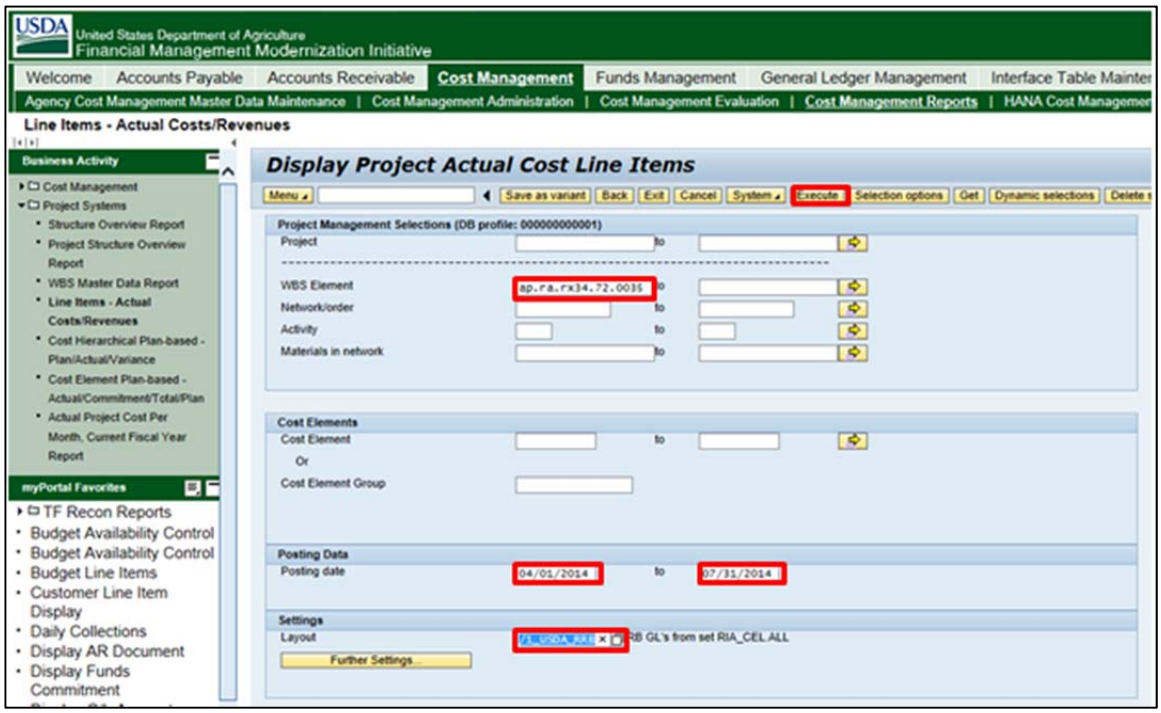
The first time you access the report each day, you may have to enter the Database prof.: 000000000001, press **Enter**

STEP 2: Variable entry screen will appear. Enter the desired parameters to execute the report.

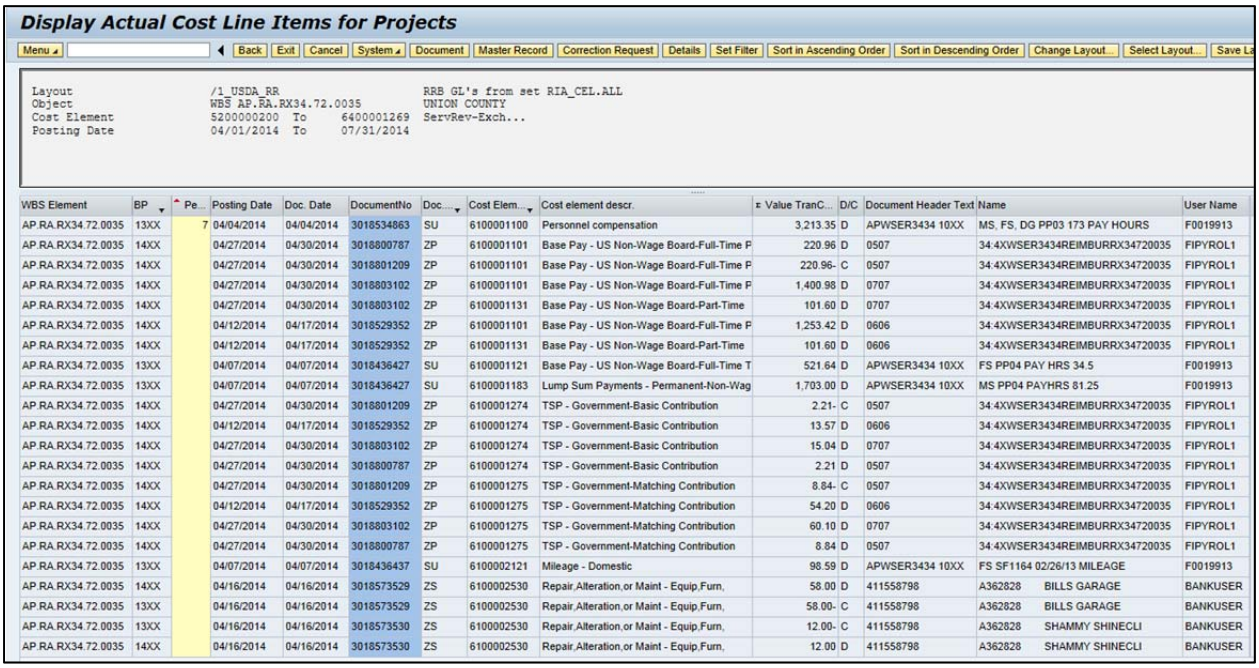
STEP 3: To run by WBS element, enter the following data:

a. WBS Element = i.e. AP.RA.RX34.72.0035
b. Select Posting Dates = i.e. 04/01/2014 to 07/31/2014
c. Layout = **1_USDA_RRB2**
d. Click **Execute** to run the report

Note: *The report layout **1_USDA_RRB2** is customized at this time to pull only for budget periods 13XX, 14XX and 15XX. This report is also customized to remove all non-billable expenses. If you need to limit or view any other budget period or expenses, you will have to use the filtering process explained in FMMI Reporting Tips and Tricks.*



STEP 4: The report will populate as shown below



Display Actual Cost Line Items for Projects

Menu | Back | Exit | Cancel | System | Document | Master Record | Correction Request | Details | Set Filter | Sort in Ascending Order | Sort in Descending Order | Change Layout... | Select Layout... | Save La

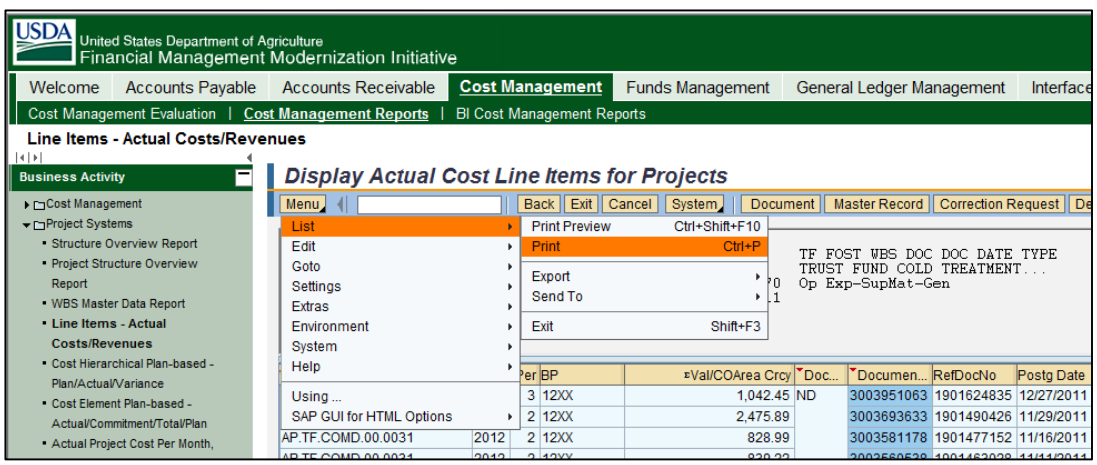
```
Layout          /1_USDA_RR                  RRB GL's from set RIA_CEL.ALL
Object          WBS AP.RA.RX34.72.0035      UNION COUNTY
Cost Element    5200000200  To    6400001269  ServRev-Exch...
Posting Date    04/01/2014  To    07/31/2014
```

WBS Element	BP	Pe...	Posting Date	Doc. Date	DocumentNo	Doc....	Cost Elem...	Cost element descr.	Value TranC...	D/C	Document Header Text	Name	User Name
AP.RA.RX34.72.0035	13XX	7	04/04/2014	04/04/2014	3018534863	SU	6100001100	Personnel compensation	3,213.35	D	APWSER3434 10XX	MS, FS, DG PP03 173 PAY HOURS	F0019913
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018800787	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	220.96	D	0507	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018801209	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	220.96-	C	0507	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018803102	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	1,400.98	D	0707	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018803102	ZP	6100001131	Base Pay - US Non-Wage Board-Part-Time	101.60	D	0707	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/12/2014	04/17/2014	3018529352	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	1,253.42	D	0606	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/12/2014	04/17/2014	3018529352	ZP	6100001131	Base Pay - US Non-Wage Board-Part-Time	101.60	D	0606	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	13XX		04/07/2014	04/07/2014	3018436427	SU	6100001121	Base Pay - US Non-Wage Board-Full-Time T	521.64	D	APWSER3434 10XX	FS PP04 PAY HRS 34.5	F0019913
AP.RA.RX34.72.0035	13XX		04/07/2014	04/07/2014	3018436427	SU	6100001183	Lump Sum Payments - Permanent-Non-Wag	1,703.00	D	APWSER3434 10XX	MS PP04 PAYHRS 81.25	F0019913
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018801209	ZP	6100001274	TSP - Government-Basic Contribution	2.21-	C	0507	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/12/2014	04/17/2014	3018529352	ZP	6100001274	TSP - Government-Basic Contribution	13.57	D	0606	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018803102	ZP	6100001274	TSP - Government-Basic Contribution	15.04	D	0707	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018800787	ZP	6100001274	TSP - Government-Basic Contribution	2.21	D	0507	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018801209	ZP	6100001275	TSP - Government-Matching Contribution	8.84-	C	0507	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/12/2014	04/17/2014	3018529352	ZP	6100001275	TSP - Government-Matching Contribution	54.20	D	0606	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018803102	ZP	6100001275	TSP - Government-Matching Contribution	60.10	D	0707	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	14XX		04/27/2014	04/30/2014	3018800787	ZP	6100001275	TSP - Government-Matching Contribution	8.84	D	0507	34:4XWSER3434REIMBURRX34720035	FIPYROL1
AP.RA.RX34.72.0035	13XX		04/07/2014	04/07/2014	3018436437	SU	6100002121	Mileage - Domestic	98.59	D	APWSER3434 10XX	FS SF1164 02/26/13 MILEAGE	F0019913
AP.RA.RX34.72.0035	14XX		04/16/2014	04/16/2014	3018573529	ZS	6100002530	Repair,Alteration,or Maint - Equip,Furn,	58.00	D	411558798	A362828 BILLS GARAGE	BANKUSER
AP.RA.RX34.72.0035	13XX		04/16/2014	04/16/2014	3018573529	ZS	6100002530	Repair,Alteration,or Maint - Equip,Furn,	58.00-	C	411558798	A362828 BILLS GARAGE	BANKUSER
AP.RA.RX34.72.0035	13XX		04/16/2014	04/16/2014	3018573530	ZS	6100002530	Repair,Alteration,or Maint - Equip,Furn,	12.00-	C	411558798	A362828 SHAMMY SHINECLI	BANKUSER
AP.RA.RX34.72.0035	14XX		04/16/2014	04/16/2014	3018573530	ZS	6100002530	Repair,Alteration,or Maint - Equip,Furn,	12.00	D	411558798	A362828 SHAMMY SHINECLI	BANKUSER

STEP 5: Commonly Used Additional Features

e. Drill down
f. Filter
g. Sort
h. Subtotals
i. Change Layout

STEP 6: To print the report as PDF click **Menu** > **List** > **Print** and go to step 7 (See step 8 to export to Excel).



USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome | Accounts Payable | Accounts Receivable | Cost Management | Funds Management | General Ledger Management | Interface

Cost Management Evaluation | Cost Management Reports | BI Cost Management Reports

Line Items - Actual Costs/Revenues

Business Activity
- Cost Management
- Project Systems
  - Structure Overview Report
  - Project Structure Overview Report
  - WBS Master Data Report
  - **Line Items - Actual Costs/Revenues**
  - Cost Hierarchical Plan-based - Plan/Actual/Variance
  - Cost Element Plan-based - Actual/Commitment/Total/Plan
  - Actual Project Cost Per Month,

Display Actual Cost Line Items for Projects

Menu | Back | Exit | Cancel | System | Document | Master Record | Correction Request | De

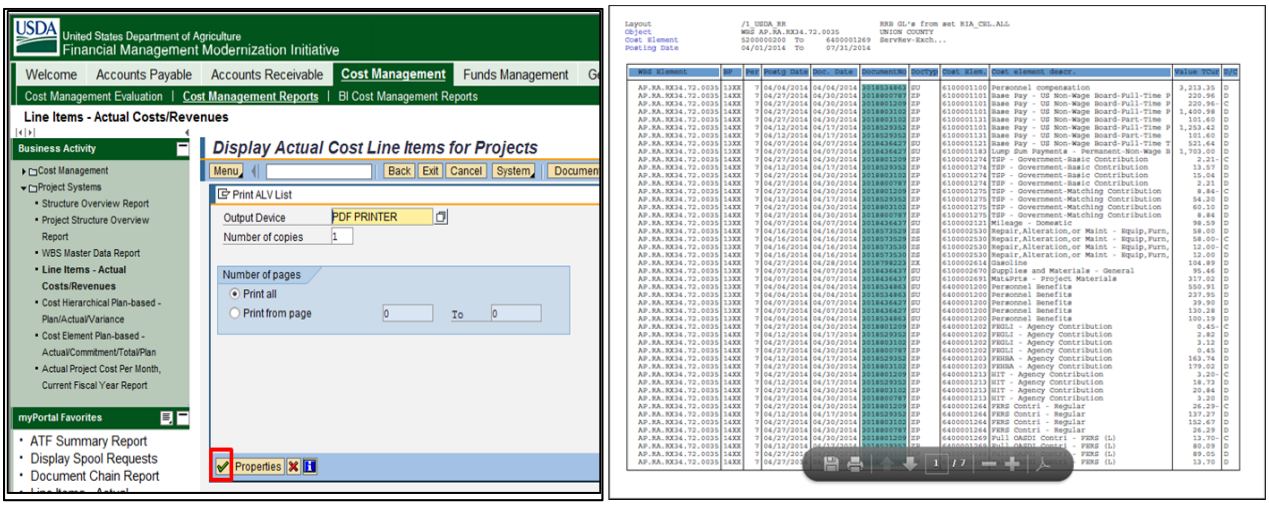
List
Edit
Goto
Settings
Extras
Environment
System
Help
Using ...
SAP GUI for HTML Options

Print Preview Ctrl+Shift+F10
Print Ctrl+P
Export
Send To
Exit Shift+F3

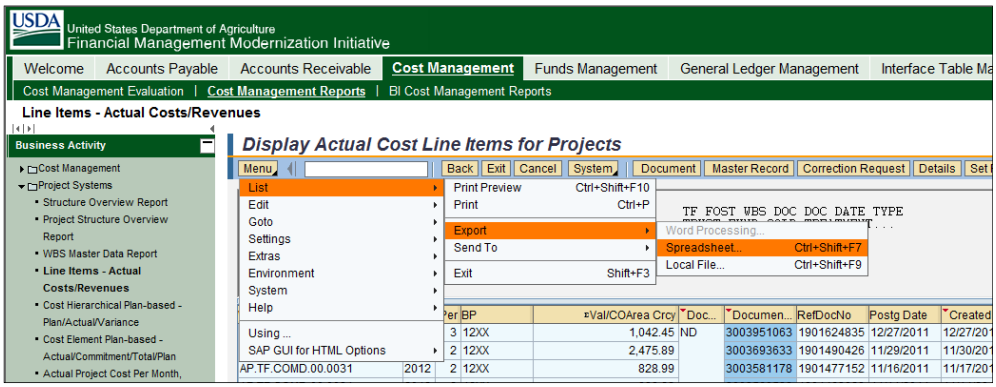
```
TF FOST WBS DOC DOC DATE TYPE
TRUST FUND COLD TREATMENT...
Op Exp-SupMat-Gen
```

		Per	BP	Val/COArea Crcy	Doc...	Documen...	RefDocNo	Postg Date
		3	12XX	1,042.45	ND	3003951063	1901624835	12/27/2011
		2	12XX	2,475.89		3003693633	1901490426	11/29/2011
AP.TF.COMD.00.0031	2012	2	12XX	828.99		3003581178	1901477152	11/16/2011

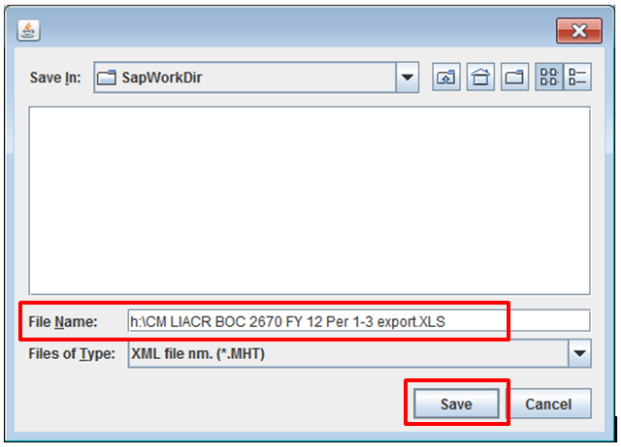
STEP 7: After Print is clicked, Click the **Green Check Box** and a PDF version will be available to print or save.



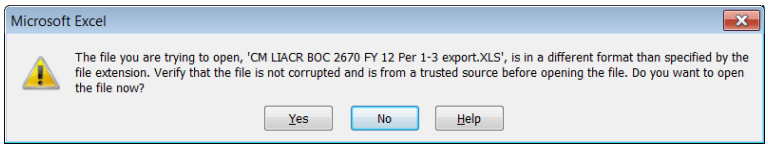
STEP 8: To export to Excel, click **Menu** > **List** > **Export** > **Spreadsheet**



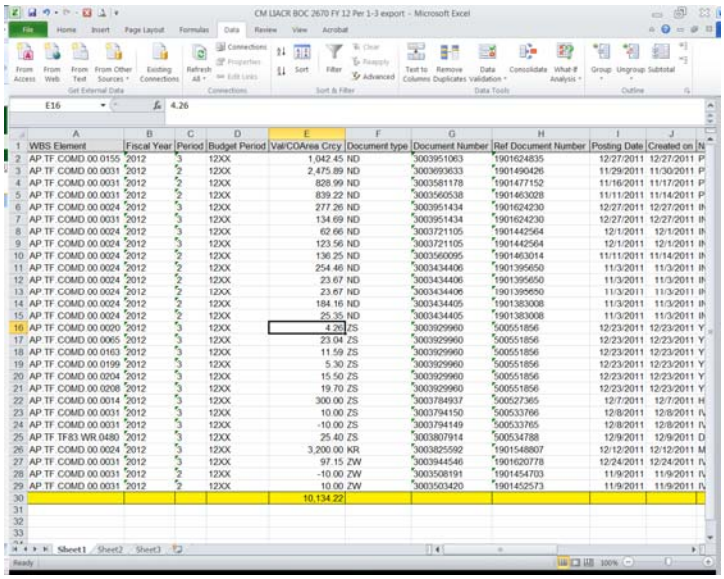
STEP 9: The following box will appear, enter the path and file name of your choice and click **Save.**



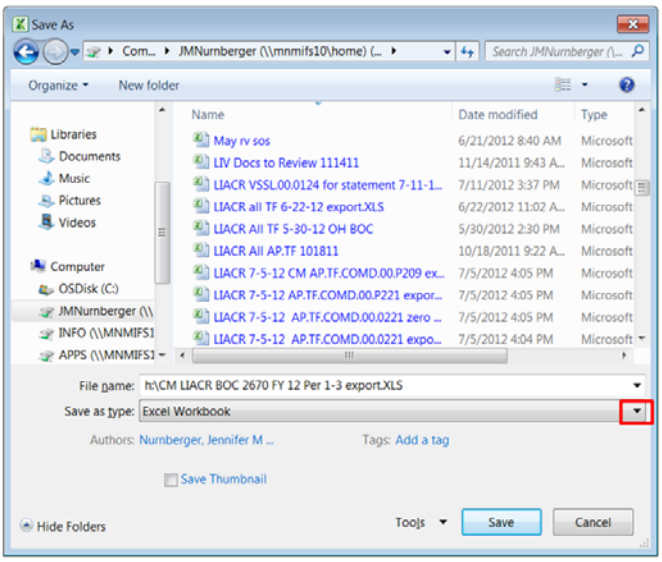
STEP 10: The following box will appear, click **Yes**.



STEP 11: An Excel version will be available to sort, print or save.



***Note**: to save in Excel format, Click **File** > **Save As** and use drop down options to change <u>Save as Type</u> to Excel Workbook.



Obligation/Payments Overview

FMMI Master Data is not derived for most manual obligation/payment entries, and mistakes can and do happen (ex. multiple Fund Centers for one WBS). It is important for people to use the most accurate data they can on every document.

Types of Payments and FMMI Requirements

Manually Entered Obligations/Payments – these are payments which are manually entered by FOST or IOAT into FMMI.

Examples: 1164, Training, Coop Agreements, Misc Pays, BSE, Fee Basis, Indemnities, Transportation, Postage, etc.

Required FMMI Master Data:

- Obligation Already Entered = Obligation Number
- No Obligation Established = Budget Period, Fund, Fund Center, Functional Area, WBS Element (where applicable), Commitment Item (BOC)

Feeder/Interface Payments – these are payments which are loaded into FMMI through automated feeder systems.

Examples: Payroll (WebTA), Travel (GovTrip), Procurement (IAS), Credit Card (SmartPay2/WEX), etc.

Required FMMI Master Data: Short Hand Code (SHC), Commitment Item (where applicable)

Payments Feeder Systems Overview

A financial feeder system (or also known as a secondary financial system) is a system that supports functions with both financial and non-financial aspects, such as logistics, acquisition, and personnel, and typically feeds financial data into the primary financial system.

The USDA has several feeder systems listed below. Along with the transactions that are processed through the feeder systems, FMMI also sends files to the systems updating the SHCs. Below are the current timelines when activity happens.

Feeders Inbound to FMMI	
GovTrip	Real Time (web svc)
IAS	Real Time (web svc)
SmartPay2	5:00 am (M-F)
TRVL	5:00 pm (M-F)
WEX	???

Published Shorthand Codes		
MASC (includes PROP, ABCO, TRVL)	Daily	10:00 am 3:00 pm 11:00 pm
GovTrip	Daily	11:00 pm
SmartPay2 / WEX	Daily	7:30 pm

Feeder systems interact differently with FMMI. The one commonality is that if there is no available budget for the SHC provided, the entry will reject (payroll is the exception). Rejected documents can cause delays in payments being issued and possible service interruption.

SmartPay2 (US Bank) and WEX (Citi Bank) experience a very high number of rejects. There are a few primary reasons for the issues:

- Invalid/Missing BOC
- Invalid/unfunded default code
- Invalid/unfunded code used for reallocation

Agency credit card transactions post in FMMI as either a ZW (SmartPay2) or ZX (Fleet Card) document types. They post to the default Short Hand Code (SHC) and Business Object Code (BOC) that is on file for the cardholder. If you need to change the default SHC or BOC you will do a reallocation (ZS document type) in Access Online to make the changes. If the SHC is invalid or the budget amount is not sufficient to cover the charge either the ZW/ZX/ZS document can reject in FMMI. The Local Agency Program Coordinator (LAPC) will contact the card holder to let them know of the reject. To correct these rejects the program will need to increase funding on the SHC or provide a new SHC to the LAPC for this charge. If the original ZW/ZX document rejects you will not be able to do a reallocation later in Access Online since the system cannot locate the original document. Any changes then would have to be done on an SU document. See Appendix B for reallocation guidance.

List of APHIS Feeder Systems

GovTrip	Government travel transactions
SmartPay2 / WEX	Purchase/fleet card processing
WebTA/Payroll	Employee time & attendance/other employee payments
MASC	Other USDA systems not specifically identified (i.e., ABCO, PACS, PROP)
IAS	Integrated Acquisition System (Purchasing)
CPAIS	Corporate Property Automated Information System (real property system)
TRVL	Travel System for relocation authorizations and vouchers

IPAC Overview

IPAC is a Treasury process/system used to move funds between federal agencies without processing manual payments or collections. IPAC uses the Agency Location Code (ALC) through Treasury as we would use our bank account information to transfer funds to or from our bank account.

NFC processes all IPAC transactions for the USDA, both intra-agency (i.e. USDA = INTR) and interagency (i.e. non-USDA = RONA), into FMMI.

Interagency (IPAC) Collections = Treasury Transfer Funds = Sales Orders (RONA)
Intra-Agency Collections = NFC Transfers Funds = Sales Orders (INTR)

IPAC Payments = Purchase Orders

IPAC Document Reference Number (DRN) - A unique identification number that is automatically assigned to each interagency transaction entered into the IPAC System.

Example – IPAC Collection Document

RECEIVED BY YOUR ALC
ALL TRANSACTIONS RECEIVED BY: 12401000
INCLUDES THIRD PARTY SUBMITTER DATA

Start Date: 10/01/2014 End Date: 10/31/2014

Originating ALC	Customer ALC	Submitter ALC	COLLECTION
04000001	12401000	4000001	

Document Reference Number	Summary Amount
02132935	$2,544.00

Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol
10/06/2014	10/31/2014	3	X0215

ALC Contact	Contact Phone
Lanee D. Young	2025122083

Contact Email
lyoung@gpo.gov

Detail Number	Receiver Treasury Account Symbol	Receiver DUNS+4	Sender Treasury Account Symbol	Sender DUNS+4
1			004 X4505001	

Receiver BETC	Receiver DUNS	Sender BETC	Sender DUNS
		COLL	

Purchase Order Number	Invoice Number
341010-590985	1623891

Obligating Document Number	Requistion Number	Contract Number
1623891	0	0

CLIN	Jas Number
0	0

ACT(trace number)	Job (Project) Number	Pay Flag	Receiver Dept Code
0	0	F	12

Unit of Issue	Quantity	Unit Price	Detail Amount
EA	1.00	$318.00	$318.00

ACRN	Accounting Classification Code	FSN/AAA/ADSN	DOD Activity Address Code
0	0	0	

Transaction Contact	Contact Phone
L. Young	202-512-2083

Transaction Description
Jacket Number: 030000 / Print Order: 79171 /
Requisition: 14-00048 / DOD Line
of Accounting:

Miscellaneous Information
BAC: 341010 Cycle No: 1 Ref.Info.

For more information regarding IPAC, please visit the following Treasury Link:
http://tfm.fiscal.treasury.gov/v1/p6/c400.html

Payroll Employee Level Detail Report

Purpose
The Payroll Employee Level Detail Report provides employee payroll details.

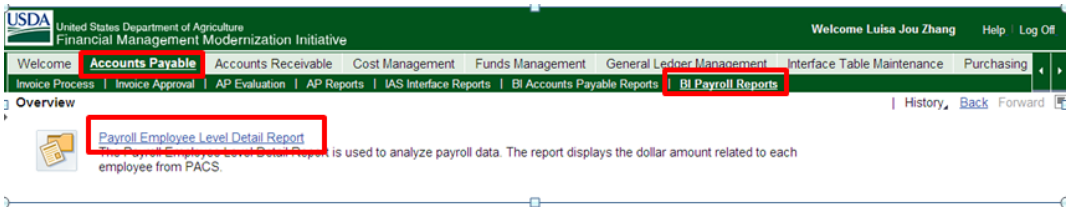
Considerations

- This report only shows payroll expense entries through WebTA (ZP docs), and will not show B2s affecting payroll or payroll processed any other way (ex. ePRES, State Dept).

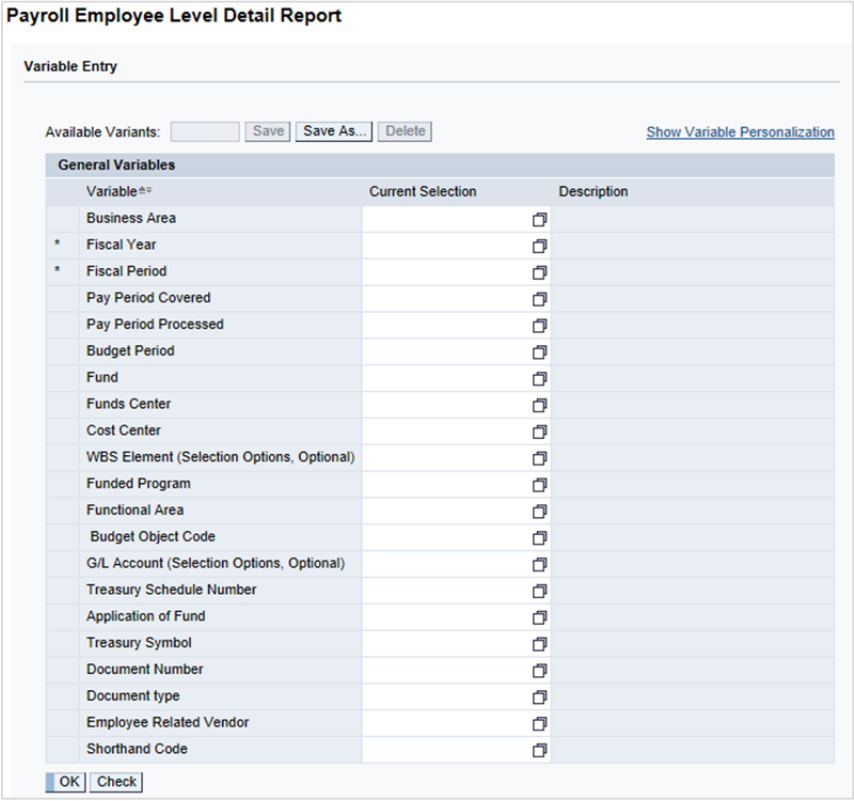
Report Type
BI

FMMI Role
Accounts Payable, BI Reporter

Instructions
STEP 1: Go to **Accounts Payable** > **BI Payroll Reports** > **Payroll Employee Level Detail Report**

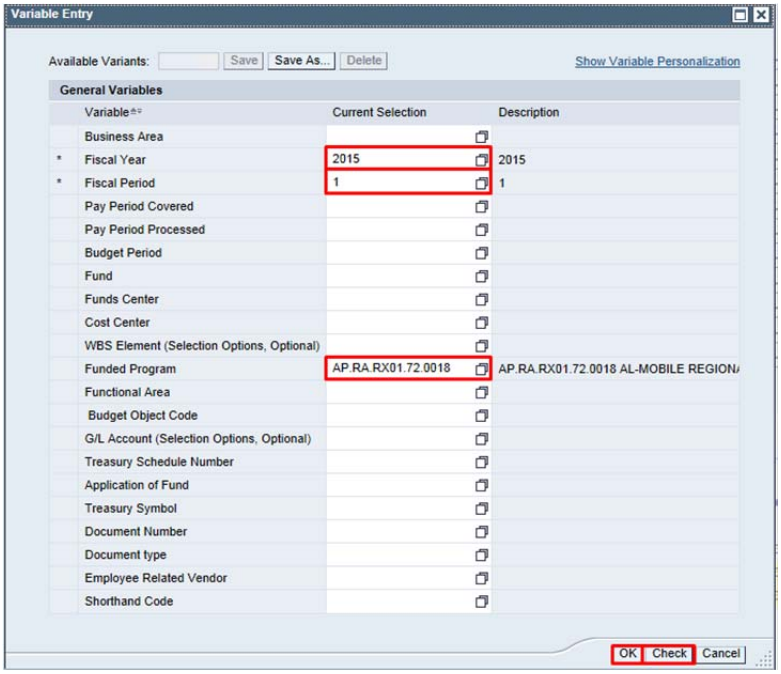


STEP 2: Variable entry screen for report will appear. Enter the desired parameters to execute the report.

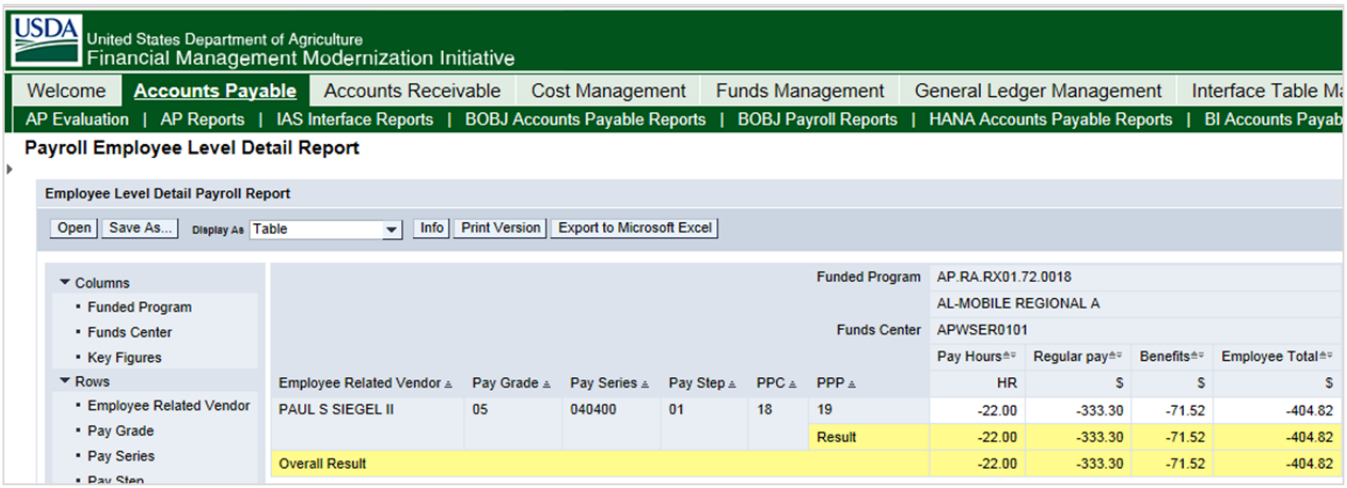


STEP 3: To run by WBS element, enter the following data:

a. Fiscal Year = i.e. 2015
b. Fiscal Period = i.e. 1 (October)
c. WBS Element = i.e. AP.RA.RX01.72.0018
d. Optional: click **Check** and if search criteria was entered correctly, a description will appear in the Description column
e. Click **OK** to run the report



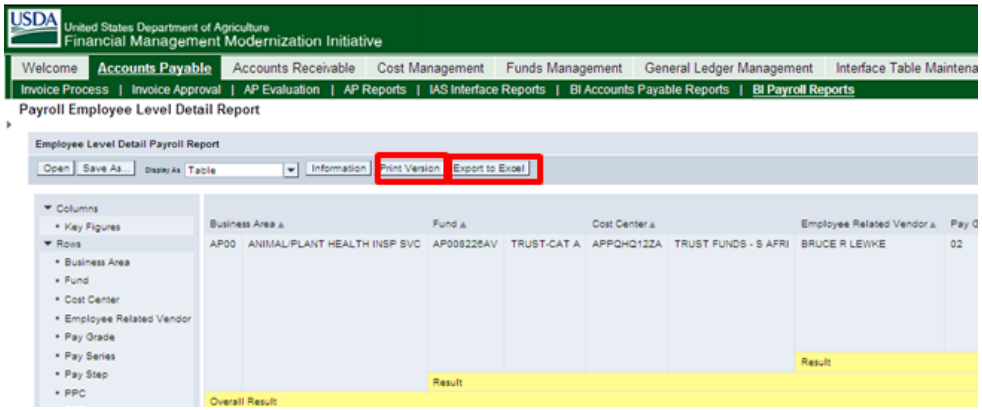
STEP 4: The Report will generate and the layout can be modified to display as shown below, or to your preference.



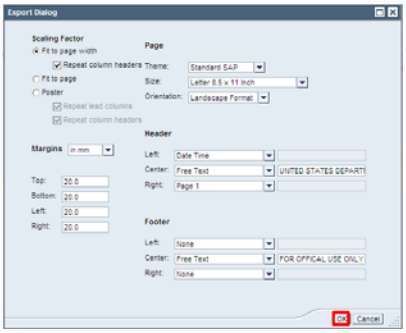
STEP 5: Commonly used additional features:

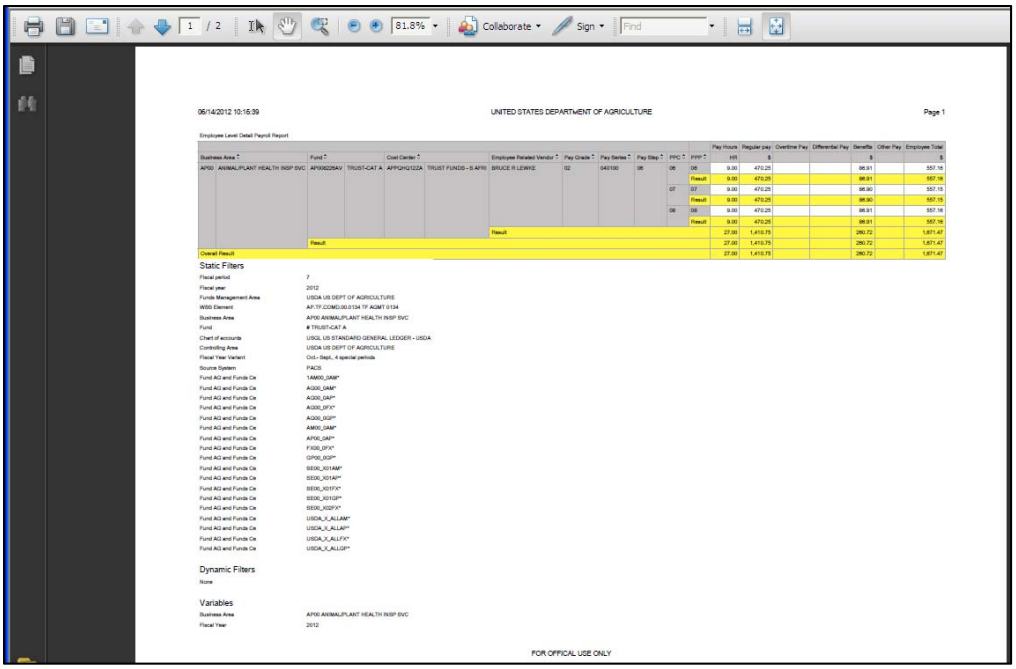
f. Create/save variant
g. Filter
h. Drag and Drop

STEP 6: To print PDF the report click **Print Version** and go to step 7 OR to export to Excel, click **Export to Excel** and go to step 8.

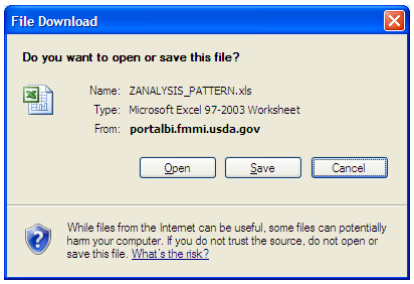


STEP 7: After Print Version is clicked, the following box will appear, click **OK.**

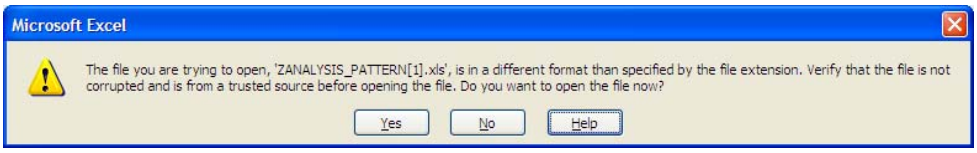




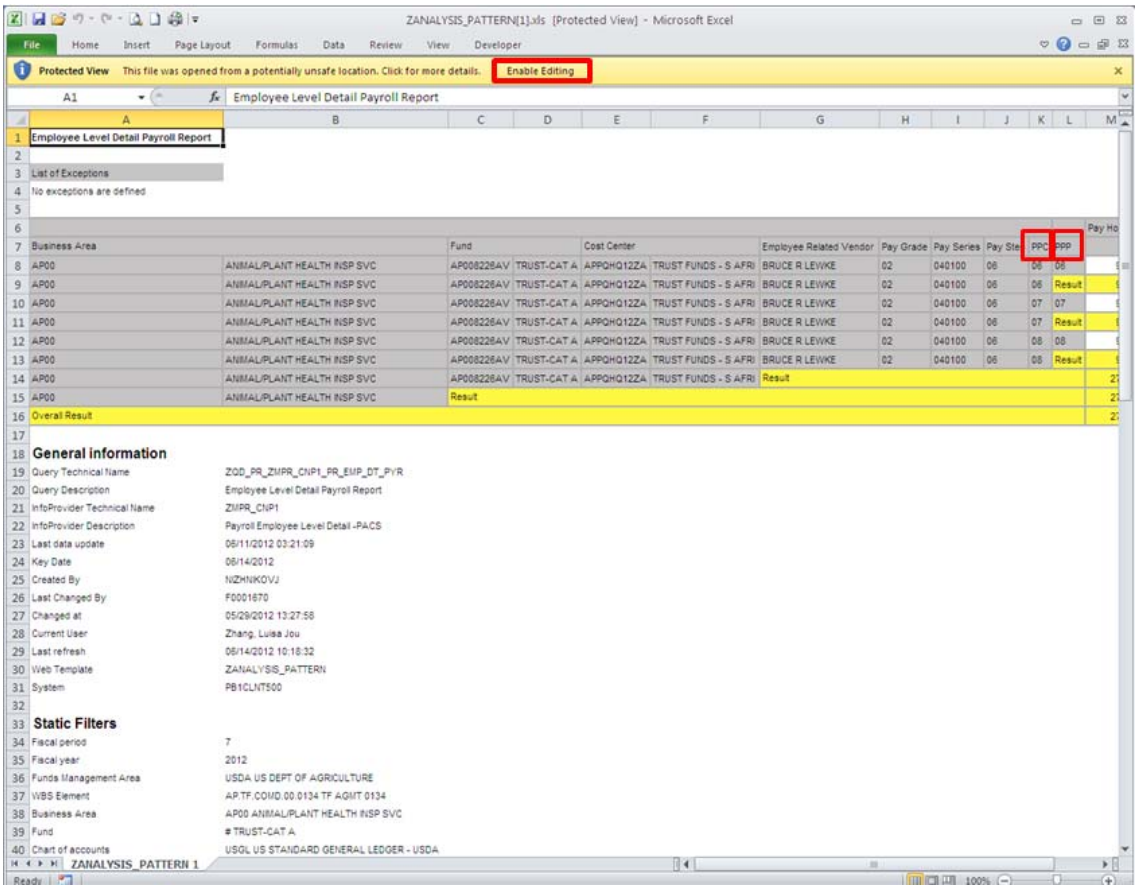
STEP 8: After Export to Excel is clicked, the following box will appear, click **Open.**



Click **Yes** and the report will automatically open in Microsoft Excel.



To enable editing, click the **Enable Editing** box shown



***Note:** PPC is Pay Period Covered. PPP is Pay Period Performed/Entered in PACS. These will be different for a corrected TA.

GL Accounts within this report

6100001101	BASE PAY - US NON-WAGE BOARD-FULL-TIME PERM
6100001104	BASE PAY - US WAGE BOARD-FULL-TIME PERM
6100001105	EMPLOYEE INDEBTEDNESS
6100001109	TIME OFF AWARDS
6100001121	BASE PAY - US NON-WAGE BOARD-FULL-TIME TEMP
6100001131	BASE PAY - US NON-WAGE BOARD-PART-TIME
6100001153	OTHER AWARDS
6100001160	NIGHT DIFFERENTIAL
6100001163	SUNDAY DIFFERENTIAL - NON-WAGE BOARD
6100001164	SUNDAY AND NIGHT DIFFERENTIAL
6100001170	OVERTIME - NON-WAGE BOARD
6100001171	OVERTIME - WAGE BOARD
6100001180	HOLIDAY PAY - NON-WAGE BOARD
6100001183	LUMP SUM PAYMENTS - PERMANENT-NON-WAGE BOARD
6100001205	FEHB - EMPLOYEE SHARE PAID BY AGENCY
6100001274	TSP - GOVERNMENT-BASIC CONTRIBUTION
6100001275	TSP - GOVERNMENT-MATCHING CONTRIBUTION
6100002106	TRAVEL REIMBURSEMENTS
6400001201	FICA - AGENCY CONTRIBUTION
6400001202	FEGLI - AGENCY CONTRIBUTION
6400001203	FEHBA - AGENCY CONTRIBUTION
6400001204	CSRS 7% COVERAGE CODE 1 - AGENCY CONTRIBUTION
6400001213	HIT - AGENCY CONTRIBUTION
6400001214	TRANSITIONAL RETRMT CONTRI - CIVIL SERVICE
6400001251	TRANS OASDI CONTRI - CIVIL SERVICE
6400001264	FERS CONTRI - REGULAR
6400001269	FULL OASDI CONTRI - FERS (L)

WS SO Overhead (OH)

Overview

SO OH is a percentage of eligible expenses. Eligible expenses for OH include all billable expenses, less OH. (RRB includes all eligible expenses including Overhead.)

FMMI SO OH Calculation

Total Eligible OH Expenses for Period
x OH Rate
= Overhead Charged on Account for Period

WS SO OH Rates

WS SO Overhead percentages range from 0% to 27.15%.

- 0% OH rate would mean that all OH was waived in the agreement (this is rare and requires Administrator (or designee) approval).
- 5.15% means that WS waived their OH in this agreement as this amount is solely for MRPBS.
- 16.15% means that regular OH is included in this agreement.
- 27.15% means that regular OH plus pooled job costs are included in this agreement.
- Percentages in between any of the above signify some range of variation from the above listed standards.

Pooled Job Costs (PJC)

Pooled job costs include any item of expense that may be directly identified with a particular project or program, and is distributed across all identifiable projects or programs to which it pertains (see Wildlife Services Policy, Chapter 2 Section 2.215, dated August 23, 2013).

Initially in FMMI PJCs were intended to be picked up in the cost allocation cycle. Cost allocation is a process in FMMI that moves certain indirect costs directly to accounts as billable expenses, based on established criteria in tables (i.e. spreads truck cost to multiple projects). Later it was learned that cost allocation does not work with SOs and that is why PJCs are now included in the OH rate where needed.

WS SO OH Split Example

1. MRPBS = 5.15%
2. WS OH = 11%
3. WS PJC = 11%

Direct vs Indirect Costs

- Direct costs are those that are directly attributable to a project in full expense amount (i.e. program payroll, project supplies, etc).
- Indirect costs are those that are not directly attributable to a project in full expense amount (i.e. Admin support, equipment repairs, etc).

Please refer to Wildlife Services Policy, Chapter 2 Section 2.215, dated August 23, 2013 for more definitions and examples.

***Note:** All portions of the FMMI WS SO OH rate are often referred to as just OH or indirect costs, but may also contain PJCs.

WS SO OH Reconciliation

FMMI SO OH Calculation

Total Eligible OH Expenses for Period
x OH Rate on Account
= Overhead Charged on Account for Period

Instructions

STEP 1: To obtain the total eligible OH expenses for the period, run the LIACR Report for the appropriate

a. WBS Element
b. Posting Date Range
c. Choose layout **/WS OH RECON**

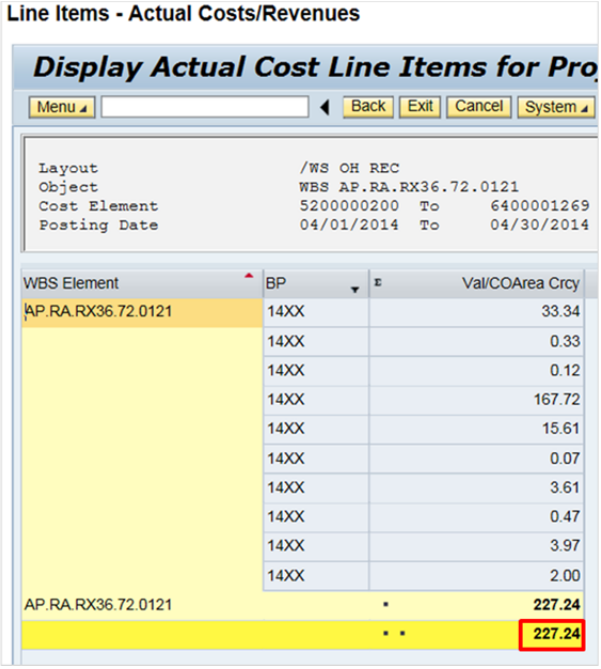
STEP 2: Filter to the appropriate BP, if needed
STEP 3: Multiply this total by the OH Rate on the account
STEP 4: This total should equal the total OH charged on the account for the period

Example

AP.RA.RX36.72.0121
04/01/14 – 04/30/14
/WS OH RECON

BP 14XX (SO 6100009040)

$ 227.24 Eligible Expenses
X 0.2715 OH Rate on SO
$ 61.69 OH Charged on Acct for Period



WS SO OH Charged

Instructions

STEP 1: To obtain the total OH charged for the period, run the LIACR Report for the appropriate:

a. WBS Element
b. Cost Element 6100980000 (OH GL)
c. Posting Date Range
d. Choose layout **/WS OH CHRGD**

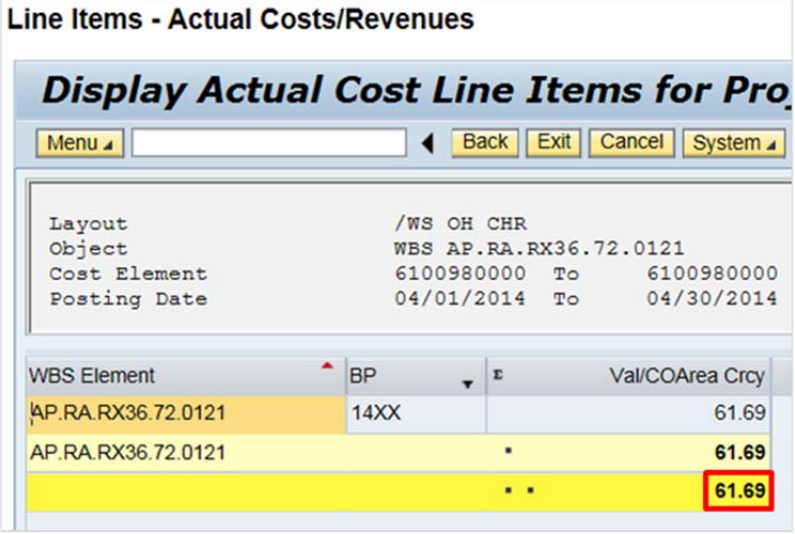
STEP 2: Filter to the appropriate BP, if needed

STEP 3: This total should equal the total OH charged on the account for the period

Example

AP.RA.RX36.72.0121
6100980000
04/01/14 – 04/30/14
/WS OH CHRGD

BP 14XX (SO 6100009040)



WS SO OH Split

Instructions

STEP 1: To obtain the OH split for the period, run the LIACR Report as follows:

a. AP.RA.*and AP.WS.*
b. Cost Element 6100980000 (OH GL)
c. Posting Date Range
d. Choose layout **/WS OH SPLIT**

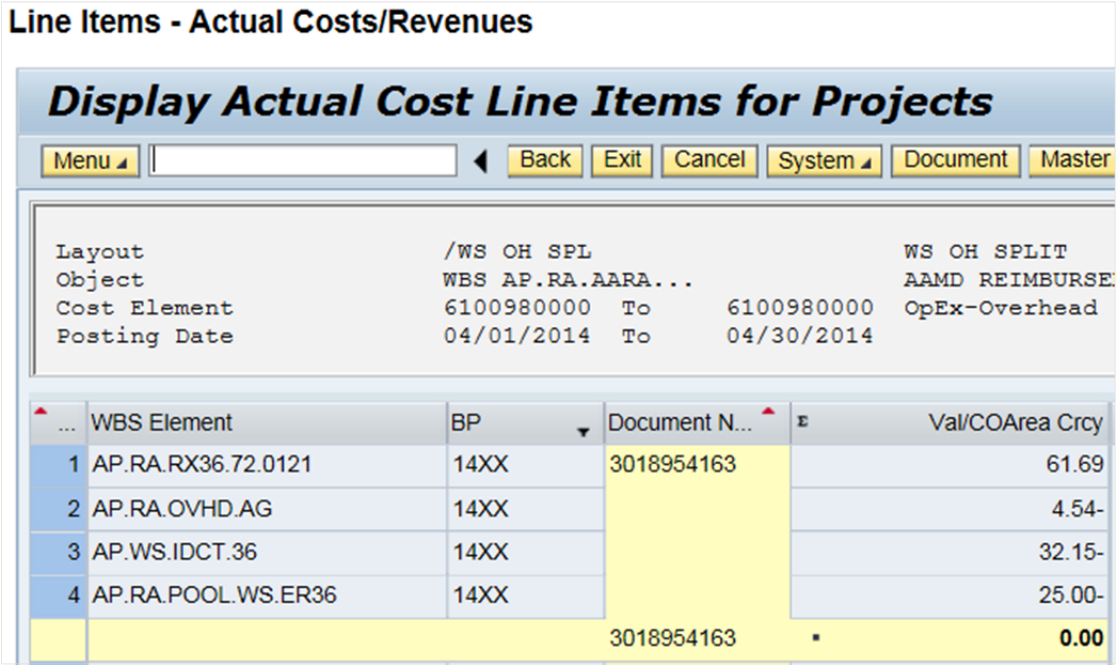
STEP 2: Filter to the appropriate BP, if needed
STEP 3: Review the results for the appropriate WBS element
STEP 4: This should show the OH split for the account for the period

***Note:** If you know all of your needed WBS elements, it would be best to limit the report to just those when running, or to use the wildcard trick (see FMMI Tips and Tricks) to lessen the results. Otherwise, you may have to change the Further Settings to 20,000 lines or more to get to your account. If you have to go this massive route, print to PDF and it will be searchable.

Example

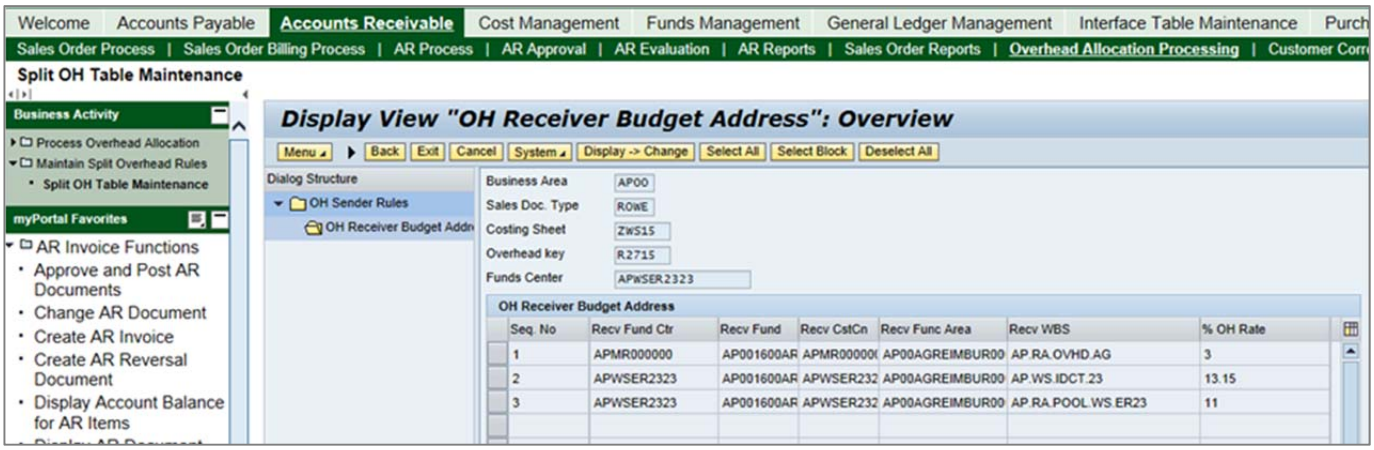
AP.RA.* and AP.WS.*
6100980000
04/01/14 – 04/30/14
/WS OH SPLIT

AP.RA.RX36.72.0121
BP 14XX (SO 6100009040)
Fund/Cost Center APWSER3636 (SO 6100009040)



...	WBS Element	BP	Document N...	Σ	Val/COArea Crcy
1	AP.RA.RX36.72.0121	14XX	3018954163		61.69
2	AP.RA.OVHD.AG	14XX			4.54-
3	AP.WS.IDCT.36	14XX			32.15-
4	AP.RA.POOL.WS.ER36	14XX			25.00-
			3018954163	▪	**0.00**

***Note:** There is an OH Sender/Receiver Table in FMMI which defines the OH split based on Fund/Cost Centers, the OH Costing Sheet, and the OH Key. Pat updates this table based on a spreadsheet she receives from BESB. If you do not get the results you were expecting for the OH split, it is likely that the OH Sender/Receiver Table for the associated Fund/Cost Center is wrong. Contact MRP.Billing.Requests@aphis.usda.gov for assistance. (See screenshot below for an example of the table showing the OH split definition)



WS SO OH Earned

Instructions

STEP1: To obtain the OH earned by WBS Element, run the LIACR Report as follows:

a. WBS Element (i.e. AP.RA.POOL.WS.ER36)
b. Cost Element 6100980000 (OH GL)
c. Choose layout **/WS OH SPLIT**

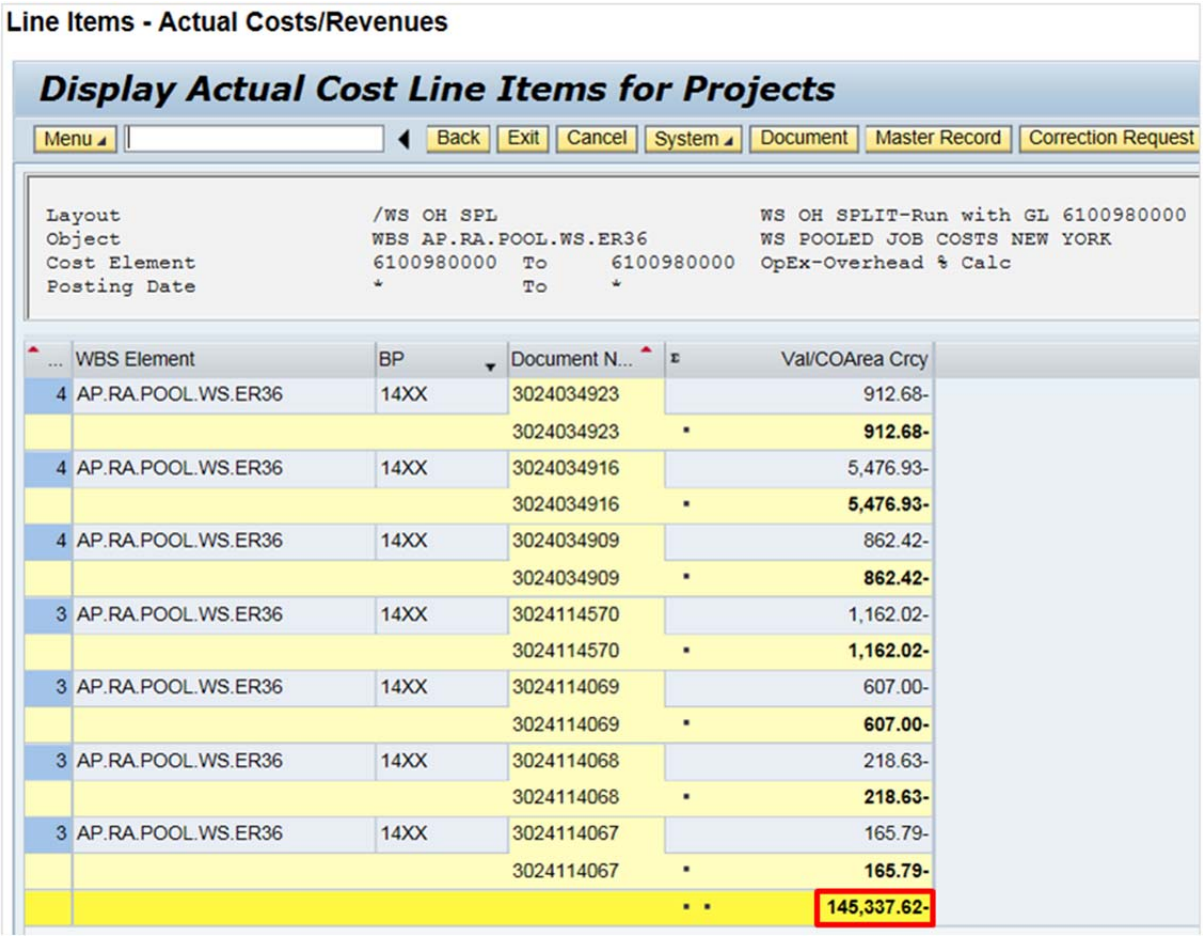
STEP 2: Filter to the appropriate BP, if needed

STEP 3: This should show the OH earned for the WBS Element

Example

AP.RA.POOL.WS.ER36
6100980000
/WS OH SPLIT

14XX



Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

Menu | Back | Exit | Cancel | System | Document | Master Record | Correction Request

Layout	/WS OH SPL	WS OH SPLIT-Run with GL 6100980000
Object	WBS AP.RA.POOL.WS.ER36	WS POOLED JOB COSTS NEW YORK
Cost Element	6100980000 To 6100980000	OpEx-Overhead % Calc
Posting Date	* To *	

...	WBS Element	BP	Document N...	Σ	Val/COArea Crcy
4	AP.RA.POOL.WS.ER36	14XX	3024034923		912.68-
			3024034923	▪	**912.68-**
4	AP.RA.POOL.WS.ER36	14XX	3024034916		5,476.93-
			3024034916	▪	**5,476.93-**
4	AP.RA.POOL.WS.ER36	14XX	3024034909		862.42-
			3024034909	▪	**862.42-**
3	AP.RA.POOL.WS.ER36	14XX	3024114570		1,162.02-
			3024114570	▪	**1,162.02-**
3	AP.RA.POOL.WS.ER36	14XX	3024114069		607.00-
			3024114069	▪	**607.00-**
3	AP.RA.POOL.WS.ER36	14XX	3024114068		218.63-
			3024114068	▪	**218.63-**
3	AP.RA.POOL.WS.ER36	14XX	3024114067		165.79-
			3024114067	▪	**165.79-**
				▪ ▪	**145,337.62-**

***Note:** OH earned comes from the OH split (sender/receiver rules). It shows as a negative expense in FMMI. This is where you see it in the SOF PTD as well, as a negative expense.

WS SO OH Spent

Instructions

STEP 1: To obtain the OH spent by WBS Element, run the LIACR Report as follows:

a. WBS Element (i.e. AP.RA.POOL.WS.ER36)

b. Choose layout **/WS OH SPENT**

STEP 2: Filter to the appropriate BP, if needed

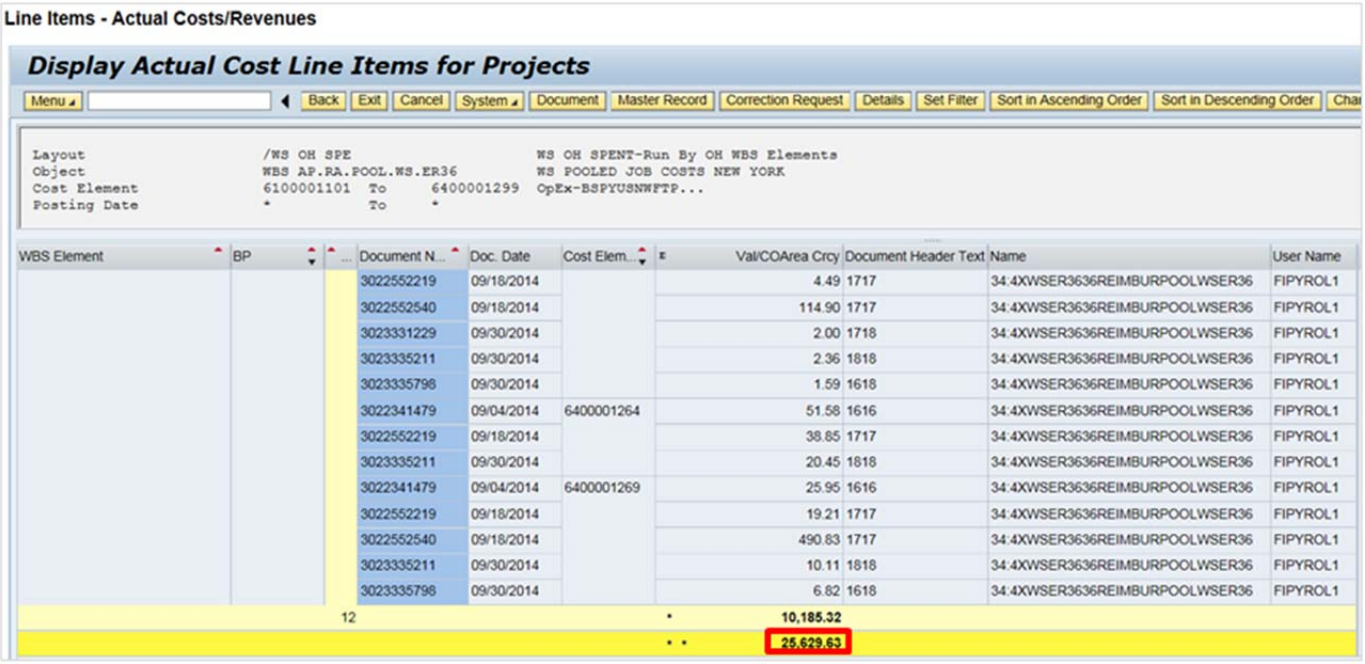
STEP 3: This should show the OH spent for the WBS Element

Example

AP.RA.POOL.WS.ER36

/WS OH SPENT (NOTE: This layout excludes OH earned.)

14XX



Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

Menu | Back | Exit | Cancel | System | Document | Master Record | Correction Request | Details | Set Filter | Sort in Ascending Order | Sort in Descending Order | Cha

```
Layout          /WS OH SPE                  WS OH SPENT-Run By OH WBS Elements
Object          WBS AP.RA.POOL.WS.ER36      WS POOLED JOB COSTS NEW YORK
Cost Element    6100001101  To    6400001299  OpEx-BSPYUSNWFTP...
Posting Date    *           To    *
```

WBS Element	BP	Document N...	Doc. Date	Cost Elem...	Val/COArea Crcy	Document Header Text	Name	User Name
		3022552219	09/18/2014		4.49	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022552540	09/18/2014		114.90	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023331229	09/30/2014		2.00	1718	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335211	09/30/2014		2.36	1818	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335798	09/30/2014		1.59	1618	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022341479	09/04/2014	6400001264	51.58	1616	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022552219	09/18/2014		38.85	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335211	09/30/2014		20.45	1818	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022341479	09/04/2014	6400001269	25.95	1616	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022552219	09/18/2014		19.21	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022552540	09/18/2014		490.83	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335211	09/30/2014		10.11	1818	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335798	09/30/2014		6.82	1618	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
	12			*	10,185.32			
				* *	25,629.63			

***Note:** This report does not include Commitments or Obligations, which do affect budget availability. Use the SOF PTD or ULO to review any Commitments or Obligations also affecting your account.

WS SO OH Available

Instructions

STEP 1: To obtain the OH availability by WBS Element, run the LIACR Report as follows:

a. WBS Element (i.e. AP.RA.POOL.WS.ER36)

b. Choose layout **/WS OH AVAIL**

STEP 2: Filter to the appropriate BP, if needed

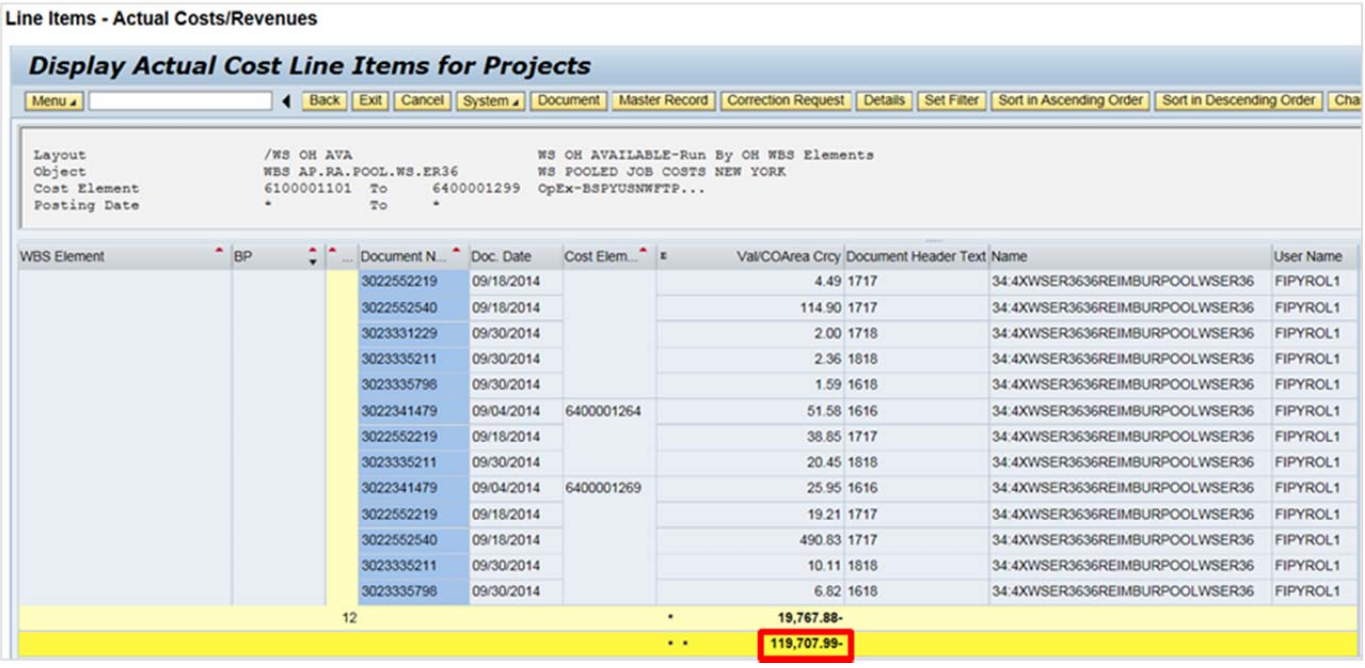
STEP 3: This should show the OH available for the WBS Element

Example

AP.RA.POOL.WS.ER36

/WS OH AVAIL (NOTE: This layout includes both OH earned and OH spent.)

14XX



Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

Menu | Back | Exit | Cancel | System | Document | Master Record | Correction Request | Details | Set Filter | Sort in Ascending Order | Sort in Descending Order | Cha

```
Layout          /WS OH AVA                  WS OH AVAILABLE-Run By OH WBS Elements
Object          WBS AP.RA.POOL.WS.ER36      WS POOLED JOB COSTS NEW YORK
Cost Element    6100001101  To     6400001299  OpEx-BSPYUSNWFTP...
Posting Date    *           To     *
```

WBS Element	BP	...	Document N...	Doc. Date	Cost Elem...	Val/COArea Crcy	Document Header Text	Name	User Name
			3022552219	09/18/2014		4.49	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3022552540	09/18/2014		114.90	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3023331229	09/30/2014		2.00	1718	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3023335211	09/30/2014		2.36	1818	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3023335798	09/30/2014		1.59	1618	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3022341479	09/04/2014	6400001264	51.58	1616	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3022552219	09/18/2014		38.85	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3023335211	09/30/2014		20.45	1818	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3022341479	09/04/2014	6400001269	25.95	1616	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3022552219	09/18/2014		19.21	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3022552540	09/18/2014		490.83	1717	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3023335211	09/30/2014		10.11	1818	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
			3023335798	09/30/2014		6.82	1618	34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		12				19,767.88-			
						119,707.99-			

***Note:** This report does not include Commitments or Obligations, which do affect budget availability. Use the SOF PTD or ULO to review any Commitments or Obligations also affecting your account.

LIACR Report Layouts

These ECC LIACR Report layouts were created by FMD for both FMD and WS use.

We **do want** to collaborate to make these layouts as efficient and effective (into the best format) as possible for both parties.

We **do not** want each WS office to modify the layouts and save them either as the current layout name (overwrite) or a new layout name, without collaborating with both FMD and WS. We all need to share the same layouts in order to save space and system resources, and keep them accurate. If we end up with multiple layouts, there will be more to scroll through. Then, at some point we will likely have to clean this up and delete a bunch.

For additional information regarding layouts and variants see FMMI Tips and Tricks.

Collections

Payments to USDA APHIS Overview

There are approximately 240,000 payments (primarily customer payments) to the USDA APHIS each year (approximately 20,000 per month). On top of that, APHIS also posts payments for three additional USDA agencies. USDA uses semi-automated posting processes (i.e. lockboxes). For these reasons, it is critical that each payment is sent to the appropriate place using the correct payment processing data and including the proper remittance advice. If any of these are not accurate, there is a good chance the payment either not being received by APHIS or being received and misapplied.

Three important pieces to every APHIS Customer Payment:

1. **How** the payment is sent
   Payments to USDA APHIS Instructions
2. **Where** the payment is sent
   APHIS Lockbox Instructions and Payments to USDA APHIS Instructions
3. **Remittance Advice** Included on payment
   APHIS Remittance Advice Instructions

Questions: *Contact the ABS Helpline for any assistance in making a payment to the USDA APHIS either by phone at 612-336-3400 or 877-777-2128 or by email at ABShelpline@usda.gov.*

Payments to USDA APHIS Instructions

The procedures below are for payments to USDA APHIS. Payments are accepted via Check, Money Order, ACH, Wire Transfer, PayPal, Debit Card, Credit Card, or IPAC.

REMITTANCE ADVICE: The remittance advice included on your payment(s) is **crucial** to ensuring the proper posting of your payment. Determine your remittance advice based on your customer type and the associated instructions found on APHIS Remittance Advice Instructions.

Check or Money Order: Make payable to "**USDA APHIS**". Checks drawn from a foreign bank must say "**Payable in US Dollars**." Mail your payment to the lockbox address listed on your bill or refer to the APHIS Lockbox Instructions for additional guidance.

Debit Card, Credit Card, PayPal, or ACH: payments can be made at www.pay.gov.

For step-by-step Pay.gov instructions refer to the Pay.gov Instructions.

Bank ACH: processed through Remittance Express by the Federal Reserve Bank of Richmond.

You will need the following information to remit a payment via ACH, if not using pay.gov:
ABA: 051036706
Name on Account: USDA, MRP, APHIS
Account Number: 540021

Wire Transfers: processed through the Federal Reserve Bank of New York.

You will need the following information to remit a payment via Wire Transfer:
ABA: 021030004
Name on Account: USDA, APHIS
Account Number: 12403400

DO NOT USE THE BANK SWIFT CODE for any Wire Transfers.
This may cause your payment to be rejected.

International Wire Transfers: must be sent through a US correspondent bank (i.e. third party or intermediary bank) before going to the Federal Reserve Bank of New York. The US correspondent bank information should be in **bold**.

IPAC: direct payment processing for federal agencies through US Treasury.

You will need the following information to remit a payment via IPAC:
APHIS ALC: 12403400

Note: *Any fees associated with the financial transaction chosen (ie bank funds transfer, credit card, etc) are the responsibility of the remitter. Please check with your financial institution for fee considerations.*

Questions: *Contact the ABS Helpline for any assistance in making a payment to the USDA APHIS either by phone at 612-336-3400 or 877-777-2128 or by email at ABShelpline@usda.gov.*

USDA APHIS, Wildlife Services

Remittance Advice Instructions

The procedures below are for remittance advice for payments to the USDA APHIS.

Remittance Advice: The following information must be included on your payment(s) and is ***crucial*** to ensuring the proper posting of your payment. Determine your remittance advice based on your customer type below.

Wildlife Services Remittance Advice by Customer Type:

- **WS Advance** (Down Payment)
  - **WBS Element (**ex. "AP.RA.xxxx.xx.xxxx")
- **WS Reimbursable** (non-OTC Accounts)
  - **Bill Number <u>only</u>**, if a bill exists (ex. "BD 300000789")
- **WS Reimbursable – OTC Accounts**
  - **Customer Number** (ex. "Cust No. 3361234")

Customer Types:

Wildlife Services (WS) Customer Payments

Advance Payments – agreement includes payments in advance of services received.

Reimbursable Payments – agreement includes payment after services are received.

Over the Counter (OTC) Payments – may include, but not limited to the following:

- customer is paying at the time of service,
- often small dollar amounts, and/or
- one-time transactions.

Questions: *Contact the ABS Helpline for any assistance in making a payment to the USDA APHIS either by phone at 612-336-3400 or 877-777-2128 or by email at ABShelpline@usda.gov.*

USDA APHIS Lockbox Instructions

The procedures below are for mailing in payments to the USDA APHIS via check or money order. USDA APHIS uses commercial bank lockboxes to route and post incoming payments.

What is a Lockbox? A service offered by banks to companies in which the company receives payments by mail to a post office box and the bank picks up the payments, deposits them into the company's account, and notifies the company of the deposits.

Make checks or money orders payable to "**USDA APHIS**." Checks drawn from a foreign bank must say "**Payable in US Dollars**". Mail your payment to the lockbox address listed on your bill or form or refer to the below instructions for additional guidance.

Remittance Advice: The remittance advice included on your payment(s) is ***crucial*** to ensuring the proper posting of your payment. Determine your remittance advice based on your customer type and the associated instructions found on APHIS Remittance Advice Instructions.

****CAUTION****

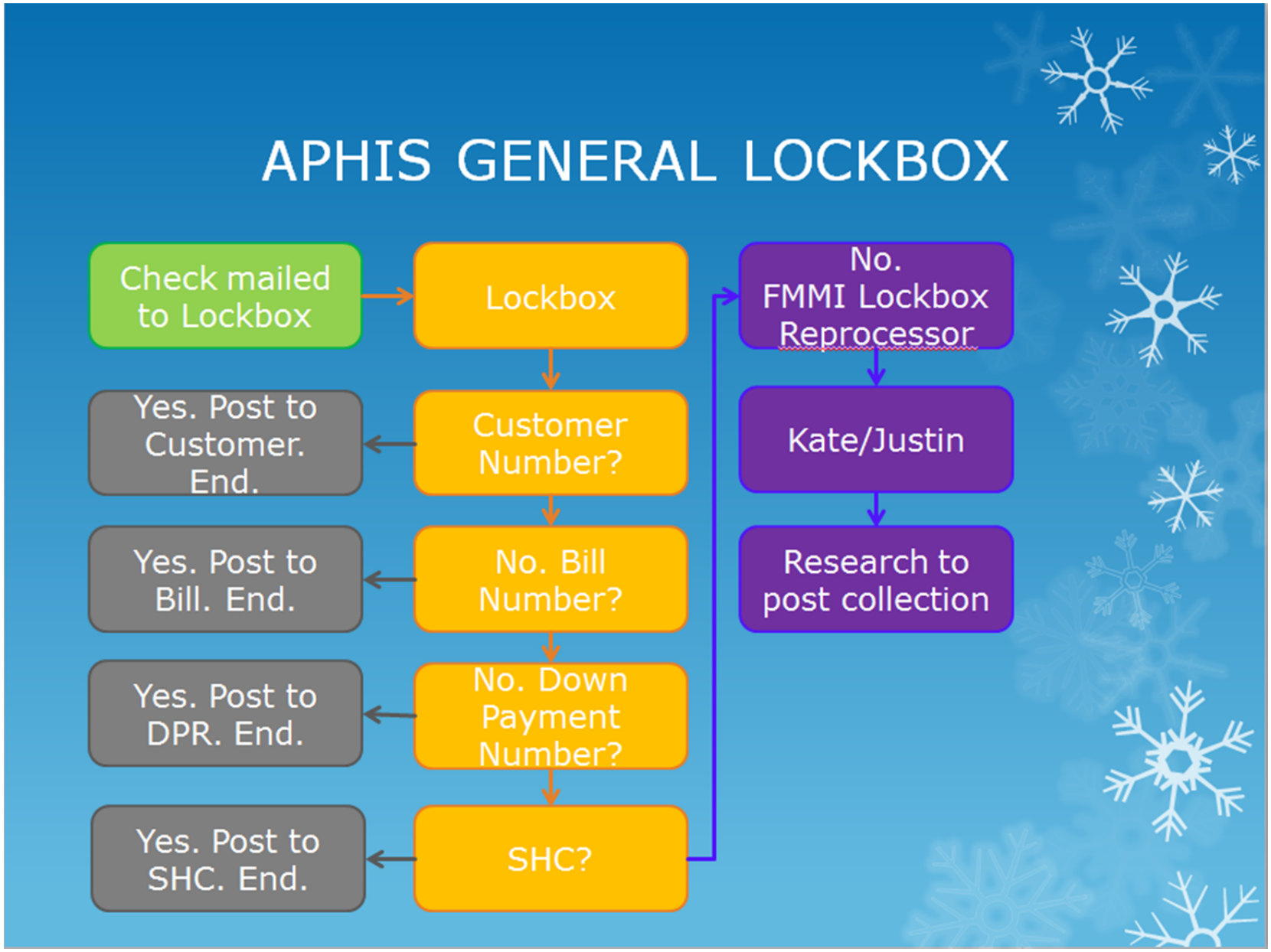
APHIS General Lockbox and Collections Sort (in order)

- Customer Account Number/ Billing Document Number
- Down Payment
- COD/ SHC
- Unidentified

Link to Lockbox Addresses:
USDA APHIS Collection Types and Where To Send Them (Lockbox Addresses)

Questions: *Contact the ABS Helpline for any assistance in making a payment to the USDA APHIS either by phone at 612-336-3400 or 877-777-2128 or by email at ABShelpline@usda.gov.*

APHIS General Lockbox Process Flowchart



USDA APHIS Wildlife Services

PAY.GOV Instructions

Purpose

Pay.gov is a collection tool for federal agencies to collect via credit card, debit card, PayPal, or ACH. Please note that these collections may be entered directly into pay.gov either by internal staff or by external customers.

Considerations

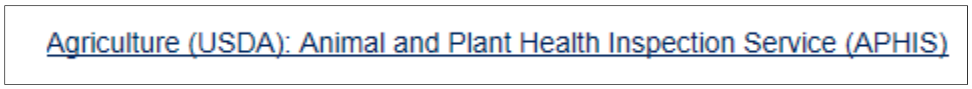
- These instructions were specifically tailored to meet the needs of Wildlife Services customers.

Instructions

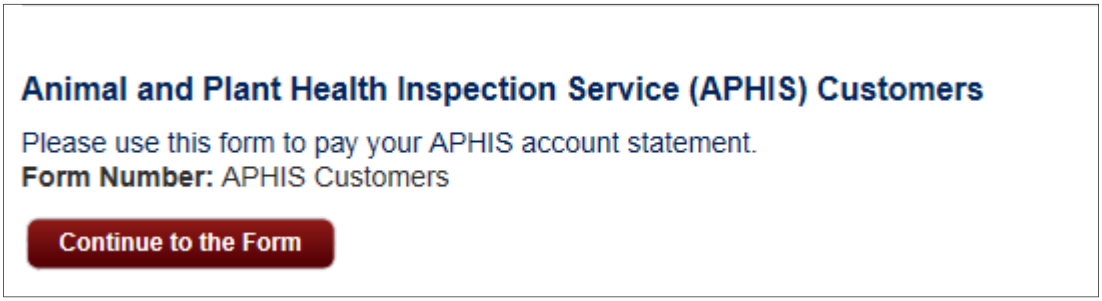
STEP 1: Go to www.pay.gov

STEP 2: Click on **FIND AN AGENCY**

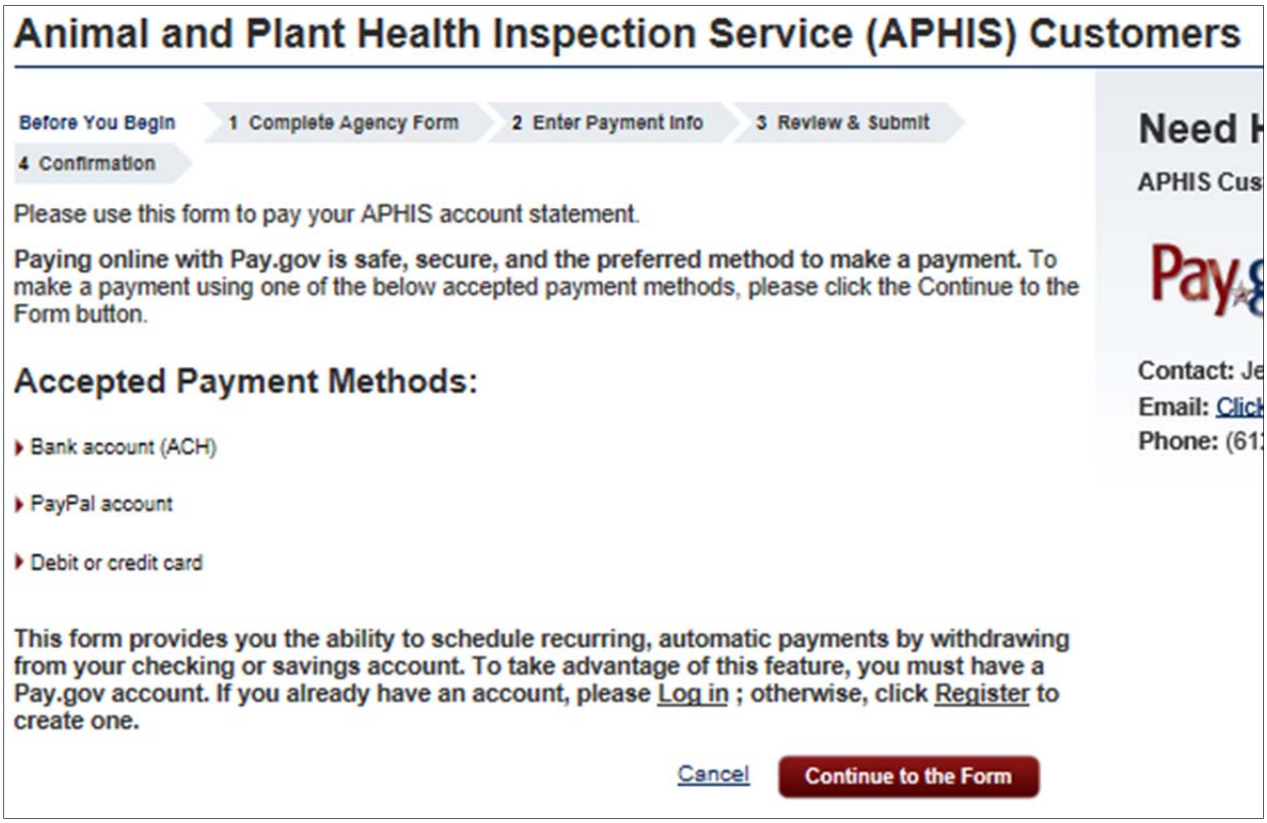
STEP 3: Click on "**Agriculture (USDA): Animal and Plant Health Inspection Service (APHIS)**"



STEP 4: Under Animal and Plant Health Inspection Service (APHIS) Customers, click on "**Continue to the Form**"

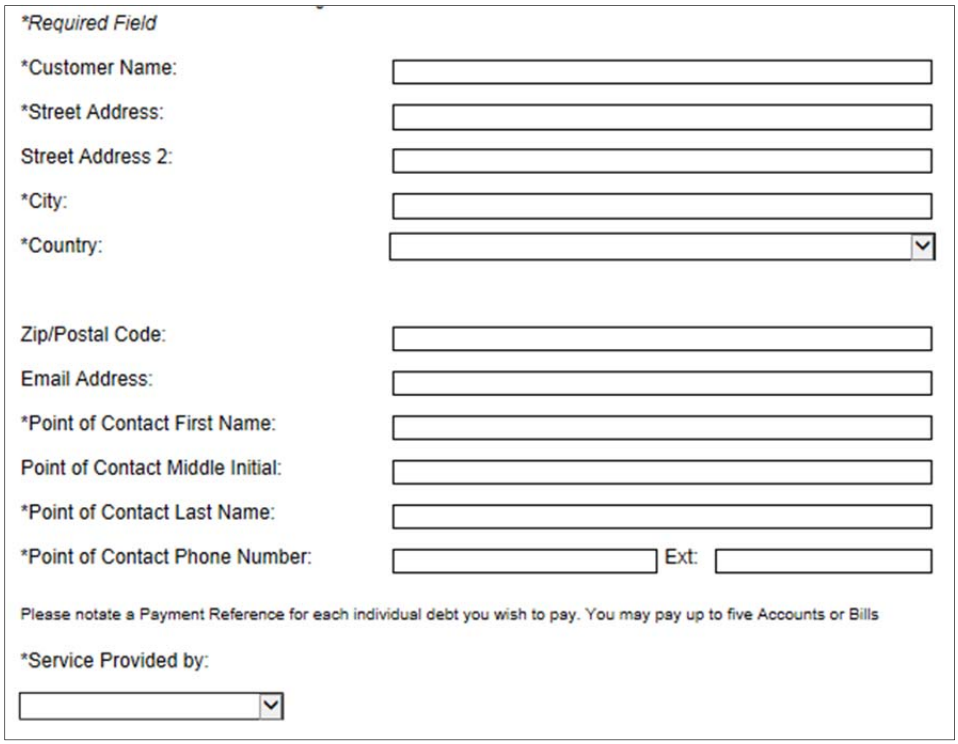


STEP 5: Click on "Continue to the Form"



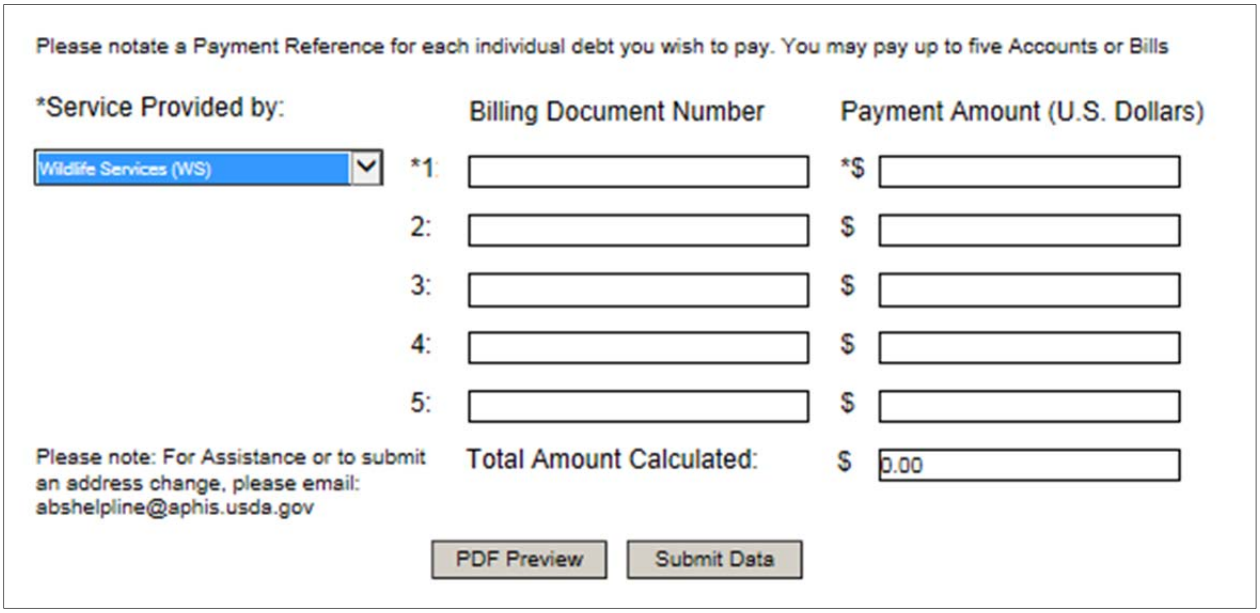
STEP 6: Fill out the Required Fields.

At the bottom of the form you will see a question for "Service Provided By", click on the drop-down box to get the menu and choose the Program for which you are paying, in this case **WILDLIFE SERVICES**.



STEP 7: Enter your Billing Document Number(s) and Amount(s).

For non-billed customers (i.e. OTC Sales), enter your Customer Account Number (7-digit number) and the Amount you are paying. If the Customer Account Number is not known, enter something like "Wildlife Services-Nebraska" or the state you are doing business with for us to be able to research the payment.

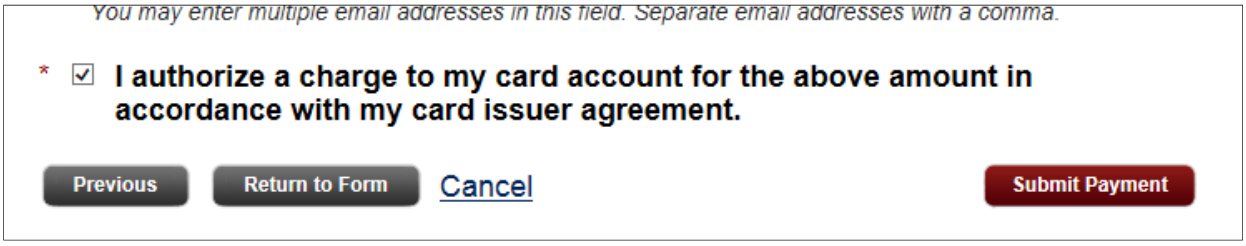


STEP 8: Click on "**Submit Data**"

STEP 9: Choose the type of payment method you would like to use and click on "**Next**"

STEP 10: Enter all of the required payment information for the payment method chosen and click on "**Review and Submit Payment**"

STEP 11: Review the payment information. If all information is correct, put a check in the box next to the authorizing statement and click on "**Submit Payment**"



STEP 12: Either print or save a copy of the payment confirmation for your records. This payment confirmation will be emailed to each email address submitted with the payment as well.

USDA APHIS
Wildlife Services

DOWN PAYMENT REQUEST

Date:

Amount Requested: $

WBS Element:

BP:

Down Payment Request Number:

Agreement Number:

In accordance with your agreement with the USDA, APHIS, Wildlife Services, we are required to collect funds prior to performing services.

Please remit your payment along with a copy of this form to the address below, referencing the above WBS Element:

USDA, APHIS, General
PO Box 979043
St Louis, MO 63197-9000

If you have any questions regarding this request, please contact your APHIS, Wildlife Services office.

APHIS Form 94 Instructions

Record of Public Funds Received is a form APHIS uses to submit money collected by APHIS employees. Many APHIS employees, by virtue of their official capacity, will receive funds due to APHIS. These funds need to be documented on an APHIS Form 94 when a payment is sent in with no other posting information. The purpose of this form is to ensure proper and timely posting of collections.

Following are instructions for preparing the APHIS From 94.

All Checks: must be made payable to "**USDA APHIS**."

Foreign Checks: checks drawn from a foreign bank must say "**Payable in US Dollars**."

Cash: Do not send cash. If cash is collected, obtain a money order from a financial institution. **Do not** convert the cash to a personal check. **Do not** take the cost of the money order from the cash received. If necessary, use personal funds for the cost of purchasing the money order and claim reimbursement on an SF-1164, Claim for Reimbursement for Expenditures on Official Business.

Do Not Hold Collections: Forward funds collected on behalf of APHIS along with the original APHIS Form 94 to the address listed on the form in accordance with the following regulations. In general, **send in checks by Thursday of each week, regardless of the amount accumulated, and on the day(s) when collections reach or exceed $5,000 total**. Regulations for collecting funds on behalf of the federal government can be found at *Treasury Financial Manual, Volume I, Part 5, Chapter 2000- Depositing Domestic Checks and Cash Received in Over the Counter (OTC) Collections, Section 2055- Frequency of Deposits* and *31 U.S. Code § 3302 - Custodians of money*.

Notification of Receipt of Collection: Retain a copy of the APHIS Form 94 until you receive a receipted copy back from MRPBS collections staff. MPRBS collection staff will return a copy of the APHIS Form 94 to the sender acknowledging receipt of the collection. The receipted copy is for your records.

APHIS Form 94, Completion Instructions

1. **Transmitted Number –** Used by the submitting office at their discretion.
2. **Date Forwarding –** Enter date the APHIS Form 94 is being submitted.
3. **To –** This is pre-populated with the correct remittance address for miscellaneous collections.
4. **From –** Enter name and address including zip code of the submitting office.
5. **Date Received –** Enter the date the money was received.
6. **For MRPBS-ASD use only –** Leave this blank.
7. **Amount** – Enter amount of the money received for each transaction.
8. **Remitter –** Enter the name of the remitter.
9. **Purpose/Accounting Code –** Enter the remittance advice following APHIS Remittance Advice Instructions.
10. **Total Amount Sent –** Enter total of all the dollar amounts on the APHIS From 94.
11. **Sent By – Printed name and signature** of the person submitting the APHIS Form 94.
12. **Title –** Enter the title of the person sending the APHIS Form 94.
13. **Amount –** Leave blank.
14. **Received By –** Leave blank.
15. **Date –** Leave blank.
16. **Title –** Leave blank.

APHIS 94 Form

RECORD OF PUBLIC FUNDS RECEIVED

USDA-APHIS

1. TRANSMITTAL NO.

INSTRUCTIONS: See reverse side. For detailed instruction, refer to the APHIS Budget and Accounting Manual.

2. DATE FORWARDED

3. TO

USDA, APHIS
P.O. Box 979043
St. Louis, MO 63197-9000

4. FROM

5. DATE RECEIVED	6. FOR MRPBS-ASD USE ONLY	7. AMOUNT	8. REMITTER	9. PURPOSE/ACCOUNTING CODE
		$		
10. TOTAL AMOUNT SENT				

RECEIVED
(Return copy to sender in Item 4 above)

11. SENT BY *(Signature)*	13. AMOUNT $	14. RECEIVED BY *(Signature)*
12. TITLE	15. DATE	16. TITLE

APHIS FORM 94 (JUN 2006) ☐ PART 1 - USDA-APHIS ☐ PART 2 - USDA-APHIS (FOR RECEIPT AND RETURN) ☐ PART 3 RETAIN UNTIL RECEIPTED COPY RETURNED

Collections Reports

Daily Collections Report

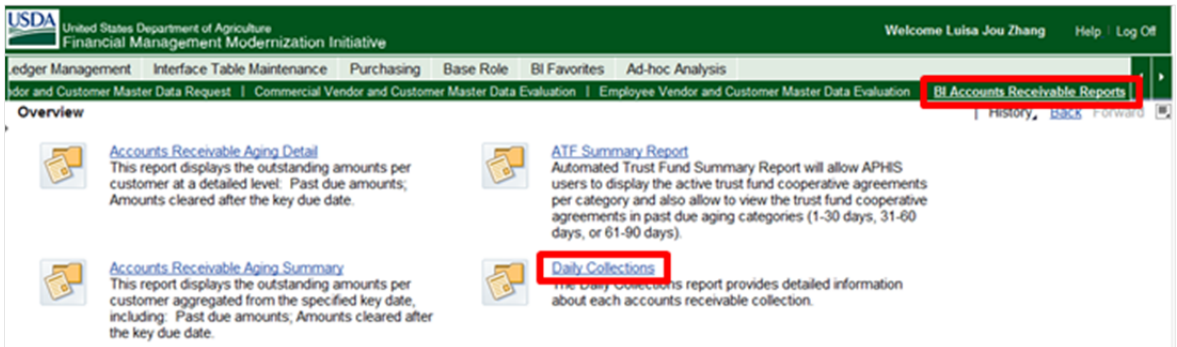
Purpose
The Daily Collections Report provides detailed information about each collection. This report will display all accounting documents for Customer and Non-Customer collections. The report is highly customizable to limit or expand the data you wish to see.

Considerations
- These instructions have been tailored for Wildlife Services to view their Sales Order collections.

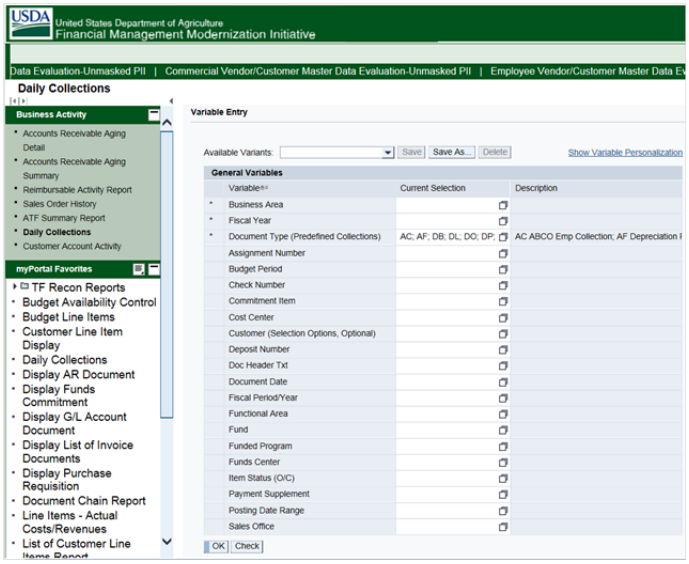
Report Type
BI

FMMI Role
Accounts Receivable, BI Reporter

Instructions
STEP 1: Go to **Accounts Receivable** > **BI Accounts Receivable Reports** > **Daily Collections**

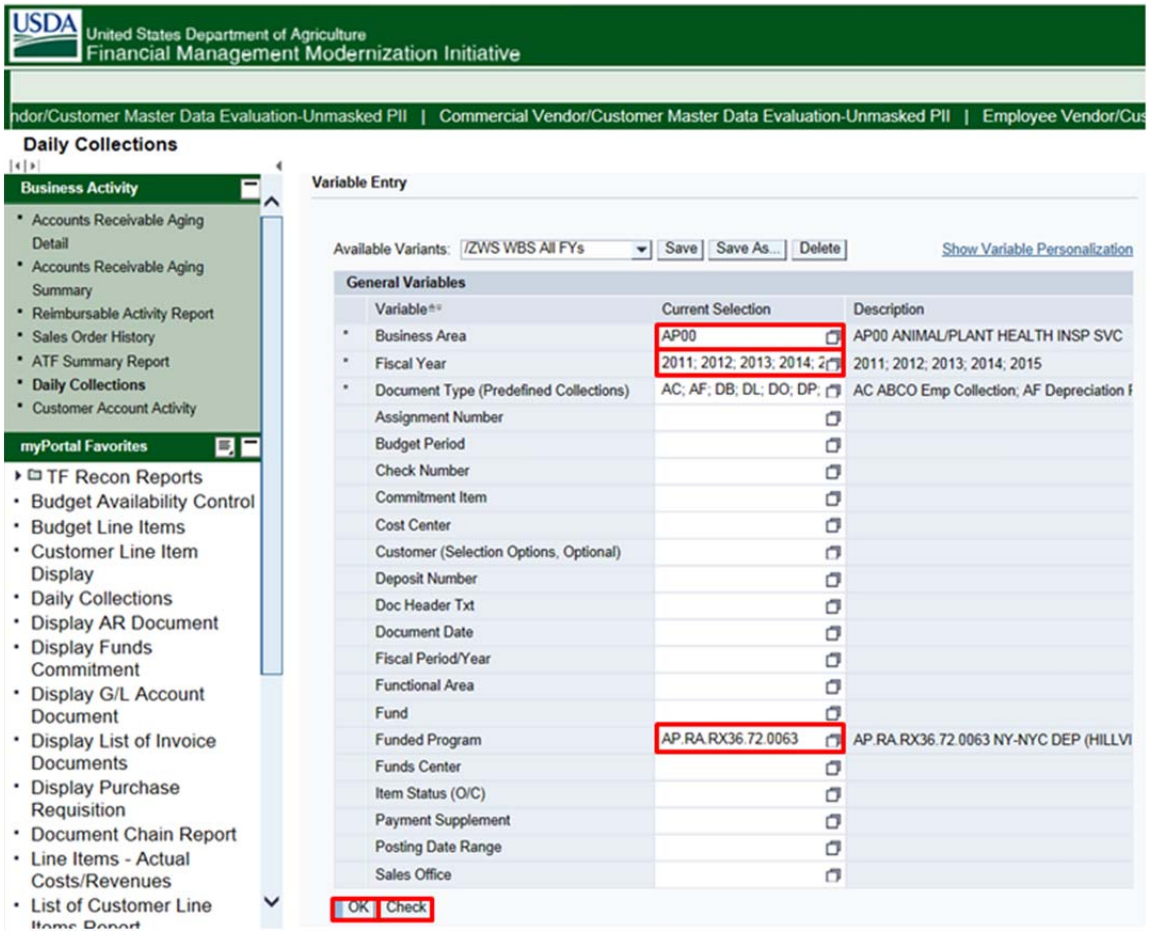


STEP 2: Variable entry screen for report will appear. Enter the desired parameters to execute the report.



STEP 3: To run by Funded Program (WBS Element), enter the following data:

a. Document Type = pre-filled (do not change unless you are certain of the exact doc type you need)
b. Business Area = i.e. AP00 (APHIS)
c. Fiscal Year = i.e. 2011; 2012; 2013; 2014; 2015
d. Funded Program = i.e. AP.RA.RX36.72.0072
e. Optional: click **Check** and if search criteria was entered correctly, a description will appear in the Description column
f. Note: If you know more specific data, you may use any of the other fields as well, (i.e. Check Number or Posting Date Range).
g. Click **OK** to run the report



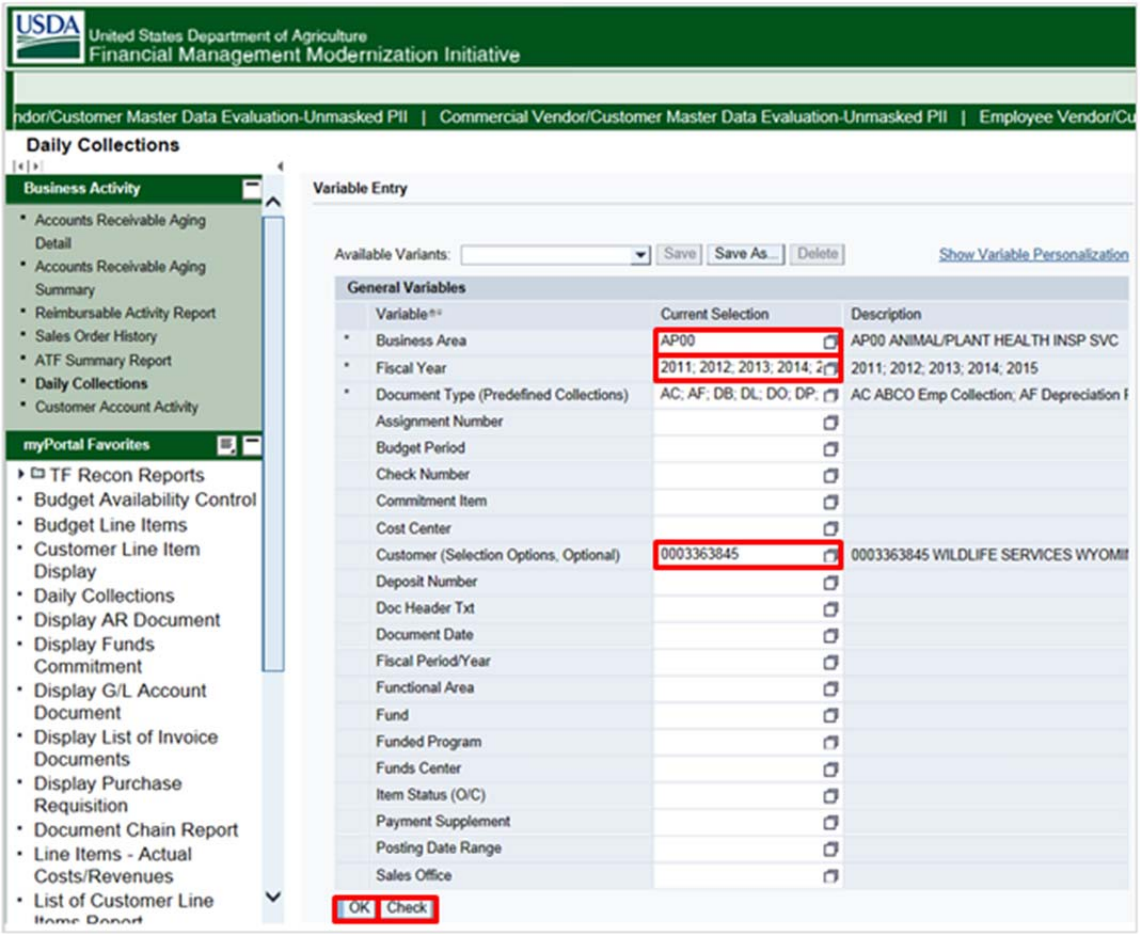
STEP 4: The Report will generate and the layout can be modified to display as shown below, or to your preference

Analysis Area

											Funded program	USDA/AP.RA.RX36.72.0063
												Debit/Credit Amount
Budget period	Fund	Deposit Number	Document Header	Customer		Document Date	Posting Date	Created By	G/L Account			$
11XX	USDA/AP001600AR	020039	533778	0006013595	CITY OF NEW YORK	11/02/2011	04/05/2012	Not assigned	USGL/1310900000	AR-SD RECON		-2,869.06
				#	Not assigned	11/02/2011	04/05/2012	F0002998	USGL/1010230000	FBWT-COL 2/3		2,869.06
		280029	541308	0006013595	CITY OF NEW YORK	12/28/2011	12/28/2011	Not assigned	USGL/1310900000	AR-SD RECON		-1,609.64
				#	Not assigned	12/28/2011	12/28/2011	F0002998	USGL/1010230000	FBWT-COL 2/3		1,609.64
		Result										0.00
14XX	USDA/AP001600AR	160055	CITY OF NEW YORK	0006013595	CITY OF NEW YORK	04/16/2014	04/16/2014	Not assigned	USGL/1310900000	AR-SD RECON		-145.76
				#	Not assigned	04/16/2014	04/16/2014	F0005137	USGL/1010230000	FBWT-COL 2/3		145.76
		#	#	0006013595	CITY OF NEW YORK	04/21/2014	04/21/2014	Not assigned	USGL/1310900000	AR-SD RECON		0.00
		Result										0.00

STEP 5: To run by Customer Number, enter the following data:

h. Document Type = pre-filled (do not change unless you are certain of the exact doc type you need)
i. Business Area = i.e. AP00 (APHIS)
j. Fiscal Year = i.e. 2011; 2012; 2013; 2014; 2015
k. Customer Number = i.e. 0003363845
l. Click **OK** to run the report



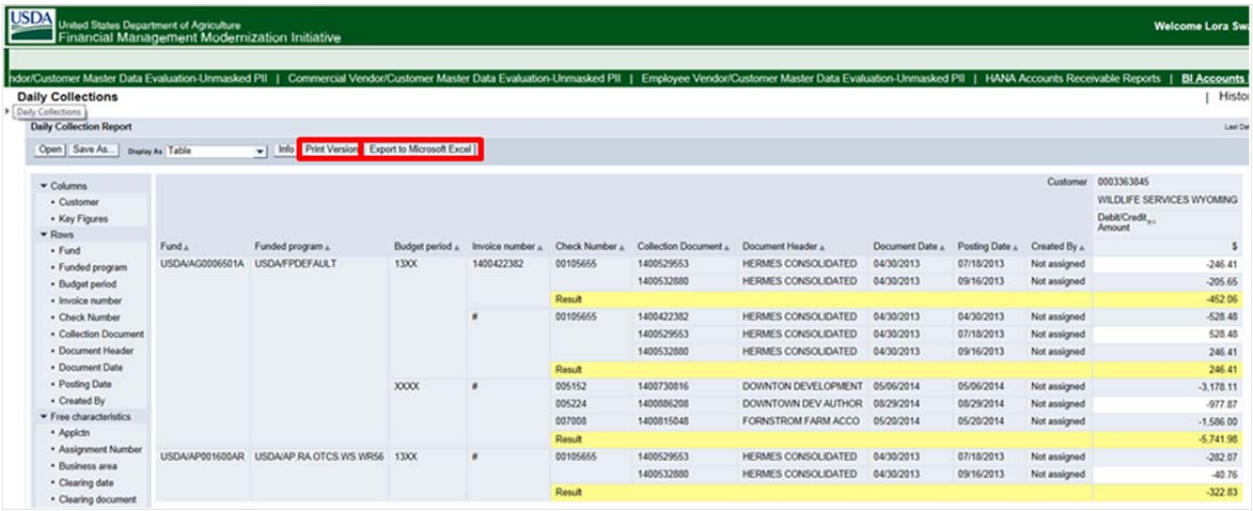
STEP 6: The Report will generate and the layout can be modified to display as shown below, or to your preference

									Customer	0003363845
										WILDLIFE SERVICES WYOMING
Fund	Funded program	Budget period	Check Number	Collection Document	Document Header	Document Date	Posting Date	Created By		Debit/Credit Amount
										$
USDA/AG0006501A	USDA/FPDEFAULT	13XX	00105655	1400422382	HERMES CONSOLIDATED	04/30/2013	04/30/2013	Not assigned		-528.48
				1400529553	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned		282.07
				1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned		40.76
			Result							-205.65
		XXXX	005152	1400730816	DOWNTON DEVELOPMENT	05/06/2014	05/06/2014	Not assigned		-3,178.11
			005224	1400886208	DOWNTOWN DEV AUTHOR	08/29/2014	08/29/2014	Not assigned		-977.87
			007008	1400815048	FORNSTROM FARM ACCO	05/20/2014	05/20/2014	Not assigned		-1,586.00
			Result							-5,741.98
USDA/AP001600AR	USDA/AP.RA.OTCS.WS.WR56	13XX	00105655	1400529553	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned		-282.07
				1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned		-40.76
			Result							-322.83

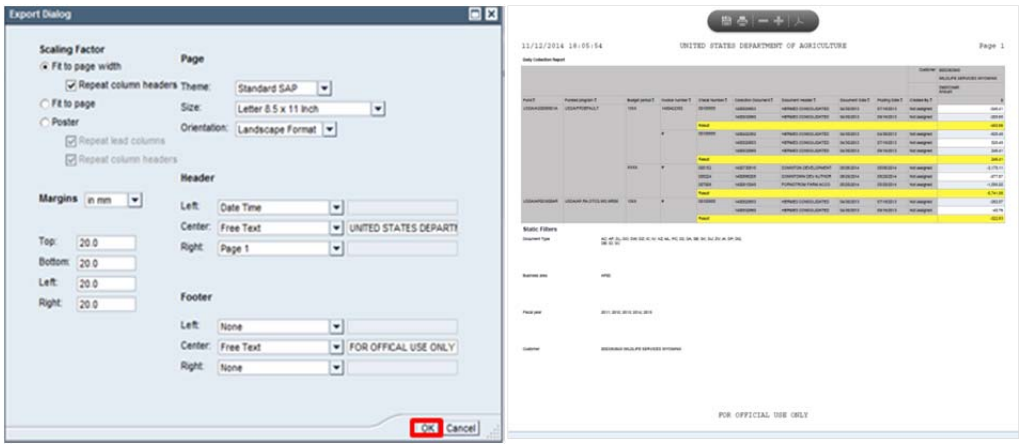
STEP 7: Commonly used additional features:

m. Create/Save Variant
n. Filter
o. Drag and Drop
p. Save As/Open (Layout)

STEP 8: To print PDF the report click **Print Version** and go to step 9 OR to export to Excel, click **Export** to Microsoft Excel and go to step 10.

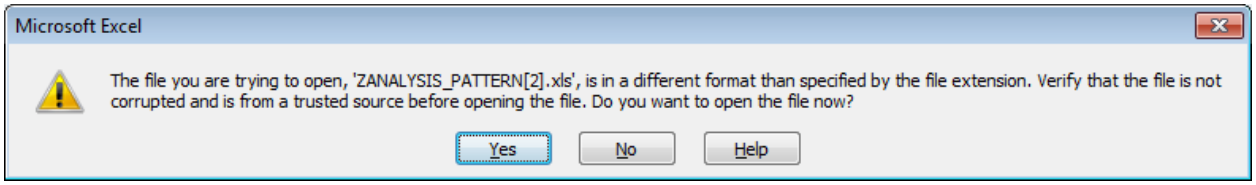


STEP 9: After **Print Version** is clicked, the following box will appear; Click **OK** and a PDF version will be available to print or save.

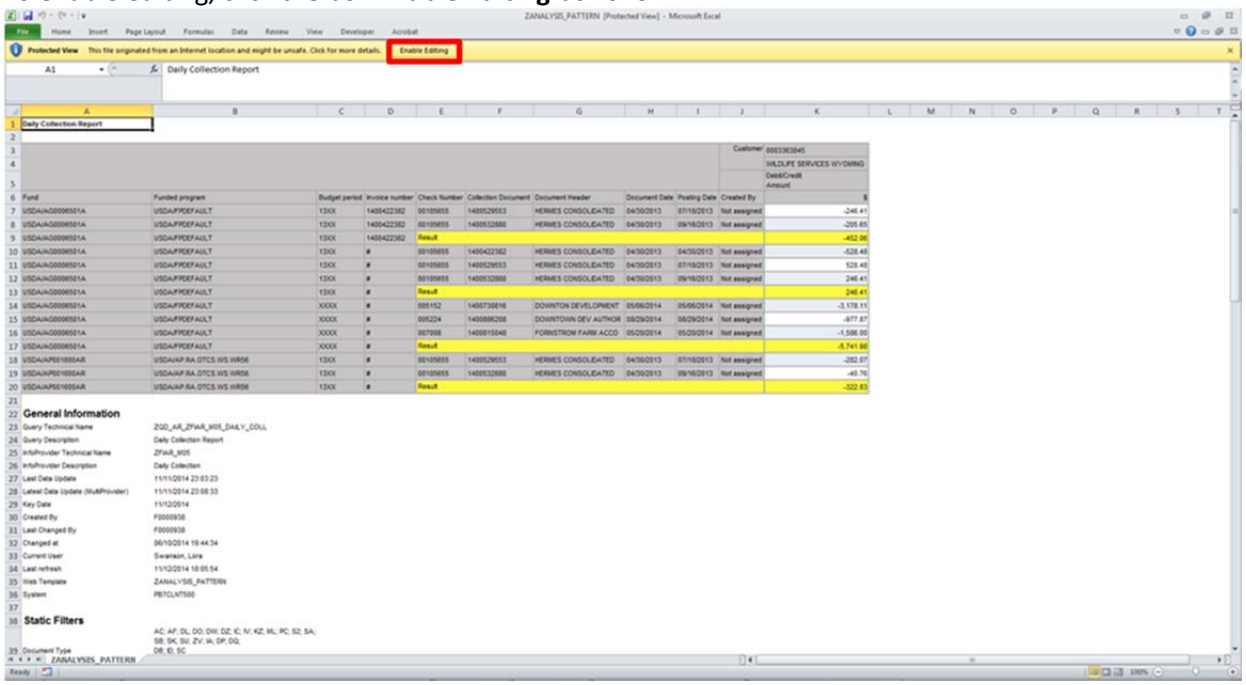


STEP 10: After **Export to Excel** is clicked, the following box will appear, Click Open

The following security message will appear, click **Yes** and the report will automatically open in Microsoft Excel



To enable editing, click the box **Enable Editing** box shown



GL Accounts

The following GL Accounts are used in the Daily Collection Report:

GL ACCOUNT	GL NAME	GL DESCRIPTION
1010230000	Fund Balance With Treasury (FBWT-COL Section 3/2)	The aggregate amount of funds on deposit with the U.S. Department of the Treasury, excluding seized cash deposited
1010330000	Fund Balance With Treasury (FBWT-COL Section 3/3)	The aggregate amount of funds on deposit with the U.S. Department of the Treasury, excluding seized cash deposited
1310000000	Accounts Receivable	The amount due from others when the right to receive funds accrues. This may result from the performance of services, the delivery of goods, or court-ordered assessment. This account does not close at yearend. **(Non Customer)**
1310900000	Accounts Receivable SD Recon	**Customer** related Accounts Receivable
1340000000	Interest Receivable	The amount of accrued interest receivable not otherwise identified. This account does not close at yearend. **(Non Customer)**
1340900000	Interest Receivable Reco	**Customer** related Interest Receivable
1360000000	Penalties and Fines Receivable	The amount of penalties and fines on receivables that is not otherwise identified. This account does not close at yearend. **(Non Customer)**
1360900000	Penalties and Fines	**Customer** related Penalties and Fines
1370000000	Administrative Fees Receivable	The amount of administrative fees receivable that is not otherwise identified. This account does not close at yearend. **(Non Customer)**
1370900000	Administrative Fees Receivable-Other	**Customer** related Administrative Fees Receivable
2310000000	Liability for Advances and Prepayments	The amount of payments received in advance of performance of activities for which revenue has not been earned. This account does not close at yearend.

View a Billing Document

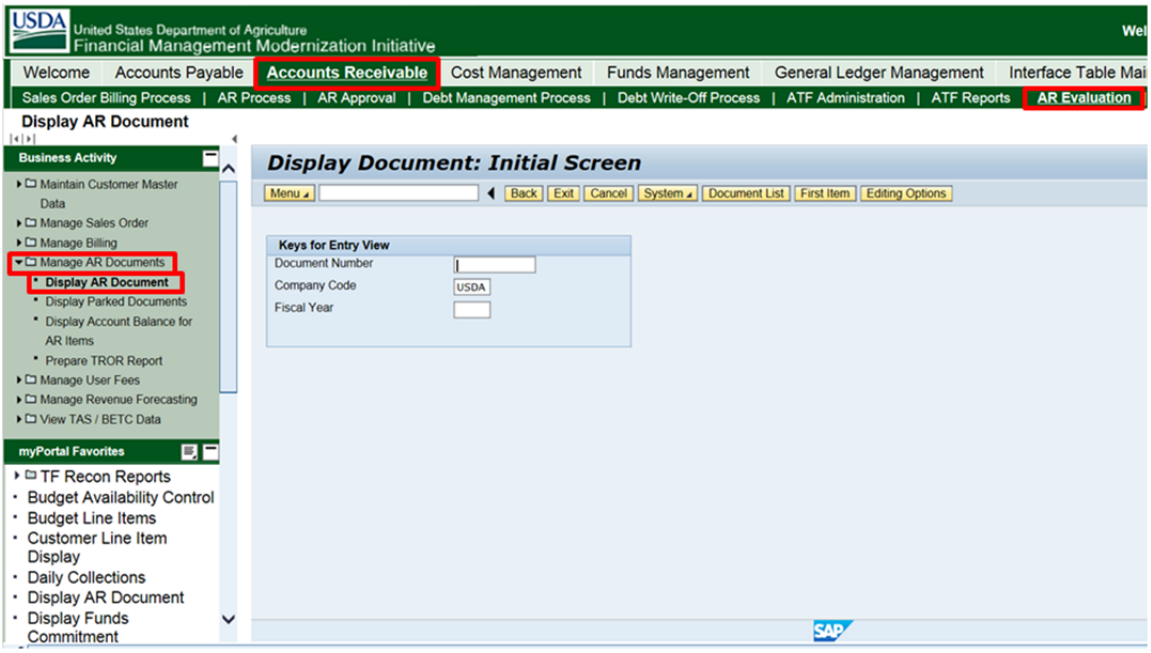
Purpose
Viewing a Billing Document in FMMI provides a process to verify information pertaining to the billing document, including payments (collections) posted to the billing document.

Considerations
- These instructions were specifically tailored to accommodate Wildlife Services billing and payment (collection) verification needs.

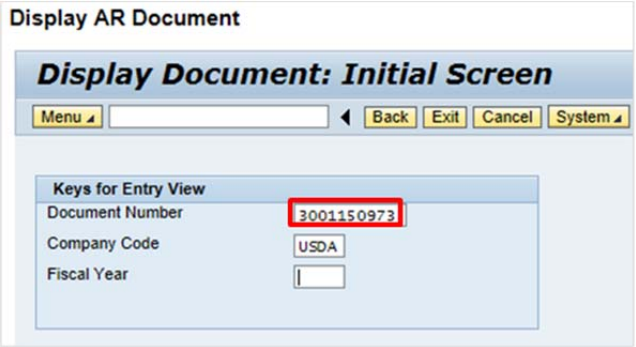
Report Type
NA

FMMI Role
Accounts Receivable, AR Evaluator

Instructions
STEP 1: Go to **Accounts Receivable** > **AR Evaluation** > **Manage AR Documents** > **Display AR Document**

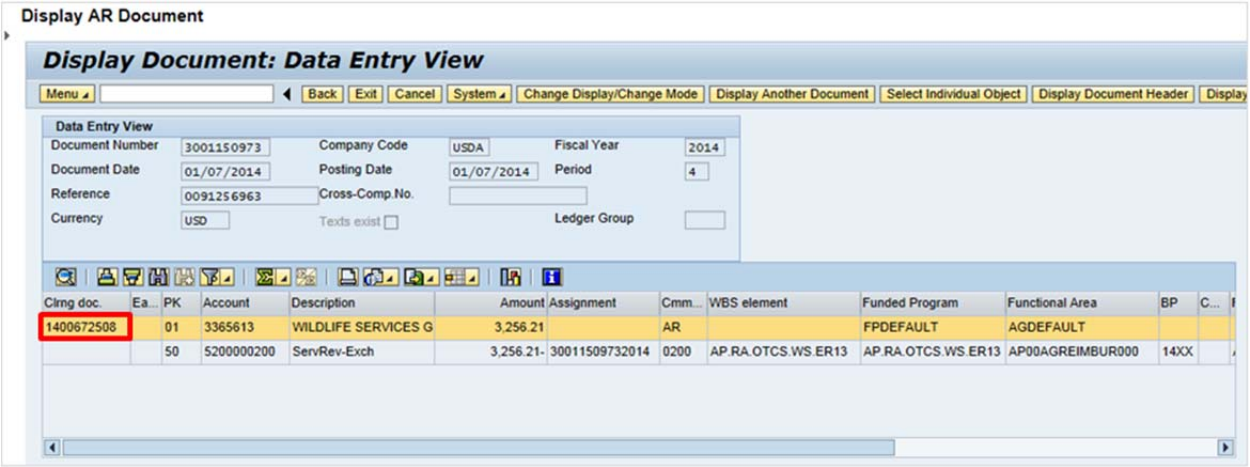


STEP 2: Enter the Bill Number (i.e. 3001150973) in the Document Number field and hit **Enter**.



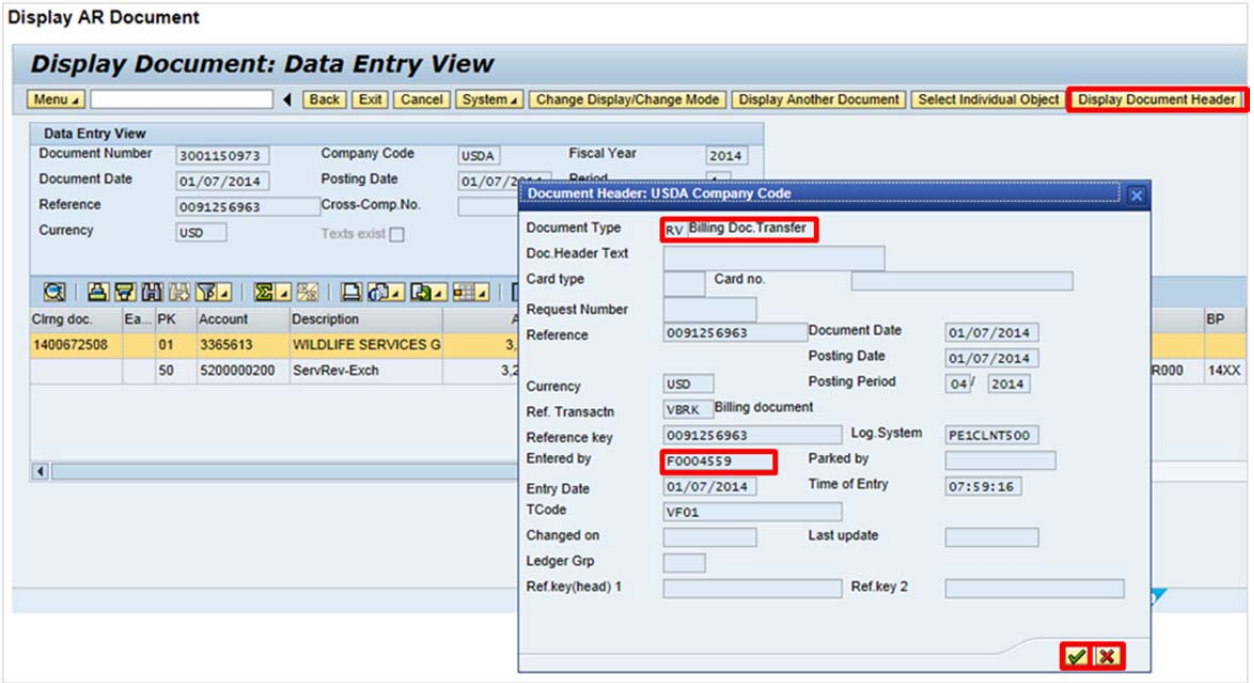
STEP 3: The following screen will appear which shows the billing document.

a. Note the following items:
   i. Clearing document number applied to the bill starts with __ signifies:
      1. 30 = bill was cancelled
      2. 24 = bill was paid with an IPAC payment
      3. 14 = bill was paid with a check, wire, ACH or plastic card



b. Click on Display Document Header to show:
   i. Document Type
   ii. Entered by = FMMI User ID
   iii. Various Dates

c. Click the **green check box** or the **red X** to close this screen



STEP 4: Note the following payment details:

c. Text Field –

iii. Check, Wire, ACH number

Multiple documents or cleared bill later than received = blank or one document number only

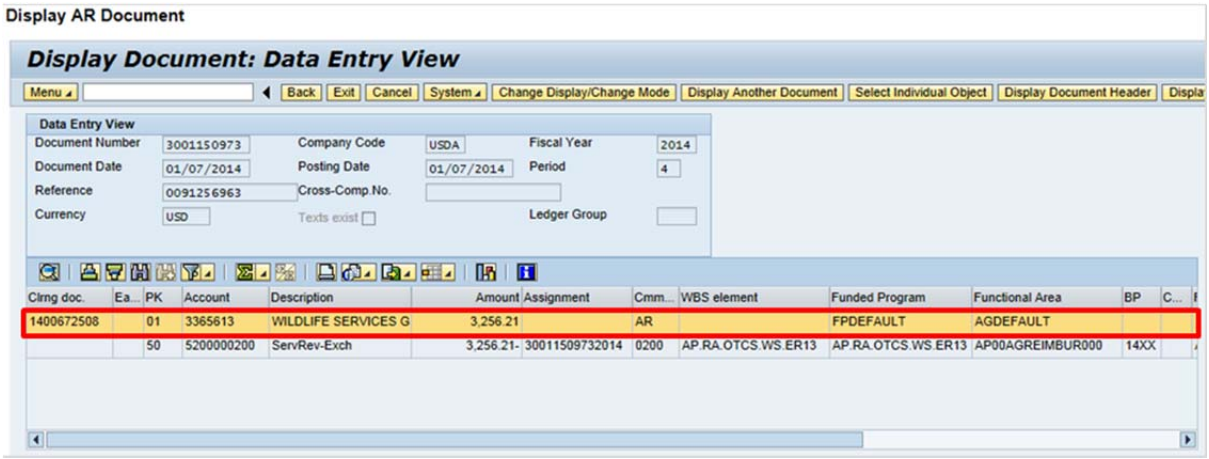
iv. IPAC Document = blank

d. Payment Reference Field –

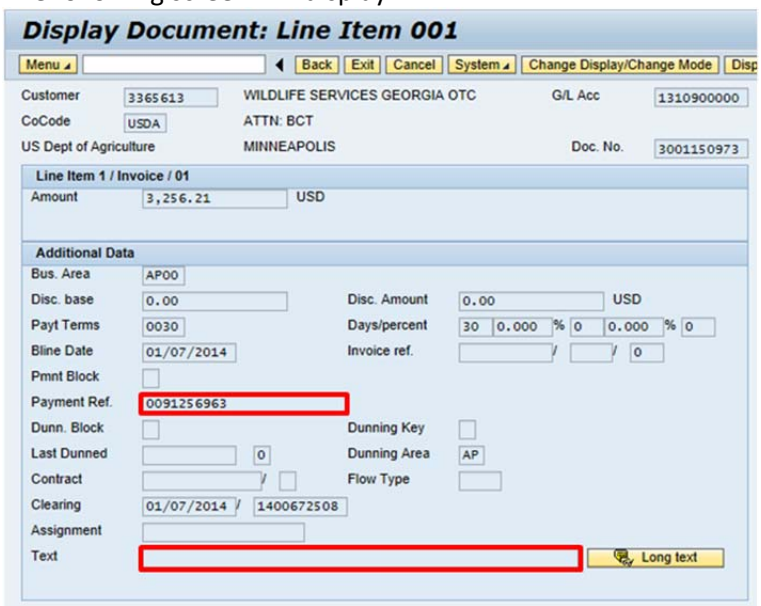
iii. Check , Wire, ACH = the deposit ticket number

iv. IPAC Document = IPAC Document Reference Number (DRN) – used to trace an IPAC payment

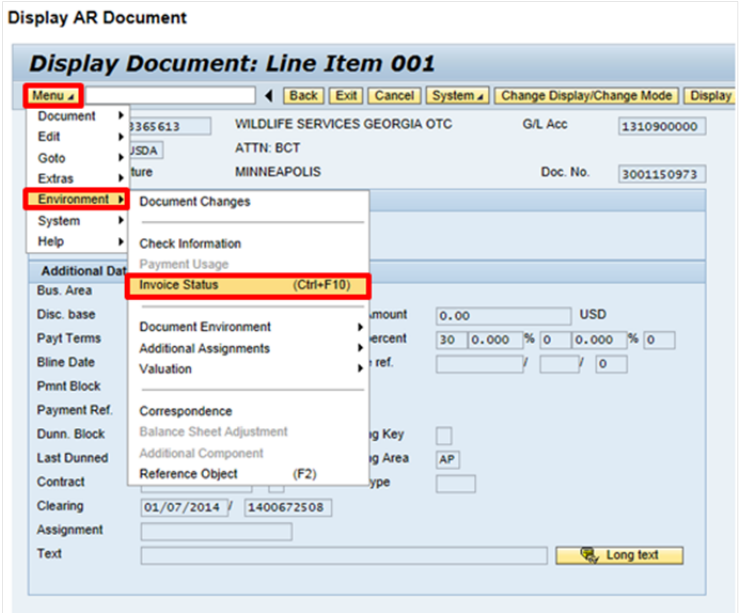
STEP 5: To drill down into billing document , double click anywhere on the top line of the billing document



The following screen will display.

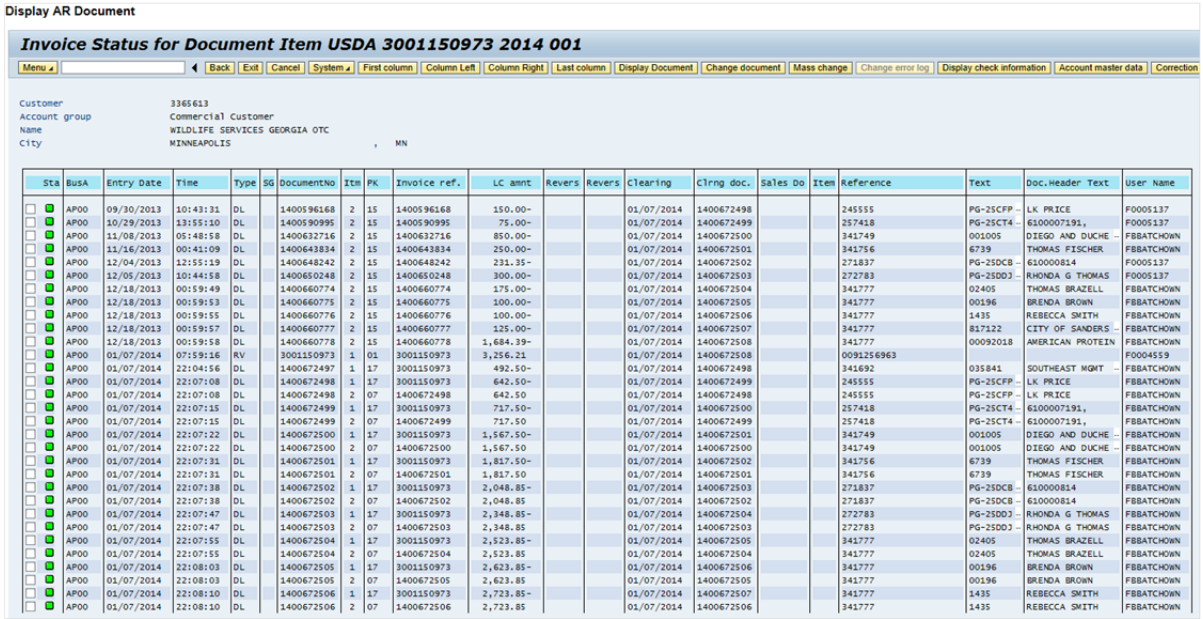


STEP 5: Go to **Menu** > **Environment** > **Invoice Status** and click on **Invoice Status** or press the Control Key and F10 at the same time



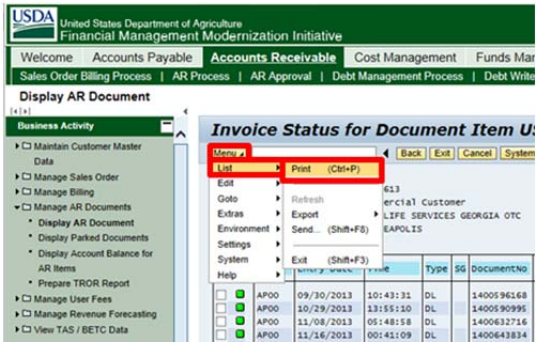
STEP 6: The following screen will appear which lists all the payments (collections) applied to this particular billing document. Note the following items:

a. Green Dots = the bill has been paid in full by the payments applied to it = the bill is fully cleared
b. Red Dots = the bill has not been paid in full by the payments applied to it = the bill is not fully cleared

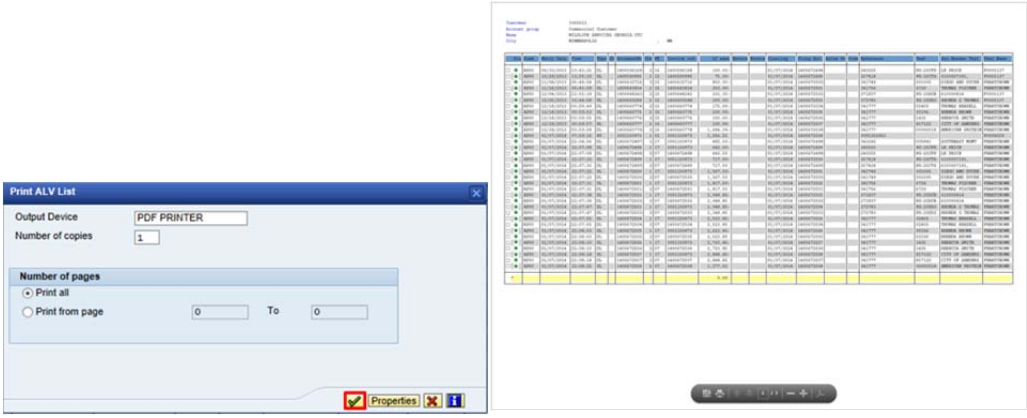


Sta	BusA	Entry Date	Time	Type	SG	DocumentNo	Itm	PK	Invoice ref.	LC amnt	Revers	Revers	Clearing	Clrng doc.	Sales Do	Item	Reference	Text	Doc.Header Text	User Name
	AP00	09/30/2013	10:43:31	DL		1400596168	2	15	1400596168	150.00-			01/07/2014	1400672498			245555	PG-25CFP -	LK PRICE	F0005137
	AP00	10/29/2013	13:55:10	DL		1400590995	2	15	1400590995	75.00-			01/07/2014	1400672499			257418	PG-25CT4 -	6100007191,	F0005137
	AP00	11/08/2013	05:48:58	DL		1400632716	2	15	1400632716	850.00-			01/07/2014	1400672500			341749	001005	DIEGO AND DUCHE -	FBBATCHOWN
	AP00	11/16/2013	00:41:09	DL		1400643834	2	15	1400643834	250.00-			01/07/2014	1400672501			341756	6739	THOMAS FISCHER	FBBATCHOWN
	AP00	12/04/2013	12:55:19	DL		1400648242	2	15	1400648242	231.35-			01/07/2014	1400672502			271837	PG-25DCB -	610000814	F0005137
	AP00	12/05/2013	10:44:58	DL		1400650248	2	15	1400650248	300.00-			01/07/2014	1400672503			272783	PG-25DDJ -	RHONDA G THOMAS	F0005137
	AP00	12/18/2013	00:59:49	DL		1400660774	2	15	1400660774	175.00-			01/07/2014	1400672504			341777	02405	THOMAS BRAZELL	FBBATCHOWN
	AP00	12/18/2013	00:59:53	DL		1400660775	2	15	1400660775	100.00-			01/07/2014	1400672505			341777	00196	BRENDA BROWN	FBBATCHOWN
	AP00	12/18/2013	00:59:55	DL		1400660776	2	15	1400660776	100.00-			01/07/2014	1400672506			341777	1435	REBECCA SMITH	FBBATCHOWN
	AP00	12/18/2013	00:59:57	DL		1400660777	2	15	1400660777	125.00-			01/07/2014	1400672507			341777	817122	CITY OF SANDERS -	FBBATCHOWN
	AP00	12/18/2013	00:59:58	DL		1400660778	2	15	1400660778	1,684.39-			01/07/2014	1400672508			341777	00092018	AMERICAN PROTEIN	FBBATCHOWN
	AP00	01/07/2014	07:59:16	RV		3001150973	1	01	3001150973	3,256.21			01/07/2014	1400672508			0091256963			F0004559
	AP00	01/07/2014	22:04:56	DL		1400672497	1	17	3001150973	492.50-			01/07/2014	1400672498			341692	035841	SOUTHEAST MGMT -	FBBATCHOWN
	AP00	01/07/2014	22:07:08	DL		1400672498	1	17	3001150973	642.50-			01/07/2014	1400672499			245555	PG-25CFP -	LK PRICE	FBBATCHOWN
	AP00	01/07/2014	22:07:08	DL		1400672498	2	07	1400672498	642.50			01/07/2014	1400672498			245555	PG-25CFP -	LK PRICE	FBBATCHOWN
	AP00	01/07/2014	22:07:15	DL		1400672499	1	17	3001150973	717.50-			01/07/2014	1400672500			257418	PG-25CT4 -	6100007191,	FBBATCHOWN
	AP00	01/07/2014	22:07:15	DL		1400672499	2	07	1400672499	717.50			01/07/2014	1400672499			257418	PG-25CT4 -	6100007191,	FBBATCHOWN
	AP00	01/07/2014	22:07:22	DL		1400672500	1	17	3001150973	1,567.50-			01/07/2014	1400672501			341749	001005	DIEGO AND DUCHE -	FBBATCHOWN
	AP00	01/07/2014	22:07:22	DL		1400672500	2	07	1400672500	1,567.50			01/07/2014	1400672500			341749	001005	DIEGO AND DUCHE -	FBBATCHOWN
	AP00	01/07/2014	22:07:31	DL		1400672501	1	17	3001150973	1,817.50-			01/07/2014	1400672502			341756	6739	THOMAS FISCHER	FBBATCHOWN
	AP00	01/07/2014	22:07:31	DL		1400672501	2	07	1400672501	1,817.50			01/07/2014	1400672501			341756	6739	THOMAS FISCHER	FBBATCHOWN
	AP00	01/07/2014	22:07:38	DL		1400672502	1	17	3001150973	2,048.85-			01/07/2014	1400672503			271837	PG-25DCB -	610000814	FBBATCHOWN
	AP00	01/07/2014	22:07:38	DL		1400672502	2	07	1400672502	2,048.85			01/07/2014	1400672502			271837	PG-25DCB -	610000814	FBBATCHOWN
	AP00	01/07/2014	22:07:47	DL		1400672503	1	17	3001150973	2,348.85-			01/07/2014	1400672504			272783	PG-25DDJ -	RHONDA G THOMAS	FBBATCHOWN
	AP00	01/07/2014	22:07:47	DL		1400672503	2	07	1400672503	2,348.85			01/07/2014	1400672503			272783	PG-25DDJ -	RHONDA G THOMAS	FBBATCHOWN
	AP00	01/07/2014	22:07:55	DL		1400672504	1	17	3001150973	2,523.85-			01/07/2014	1400672505			341777	02405	THOMAS BRAZELL	FBBATCHOWN
	AP00	01/07/2014	22:07:55	DL		1400672504	2	07	1400672504	2,523.85			01/07/2014	1400672504			341777	02405	THOMAS BRAZELL	FBBATCHOWN
	AP00	01/07/2014	22:08:03	DL		1400672505	1	17	3001150973	2,623.85-			01/07/2014	1400672506			341777	00196	BRENDA BROWN	FBBATCHOWN
	AP00	01/07/2014	22:08:03	DL		1400672505	2	07	1400672505	2,623.85			01/07/2014	1400672505			341777	00196	BRENDA BROWN	FBBATCHOWN
	AP00	01/07/2014	22:08:10	DL		1400672506	1	17	3001150973	2,723.85-			01/07/2014	1400672507			341777	1435	REBECCA SMITH	FBBATCHOWN
	AP00	01/07/2014	22:08:10	DL		1400672506	2	07	1400672506	2,723.85			01/07/2014	1400672506			341777	1435	REBECCA SMITH	FBBATCHOWN

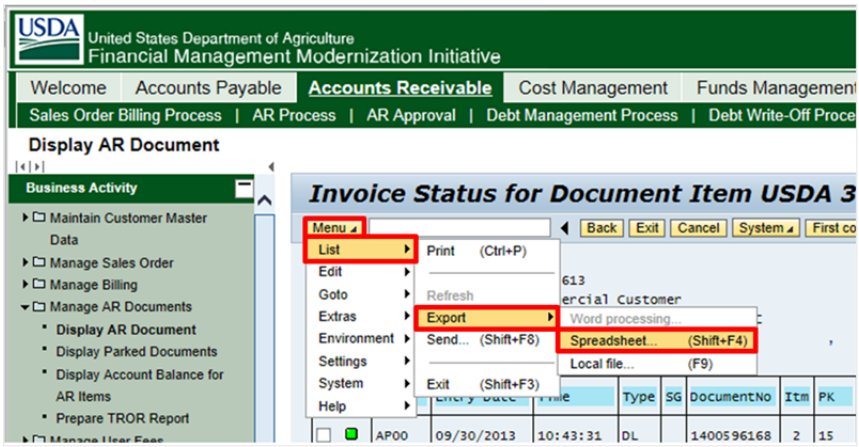
STEP 7: To print this report as PDF click **Menu** > **List** > **Print** and go to step 8 (see step 9 to export to Excel).



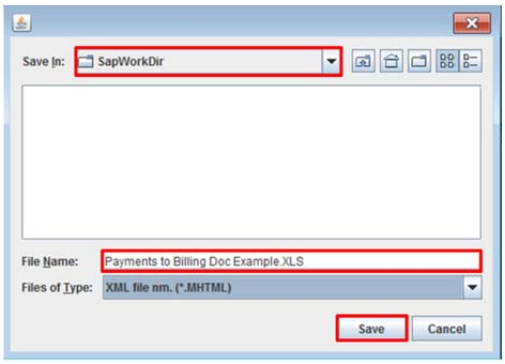
STEP 8: After **Print** is clicked, the following box will appear. Click the **green check** and a PDF version will be available to print or save.



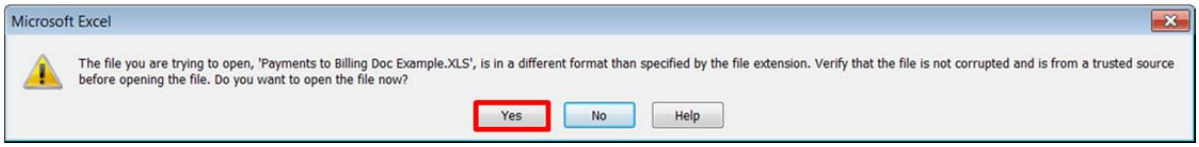
STEP 9: To export to Excel, click **Menu** > **List** > **Export** > **Spreadsheet**



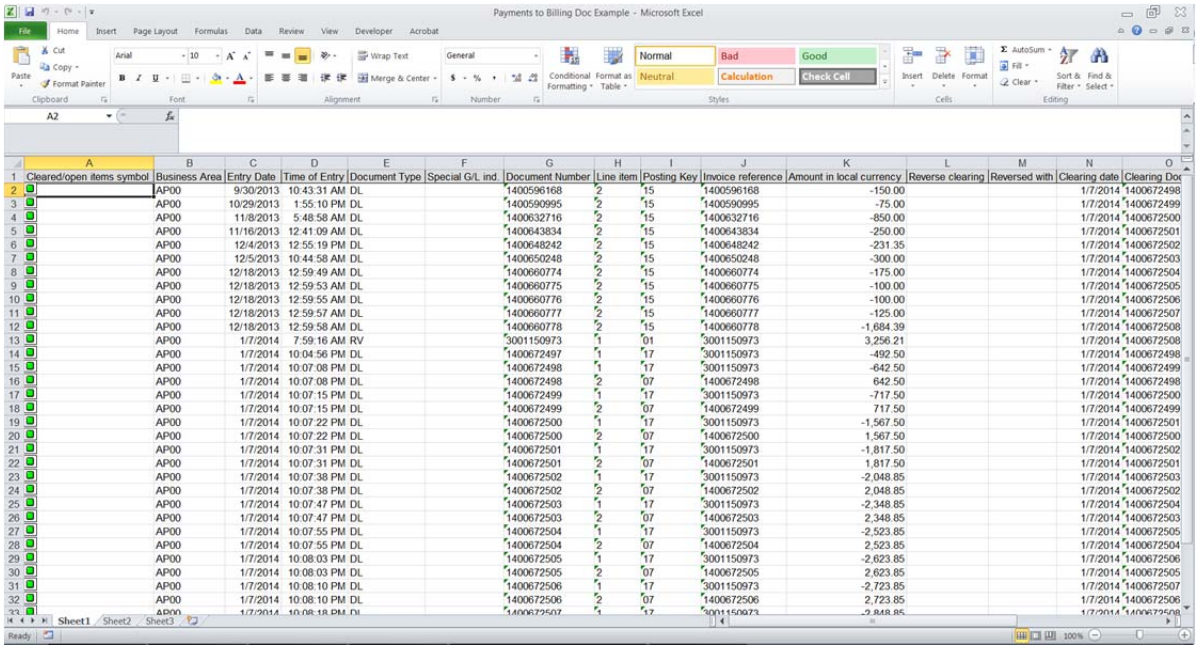
STEP 10: The following box will appear. Enter the path and file name of your choice, and click **Save**.



STEP 11: The following box will appear, click **Yes**.

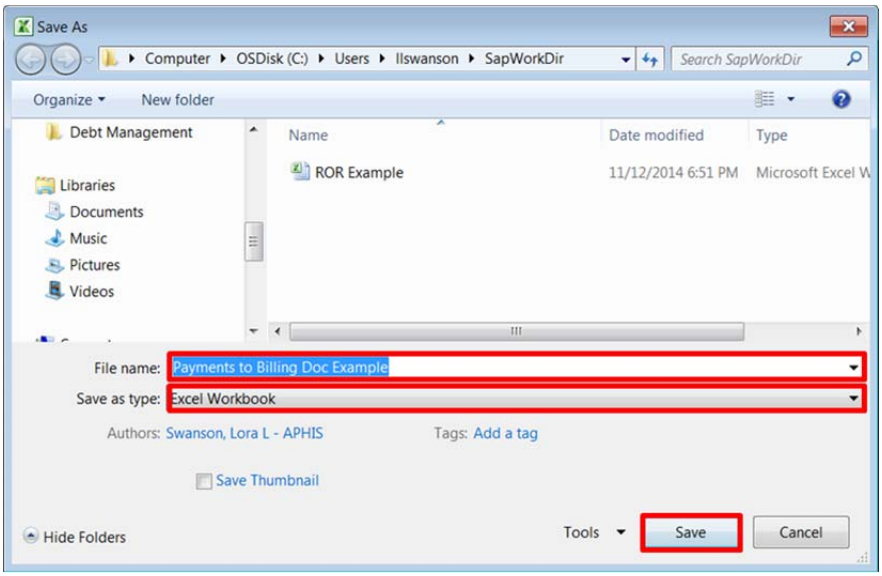


STEP 12: An excel version will be available to sort, print, or save.



Cleared/open items symbol	Business Area	Entry Date	Time of Entry	Document Type	Special G/L ind.	Document Number	Line item	Posting Key	Invoice reference	Amount in local currency	Reverse clearing	Reversed with	Clearing date	Clearing Doc
	AP00	9/30/2013	10:43:31 AM	DL		1400596168	2	15	1400596168	-150.00			1/7/2014	1400672498
	AP00	10/29/2013	1:55:10 PM	DL		1400590995	2	15	1400590995	-75.00			1/7/2014	1400672499
	AP00	11/8/2013	5:48:58 AM	DL		1400632716	2	15	1400632716	-850.00			1/7/2014	1400672500
	AP00	11/16/2013	12:41:09 AM	DL		1400643834	2	15	1400643834	-250.00			1/7/2014	1400672501
	AP00	12/4/2013	12:55:19 PM	DL		1400648242	2	15	1400648242	-231.35			1/7/2014	1400672502
	AP00	12/5/2013	10:44:58 AM	DL		1400650248	2	15	1400650248	-300.00			1/7/2014	1400672503
	AP00	12/18/2013	12:59:49 AM	DL		1400660774	2	15	1400660774	-175.00			1/7/2014	1400672504
	AP00	12/18/2013	12:59:53 AM	DL		1400660775	2	15	1400660775	-100.00			1/7/2014	1400672505
	AP00	12/18/2013	12:59:55 AM	DL		1400660776	2	15	1400660776	-100.00			1/7/2014	1400672506
	AP00	12/18/2013	12:59:57 AM	DL		1400660777	2	15	1400660777	-125.00			1/7/2014	1400672507
	AP00	12/18/2013	12:59:58 AM	DL		1400660778	2	15	1400660778	-1,684.39			1/7/2014	1400672508
	AP00	1/7/2014	7:59:16 AM	RV		3001150973	1	01	3001150973	3,256.21			1/7/2014	1400672508
	AP00	1/7/2014	10:04:56 PM	DL		1400672497	1	17	3001150973	-492.50			1/7/2014	1400672498
	AP00	1/7/2014	10:07:08 PM	DL		1400672498	1	17	3001150973	-642.50			1/7/2014	1400672499
	AP00	1/7/2014	10:07:08 PM	DL		1400672498	2	07	1400672498	642.50			1/7/2014	1400672498
	AP00	1/7/2014	10:07:15 PM	DL		1400672499	1	17	3001150973	-717.50			1/7/2014	1400672500
	AP00	1/7/2014	10:07:15 PM	DL		1400672499	2	07	1400672499	717.50			1/7/2014	1400672499
	AP00	1/7/2014	10:07:22 PM	DL		1400672500	1	17	3001150973	-1,567.50			1/7/2014	1400672501
	AP00	1/7/2014	10:07:22 PM	DL		1400672500	2	07	1400672500	1,567.50			1/7/2014	1400672500
	AP00	1/7/2014	10:07:31 PM	DL		1400672501	1	17	3001150973	-1,817.50			1/7/2014	1400672502
	AP00	1/7/2014	10:07:31 PM	DL		1400672501	2	07	1400672501	1,817.50			1/7/2014	1400672501
	AP00	1/7/2014	10:07:38 PM	DL		1400672502	1	17	3001150973	-2,048.85			1/7/2014	1400672503
	AP00	1/7/2014	10:07:38 PM	DL		1400672502	2	07	1400672502	2,048.85			1/7/2014	1400672502
	AP00	1/7/2014	10:07:47 PM	DL		1400672503	1	17	3001150973	-2,348.85			1/7/2014	1400672504
	AP00	1/7/2014	10:07:47 PM	DL		1400672503	2	07	1400672503	2,348.85			1/7/2014	1400672503
	AP00	1/7/2014	10:07:55 PM	DL		1400672504	1	17	3001150973	-2,523.85			1/7/2014	1400672505
	AP00	1/7/2014	10:07:55 PM	DL		1400672504	2	07	1400672504	2,523.85			1/7/2014	1400672504
	AP00	1/7/2014	10:08:03 PM	DL		1400672505	1	17	3001150973	-2,623.85			1/7/2014	1400672506
	AP00	1/7/2014	10:08:03 PM	DL		1400672505	2	07	1400672505	2,623.85			1/7/2014	1400672505
	AP00	1/7/2014	10:08:10 PM	DL		1400672506	1	17	3001150973	-2,723.85			1/7/2014	1400672507
	AP00	1/7/2014	10:08:10 PM	DL		1400672506	2	07	1400672506	2,723.85			1/7/2014	1400672506
	AP00	1/7/2014	10:08:18 PM	DL		1400672507	1	17	3001150973	-2,848.85			1/7/2014	1400672508

STEP 13: To save the file in Excel format, click **File** > **Save As**. Name the file again and use the drop down arrow to to change the Save As Type to Excel Workbook, and click **Save**.



SO Reports

Reimbursable Orders Report

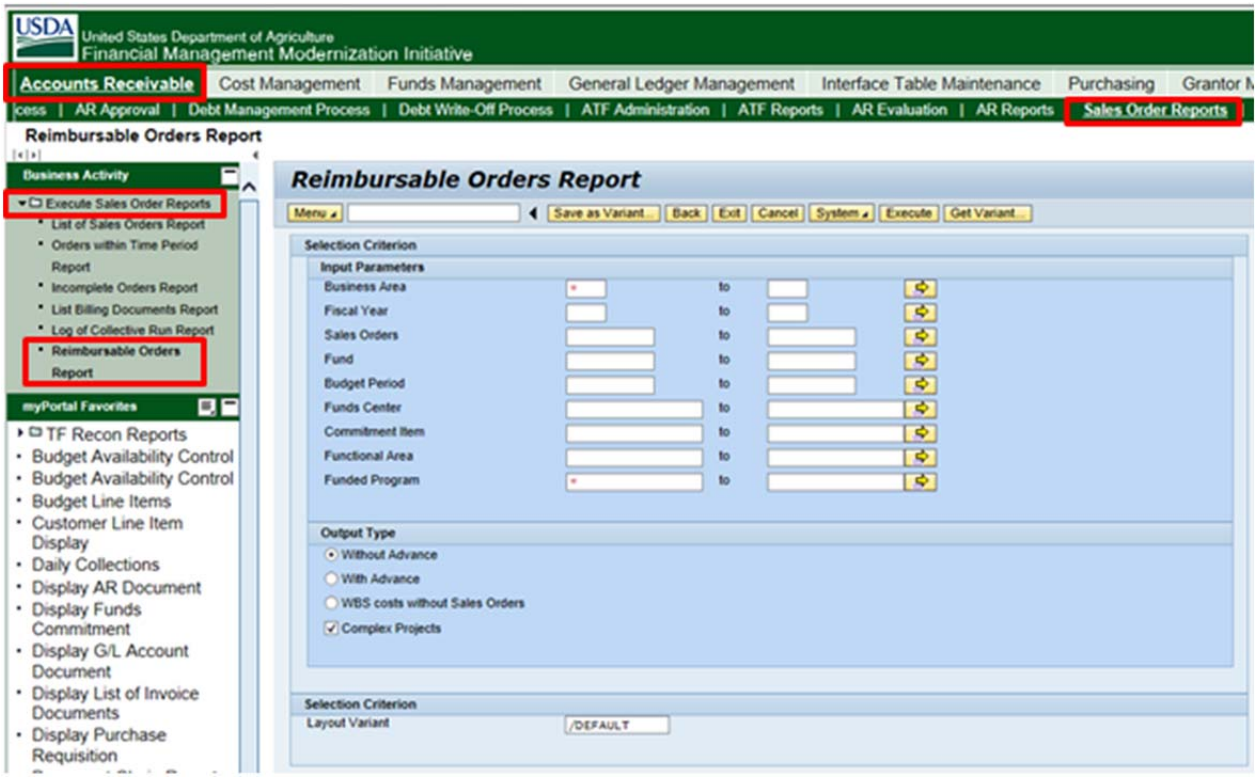
Purpose
The Reimbursable Orders Report provides the overview of each Sales Order in FMMI. This report shows the Contract End Date, SO Amount, Total Expenses, Total Billed, and SO Available Amount, among other fields. The report is highly customizable to limit or expand the data you wish to see.

Considerations
- These instructions were specifically tailored to accommodate Wildlife Services SO verification needs.
- This report does not reflect collections.
- This report will not reflect transactions for your account which were posted incorrectly (ex. WBS FPDEFAULT).

Report Type
ECC

FMMI Role
Sales Order Reporter (Accounts Receivable, ECC)

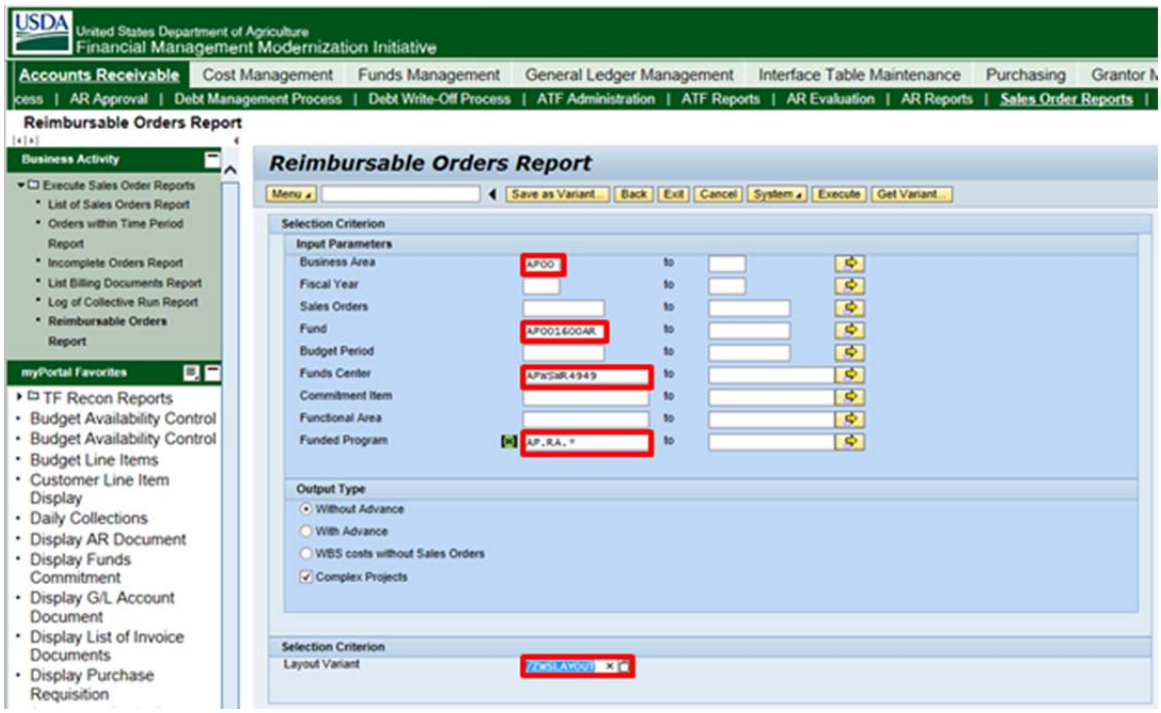
Instructions
STEP 1: Go to Accounts **Receivable** > **Sales Order Reports** > **Execute Sales Order Reports** > **Reimbursable Orders Report**



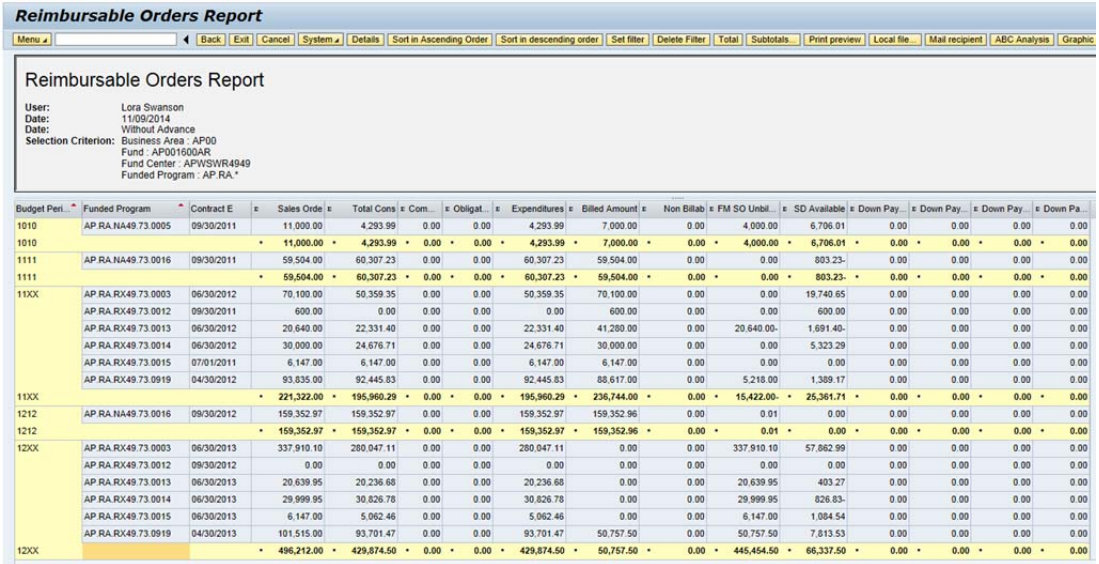
STEP 2: Enter the desired parameters in the variable entry screen to execute the report.

STEP 3: To run by Fund, Fund Center, and Funded Program (WBS element), enter the following data:

a. Business Area = AP00
b. Fund = i.e. AP001600AR
c. Fund Center = i.e. APWSWR4949
d. Funded Program (WBS Element) = i.e. AP.RA.*
e. Layout = **/ZWSLAYOUT**
f. Click Execute to run the report



STEP 4: The report will populate as shown below

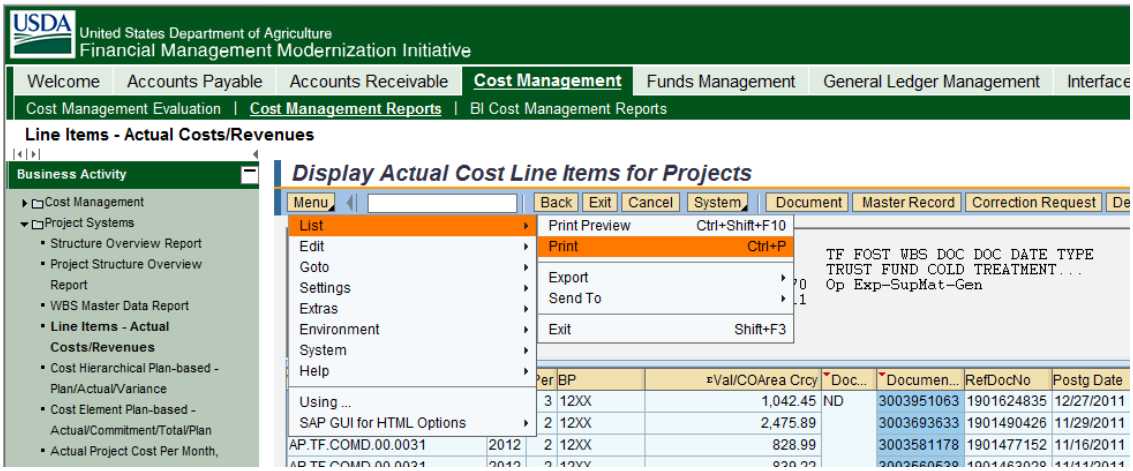


Budget Peri...	Funded Program	Contract E	Sales Orde	Total Cons	Com...	Obligat...	Expenditures	Billed Amount	Non Billab	FM SO Unbil...	SD Available	Down Pay...	Down Pay...	Down Pay...	Down Pa...
1010	AP.RA.NA49.73.0005	09/30/2011	11,000.00	4,293.99	0.00	0.00	4,293.99	7,000.00	0.00	4,000.00	6,706.01	0.00	0.00	0.00	0.00
1010			11,000.00	4,293.99	0.00	0.00	4,293.99	7,000.00	0.00	4,000.00	6,706.01	0.00	0.00	0.00	0.00
1111	AP.RA.NA49.73.0016	09/30/2011	59,504.00	60,307.23	0.00	0.00	60,307.23	59,504.00	0.00	0.00	803.23-	0.00	0.00	0.00	0.00
1111			59,504.00	60,307.23	0.00	0.00	60,307.23	59,504.00	0.00	0.00	803.23-	0.00	0.00	0.00	0.00
11XX	AP.RA.RX49.73.0003	06/30/2012	70,100.00	50,359.35	0.00	0.00	50,359.35	70,100.00	0.00	0.00	19,740.65	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0012	09/30/2011	600.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0013	06/30/2012	20,640.00	22,331.40	0.00	0.00	22,331.40	41,280.00	0.00	20,640.00-	1,691.40-	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0014	06/30/2012	30,000.00	24,676.71	0.00	0.00	24,676.71	30,000.00	0.00	0.00	5,323.29	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0015	07/01/2011	6,147.00	6,147.00	0.00	0.00	6,147.00	6,147.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0919	04/30/2012	93,835.00	92,445.83	0.00	0.00	92,445.83	88,617.00	0.00	5,218.00	1,389.17	0.00	0.00	0.00	0.00
11XX			221,322.00	195,960.29	0.00	0.00	195,960.29	236,744.00	0.00	15,422.00-	25,361.71	0.00	0.00	0.00	0.00
1212	AP.RA.NA49.73.0016	09/30/2012	159,352.97	159,352.97	0.00	0.00	159,352.97	159,352.96	0.00	0.01	0.00	0.00	0.00	0.00	0.00
1212			159,352.97	159,352.97	0.00	0.00	159,352.97	159,352.96	0.00	0.01	0.00	0.00	0.00	0.00	0.00
12XX	AP.RA.RX49.73.0003	06/30/2013	337,910.10	280,047.11	0.00	0.00	280,047.11	0.00	0.00	337,910.10	57,862.99	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0012	09/30/2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0013	06/30/2013	20,639.95	20,236.68	0.00	0.00	20,236.68	0.00	0.00	20,639.95	403.27	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0014	06/30/2013	29,999.95	30,826.78	0.00	0.00	30,826.78	0.00	0.00	29,999.95	826.83-	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0015	06/30/2013	6,147.00	5,062.46	0.00	0.00	5,062.46	0.00	0.00	6,147.00	1,084.54	0.00	0.00	0.00	0.00
	AP.RA.RX49.73.0919	04/30/2013	101,515.00	93,701.47	0.00	0.00	93,701.47	50,757.50	0.00	50,757.50	7,813.53	0.00	0.00	0.00	0.00
12XX			496,212.00	429,874.50	0.00	0.00	429,874.50	50,757.50	0.00	445,454.50	66,337.50	0.00	0.00	0.00	0.00

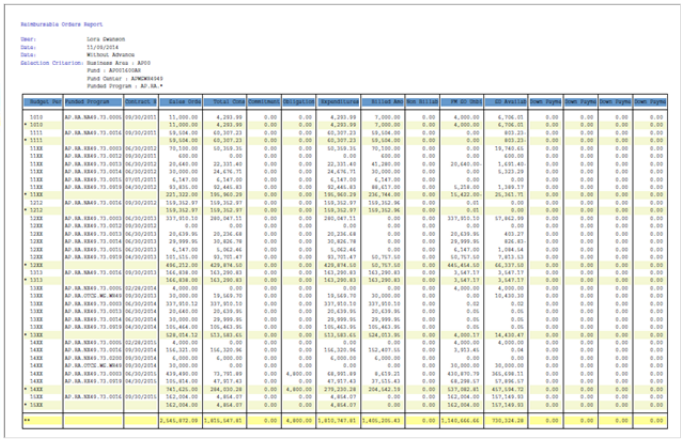
STEP 5: Commonly Used Additional Features

g. Save as Variant
h. Filter
i. Sort
j. Subtotals
k. Change Layout

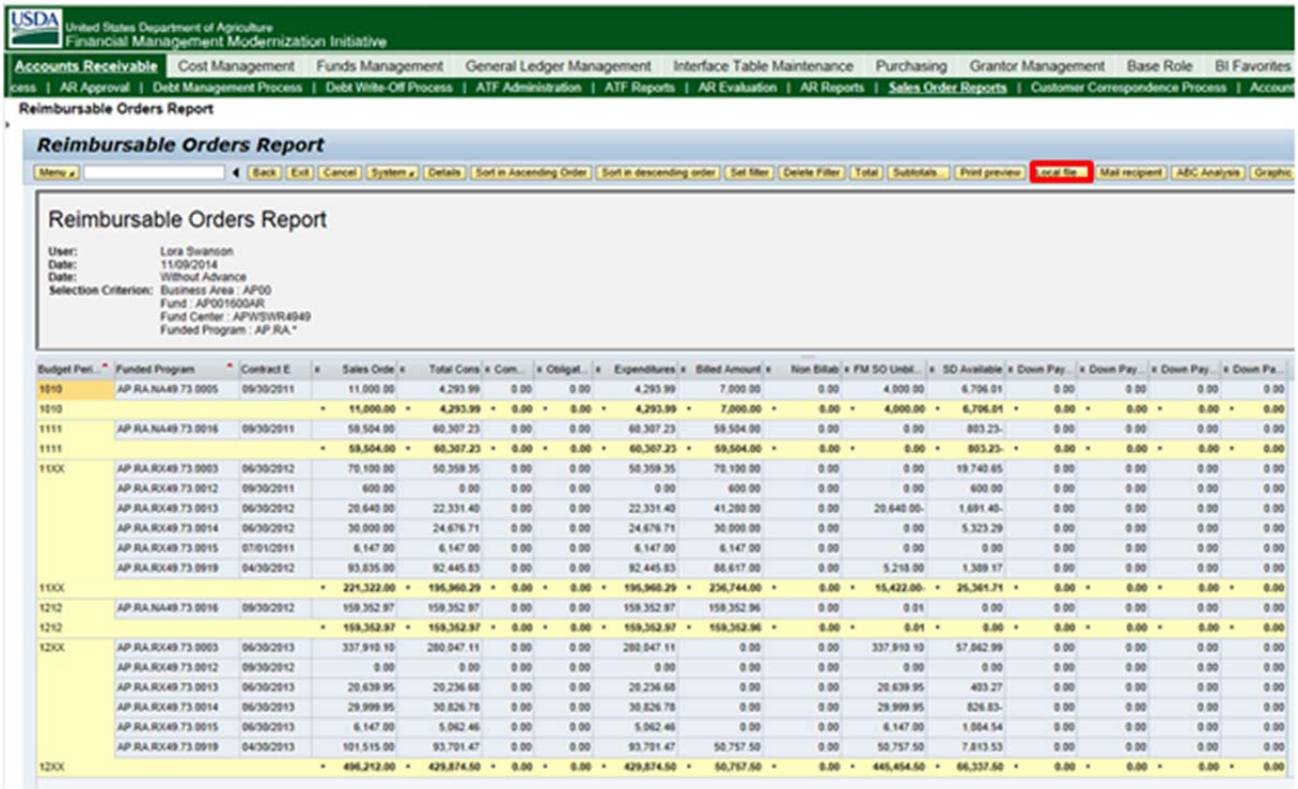
STEP 6: To print the report as PDF click **Menu** > **List** > **Print** and go to step 7 (See step 8 to export to Excel.)



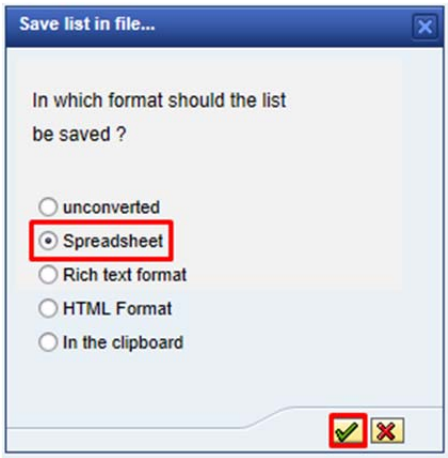
STEP 7: After Print is clicked, click the **green check** and a PDF version will be available to print or save.



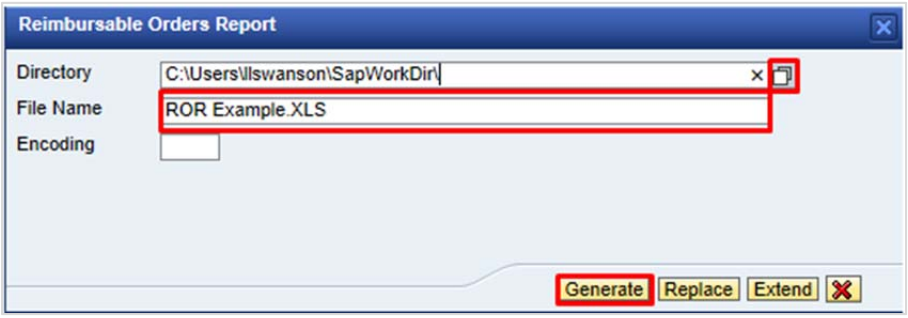
STEP 8: To export to Excel, click **Local File**



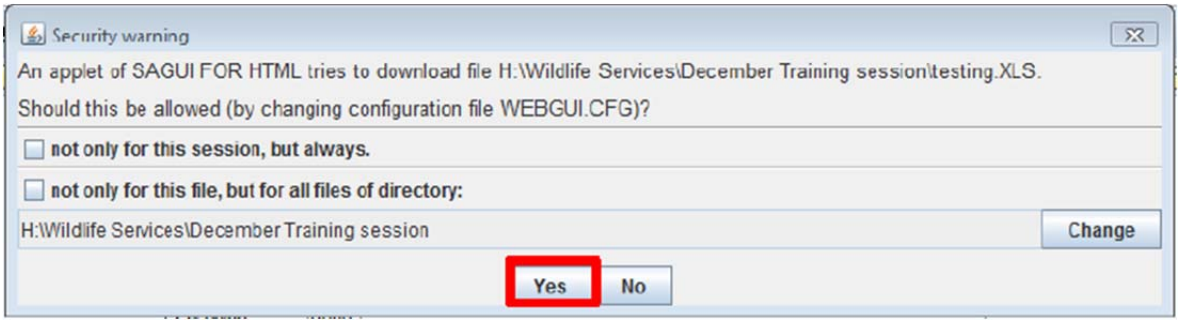
STEP 9: The following box will appear, select **Spreadsheet** and click the **Green Check Box.**



STEP 10: The following box will appear, use the drop down menu to select where you want to save the file, name the file, and click **Generate**

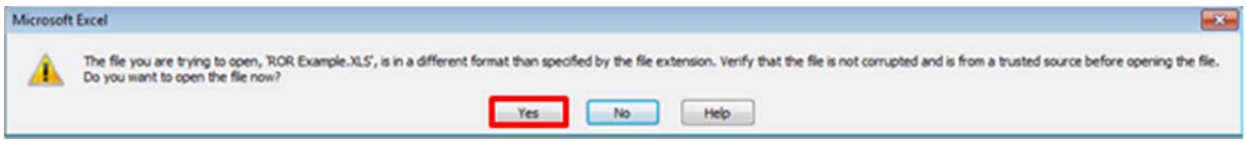


STEP 11: You may (or may not) receive the following security message. If you get this message, click **Yes**.

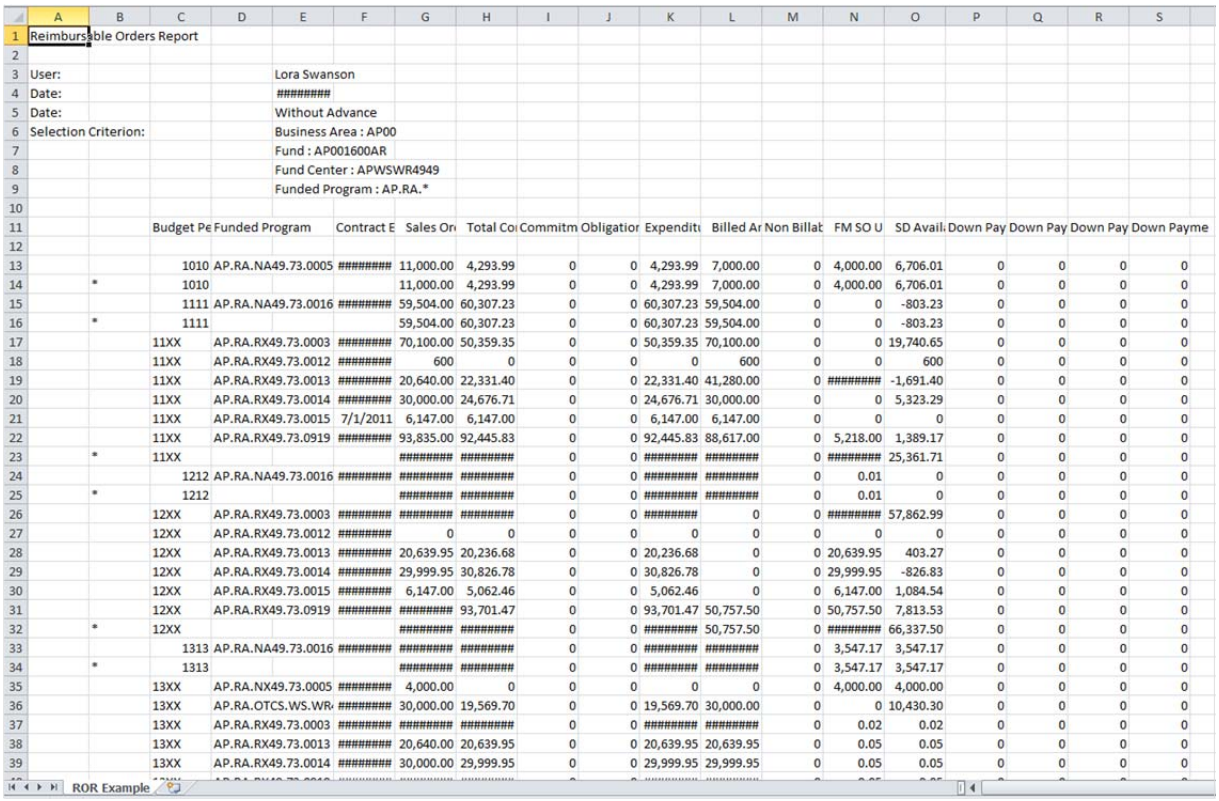


STEP 12: Your screen will return you back to the ROR. An Excel version of your file will be available to sort, print or save in the location you selected.

STEP 13: Go to the location you selected to retrieve the file. When opening the file, you may get the following message, Click Yes.



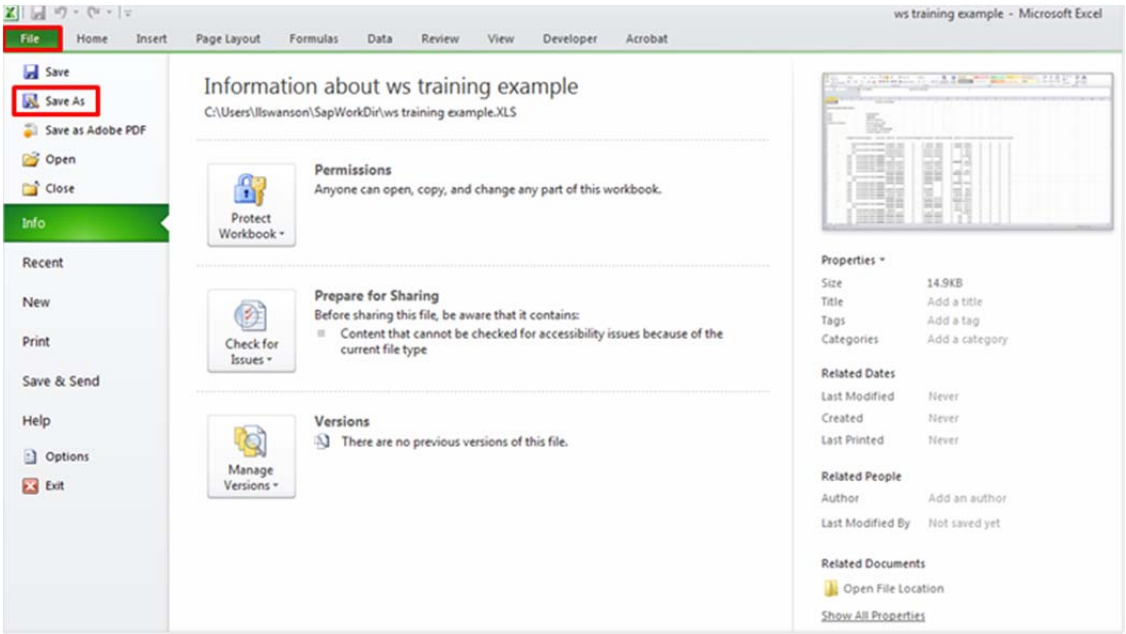
STEP 14: The file will open, as shown below.

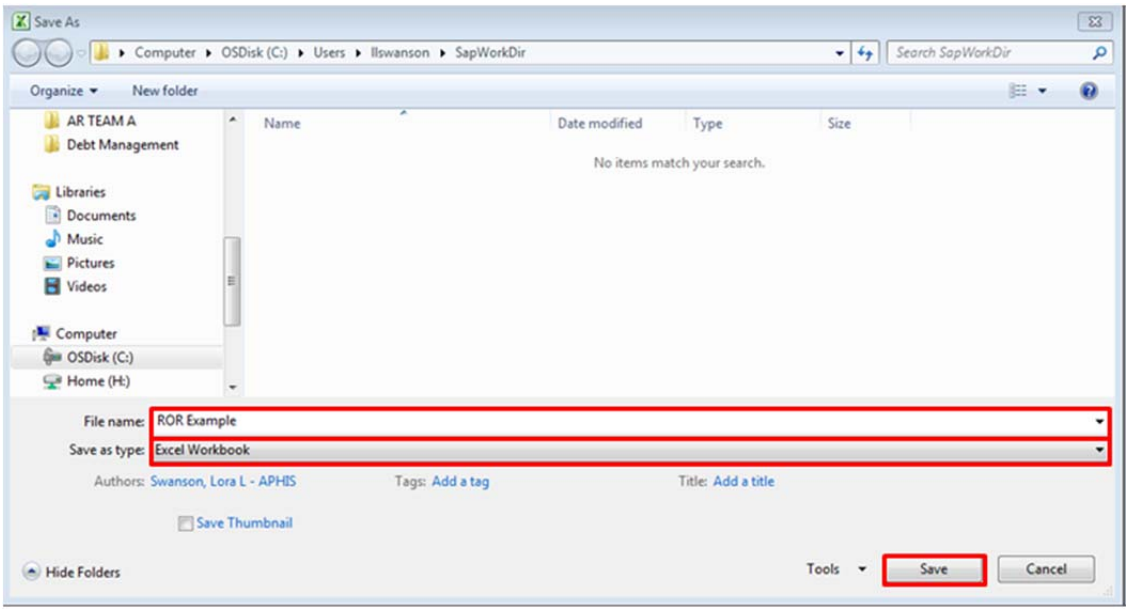


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Reimbursable Orders Report																		
2																			
3	User:				Lora Swanson														
4	Date:				########														
5	Date:				Without Advance														
6	Selection Criterion:				Business Area : AP00														
7					Fund : AP001600AR														
8					Fund Center : APWSWR4949														
9					Funded Program : AP.RA.*														
10																			
11			Budget Pe	Funded Program		Contract E	Sales Or	Total Co	Commitm	Obligatior	Expenditu	Billed Ar	Non Billab	FM SO U	SD Avail	Down Pay	Down Pay	Down Pay	Down Payme
12																			
13			1010	AP.RA.NA49.73.0005		########	11,000.00	4,293.99	0	0	4,293.99	7,000.00	0	4,000.00	6,706.01	0	0	0	0
14		*	1010				11,000.00	4,293.99	0	0	4,293.99	7,000.00	0	4,000.00	6,706.01	0	0	0	0
15			1111	AP.RA.NA49.73.0016		########	59,504.00	60,307.23	0	0	60,307.23	59,504.00	0	0	-803.23	0	0	0	0
16		*	1111				59,504.00	60,307.23	0	0	60,307.23	59,504.00	0	0	-803.23	0	0	0	0
17			11XX	AP.RA.RX49.73.0003		########	70,100.00	50,359.35	0	0	50,359.35	70,100.00	0	0	19,740.65	0	0	0	0
18			11XX	AP.RA.RX49.73.0012		########	600	0	0	0	0	600	0	0	600	0	0	0	0
19			11XX	AP.RA.RX49.73.0013		########	20,640.00	22,331.40	0	0	22,331.40	41,280.00	0	########	-1,691.40	0	0	0	0
20			11XX	AP.RA.RX49.73.0014		########	30,000.00	24,676.71	0	0	24,676.71	30,000.00	0	0	5,323.29	0	0	0	0
21			11XX	AP.RA.RX49.73.0015		7/1/2011	6,147.00	6,147.00	0	0	6,147.00	6,147.00	0	0	0	0	0	0	0
22			11XX	AP.RA.RX49.73.0919		########	93,835.00	92,445.83	0	0	92,445.83	88,617.00	0	5,218.00	1,389.17	0	0	0	0
23		*	11XX				########	########	0	0	########	########	0	########	25,361.71	0	0	0	0
24			1212	AP.RA.NA49.73.0016		########	########	########	0	0	########	########	0	0.01	0	0	0	0	0
25		*	1212				########	########	0	0	########	########	0	0.01	0	0	0	0	0
26			12XX	AP.RA.RX49.73.0003		########	########	########	0	0	########	0	0	########	57,862.99	0	0	0	0
27			12XX	AP.RA.RX49.73.0012		########	0	0	0	0	0	0	0	0	0	0	0	0	0
28			12XX	AP.RA.RX49.73.0013		########	20,639.95	20,236.68	0	0	20,236.68	0	0	20,639.95	403.27	0	0	0	0
29			12XX	AP.RA.RX49.73.0014		########	29,999.95	30,826.78	0	0	30,826.78	0	0	29,999.95	-826.83	0	0	0	0
30			12XX	AP.RA.RX49.73.0015		########	6,147.00	5,062.46	0	0	5,062.46	0	0	6,147.00	1,084.54	0	0	0	0
31			12XX	AP.RA.RX49.73.0919		########	########	93,701.47	0	0	93,701.47	50,757.50	0	50,757.50	7,813.53	0	0	0	0
32		*	12XX				########	########	0	0	########	50,757.50	0	########	66,337.50	0	0	0	0
33			1313	AP.RA.NA49.73.0016		########	########	########	0	0	########	########	0	3,547.17	3,547.17	0	0	0	0
34		*	1313				########	########	0	0	########	########	0	3,547.17	3,547.17	0	0	0	0
35			13XX	AP.RA.NX49.73.0005		########	4,000.00	0	0	0	0	0	0	4,000.00	4,000.00	0	0	0	0
36			13XX	AP.RA.OTCS.WS.WR		########	30,000.00	19,569.70	0	0	19,569.70	30,000.00	0	0	10,430.30	0	0	0	0
37			13XX	AP.RA.RX49.73.0003		########	########	########	0	0	########	########	0	0.02	0.02	0	0	0	0
38			13XX	AP.RA.RX49.73.0013		########	20,640.00	20,639.95	0	0	20,639.95	20,639.95	0	0.05	0.05	0	0	0	0
39			13XX	AP.RA.RX49.73.0014		########	30,000.00	29,999.95	0	0	29,999.95	29,999.95	0	0.05	0.05	0	0	0	0

ROR Example

STEP 15: Go to **File** >**Save As**, name the file again and use the drop down arrow to change the file type from Unicode Text to Excel Workbook, and click **Save**.





STEP 16: You may have to fix some formatting in order to manipulate the data in Excel. The following items will cause incorrect filter results in Excel:

l. Not selecting the entire area that needs to be filtered
m. Merged cells (header info)
n. Inconsistent cell formats (Number, Text, Date, etc.)
o. Entirely blank rows or columns

***Note:** *This layout (/ZWSLAYOUT) does not work with the Pivot Table you may have used in the past. If you prefer that method, you may follow those instructions or choose the correct layout (/DEFAULT) to use the Pivot Table.*

Budget

APHIS AVC Budgets by Fund

APHIS AVC in FMMI & Budgetary Posting Method

FMMI Fund	Budget PD	AVC	How Budget is Established (GL 4610)
AP001600AD	Annual	Budget PD + FUND	BESB Budgetary Documents
	NoYear	FUND + FA	BESB Budgetary Documents
	Multiyear	Budget PD + FUND	BESB Budgetary Documents
AP001600AR	Annual	Budget PD + FUND + FA + FC+ FP	Sales orders; varies depending on Sales order Type
	NoYear	FUND + FA + FC+ FP	Sales orders
AP005161AV *	NoYear	FUND + FA	BESB Budgetary Documents / Actual Collections must be monitored
AP0016FRAR*	Annual	Budget PD + FUND + FA + FP	BESB Budgetary Documents / Actual Collections must be monitored
	NoYear	FUND + FA + FP	BESB Budgetary Documents / Actual Collections must be monitored
AP0016IEAR*	NoYear	FUND + FA Positions 1-8 *(AP00UFVS)*	BESB Budgetary Documents / Actual Collections must be monitored
AP008226AV	NoYear	FUND + FA	TOWA Sales orders w/ Deposits Received
AP001600BN	Annual	Budget PD + FUND + FA	BESB Budgetary Documents
	NoYear	FUND + FA	BESB Budgetary Documents
AP001600BR	Annual	Budget PD + FUND + FA	BESB Budgetary Documents
	NoYear	FUND + FA	BESB Budgetary Documents
AP031600BD	NoYear	Fund + Budget PD + FA	BESB Budgetary Documents
AP001601AD	NoYear	FUND + FA	BESB Budgetary Documents

All other funds should be Budget PD + FUND + FA
****This fund should have Automatic Budget Posting (ABP) at the invoice level***

Last Updated *21-Mar-12*

File Path I:\MRPBS - Marketing & Regulatory Programs Business Services\FMD - Financial Management Division\FMMI\Budget Authority
File Name AVC rules by Fund.xlsx

I:\MRPBS - Marketing & Regulatory Programs Business Services\FMD - Financial Management Division\FMMI\Budget Authority\AVC rules by Fund.xlsx

APHIS AVC in FMMI & Budgetary Posting Method

FMMI Fund	Budget PD	AVC as of FY14	AVC as of FY15	How Budget Authority is Established (GL 4610)
AP001600AD	Annual	Budget PD + FUND	KEEP	BESB Budgetary Documents
	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget PD + FUND + FA	CHANGE	BESB Budgetary Documents
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA	CHANGE	BESB Budgetary Documents
	Multiyear	Budget PD + FUND		BESB Budgetary Documents
AP001600AR	Annual	Budget PD + FUND + FA + FC+ FP		Sales orders; varies depending on Sales order Type
	NoYear - Budget Periods GREATER THAN OR EQUAL TO 13XX	Budget PD + FUND + FA + FC+ FP		Sales orders; varies depending on Sales order Type
	NoYear - Budget Periods LESS THAN 13XX	FUND + FA + FC + FP		Sales orders; varies depending on Sales order Type
AP005161AV *	NoYear	FUND + FA		BESB Budgetary Documents / Actual Collections must be monitored
AP0016FRAR	Annual	Budget PD + FUND + FA + FP		BESB Budgetary Documents / Actual Collections must be monitored
	NoYear	FUND + FA + FP		BESB Budgetary Documents / Actual Collections must be monitored
AP0016IEAR	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget Period + FUND + FA Positions 1-8 (AP00UFVS)	CHANGE	BESB Budgetary Documents / Actual Collections must be monitored
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA Positions 1-8 (AP00UFVS)	CHANGE	
AP008226AV	NoYear	FUND + FA		TOWA Sales orders w/ Deposits Received
AP001600BN	Annual	Budget PD + FUND + FA		BESB Budgetary Documents
	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget PD + FUND + FA	CHANGE	
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA	CHANGE	BESB Budgetary Documents
AP001600BR	Annual	Budget PD + FUND + FA		BESB Budgetary Documents
	NoYear	FUND + FA		BESB Budgetary Documents
AP031600BD	NoYear	Fund + Budget PD + FA		BESB Budgetary Documents
AP001601AD	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget PD + FUND + FA	CHANGE	BESB Budgetary Documents
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA	CHANGE	BESB Budgetary Documents

All other funds should be Budget PD + FUND + FA
**This fund should have Automatic Budget Posting (ABP) at the invoice level*

Last Updated *11-Aug-14*

AVC Tables

Budget Availability Control

Purpose
The AVC Tables in FMMI provide budget availability balances.

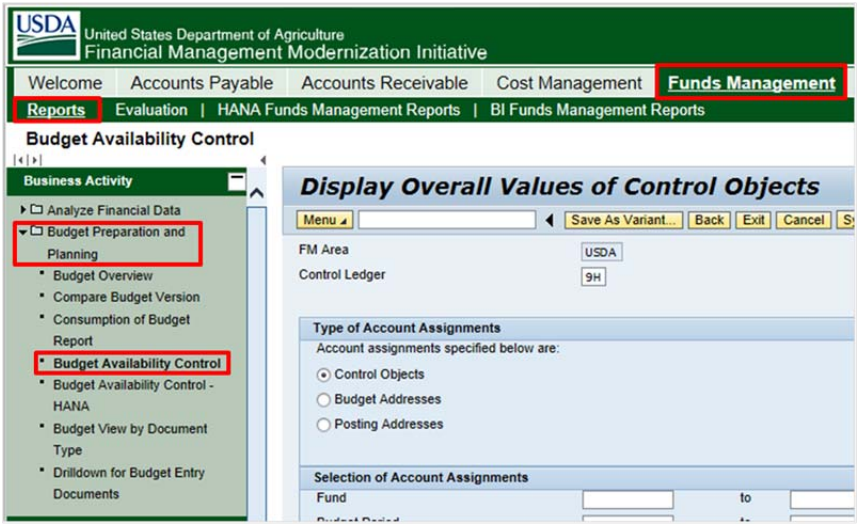
Considerations

- These instructions were specifically tailored to accommodate Wildlife Services budget authority verification needs.
- There are two version of this report:
    - 9H Control Ledger – Budget authority for all expenses, including the amount reserved for Overhead
    - ZR Control Ledger – Budget authority for direct expenses only, not including the amount reserved for Overhead

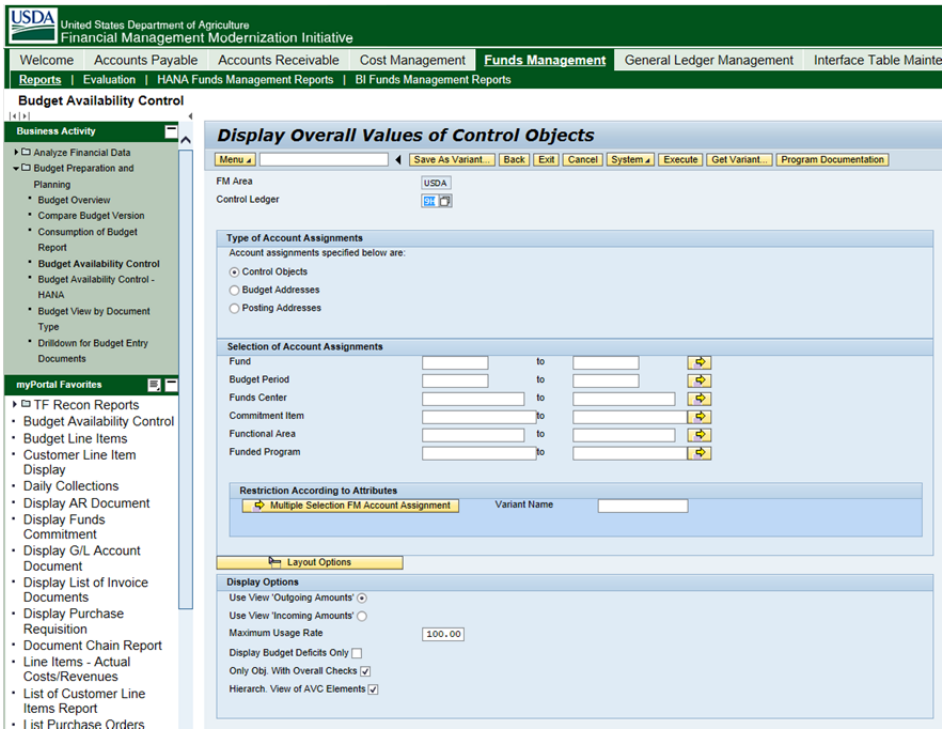
Report Type
ECC

FMMI Role
Funds Management, ECC Reporting

Instructions
STEP 1: Go to **Funds Management** > **Reports** > **Budget Preparation and Planning** > **Budget Availability Control**

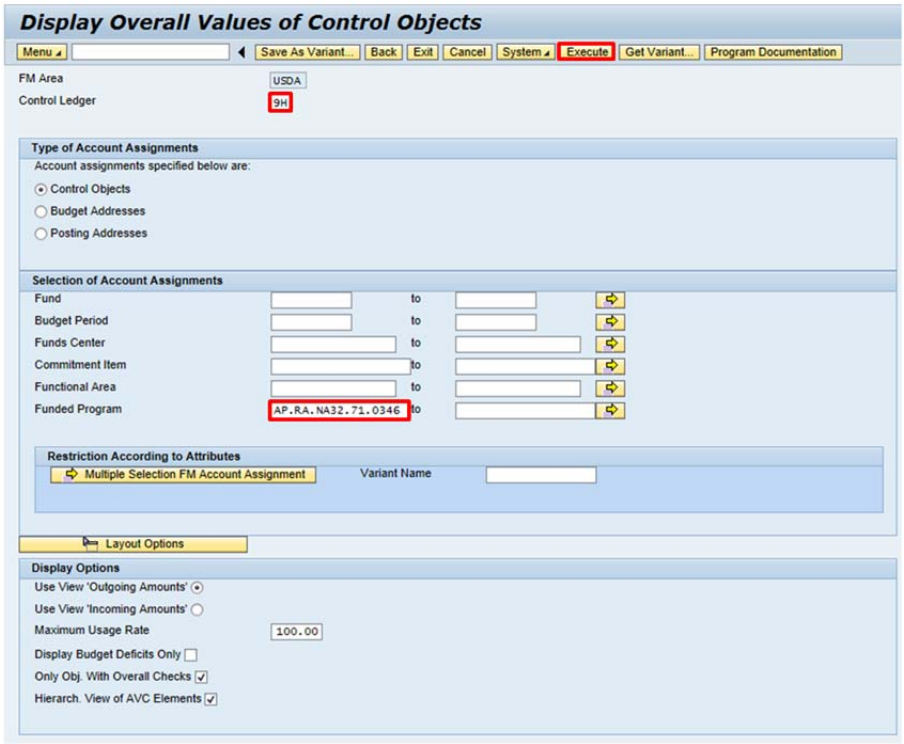


STEP 2: Variable entry screen will appear. Enter the desired parameters to execute the report.

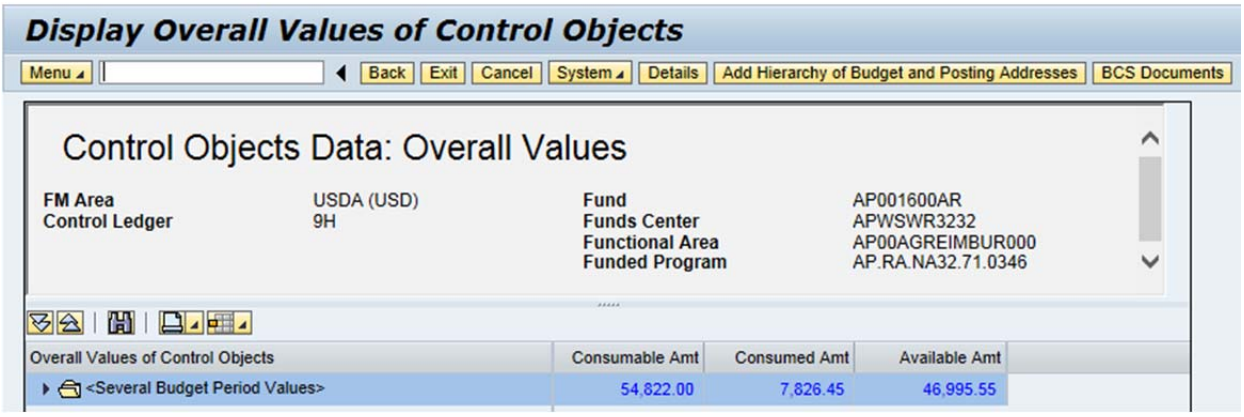


STEP 3: To run by WBS element and all budget availability, enter the following data:

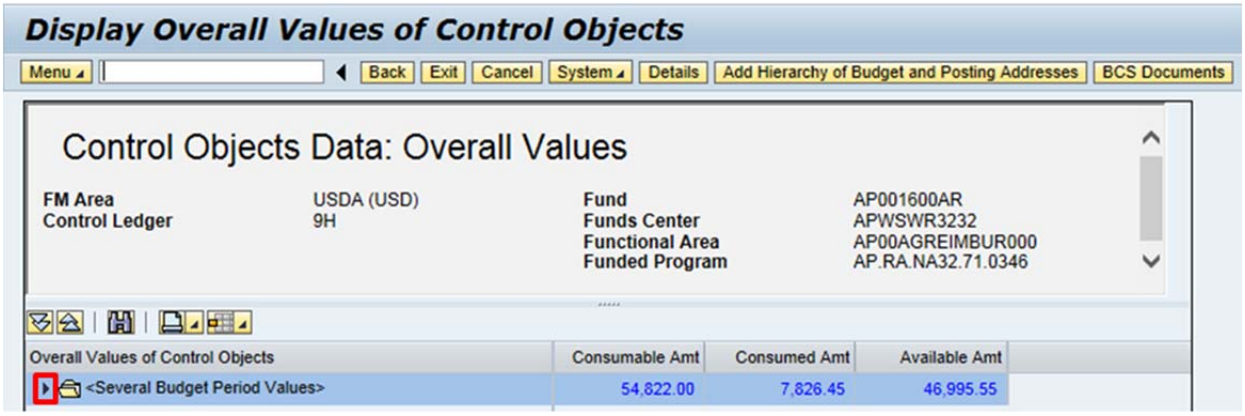
a. Control Ledger = i.e. 9H
b. Funded Program (WBS Element) = i.e. AP.RA.NA32.71.0346
c. Click **Execute** to run the report



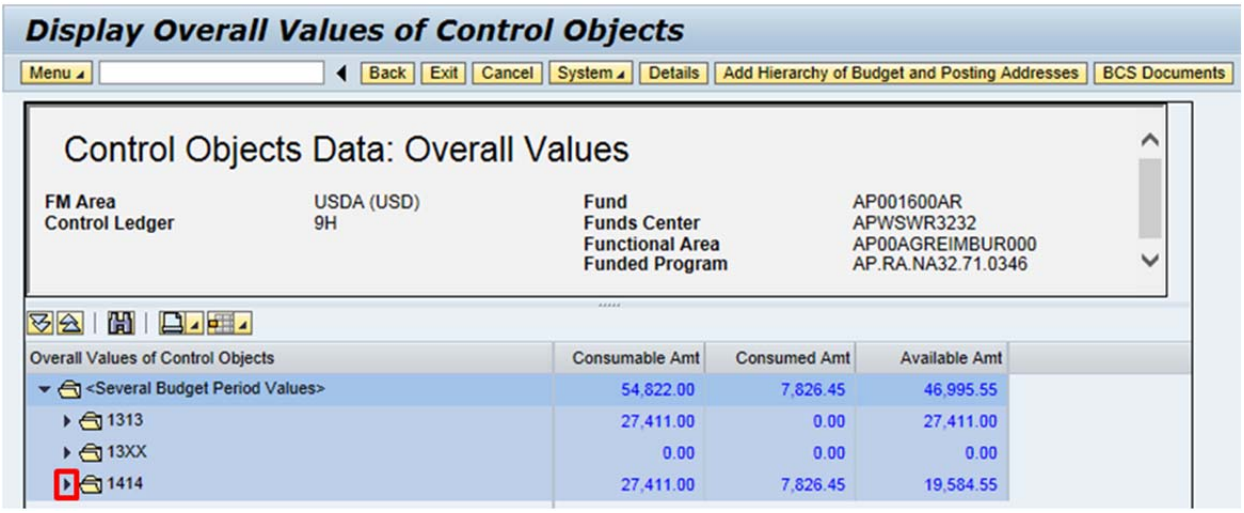
STEP 4: The report will populate as shown below



STEP 5: To expand the report to see a breakdown by BP, click on the **right facing arrow** next to the line



STEP 6: Click on the **right facing arrow** next to the BP line you would like to examine



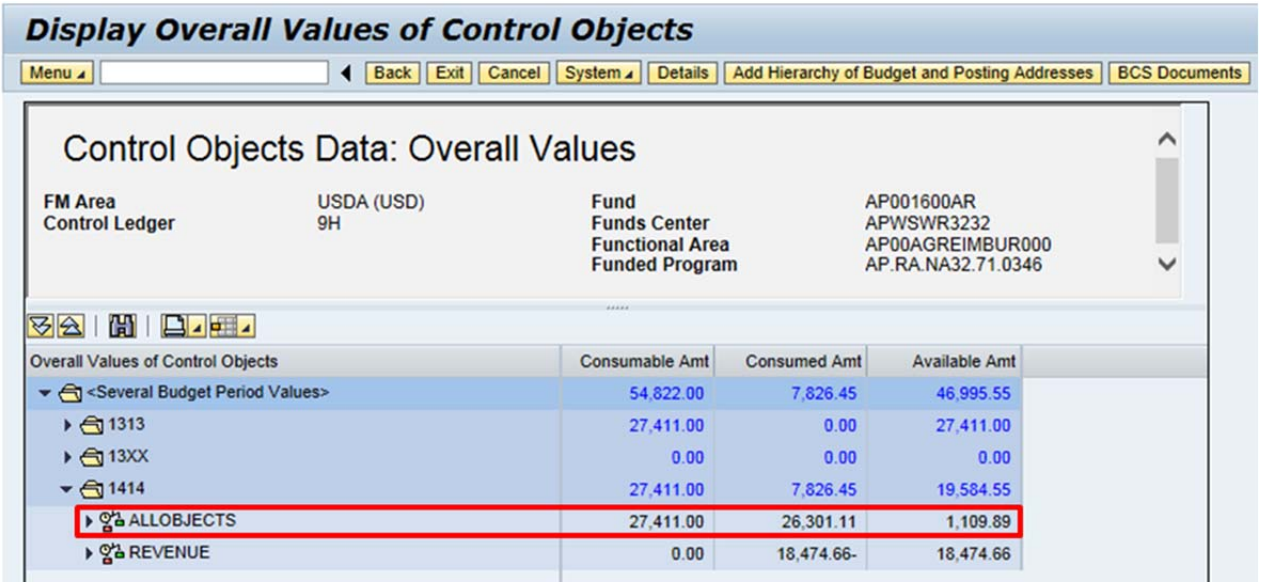
STEP 7: The report now shows as follows. All Objects shows availability.

d. Note the following items for the 9H Control Ledger:

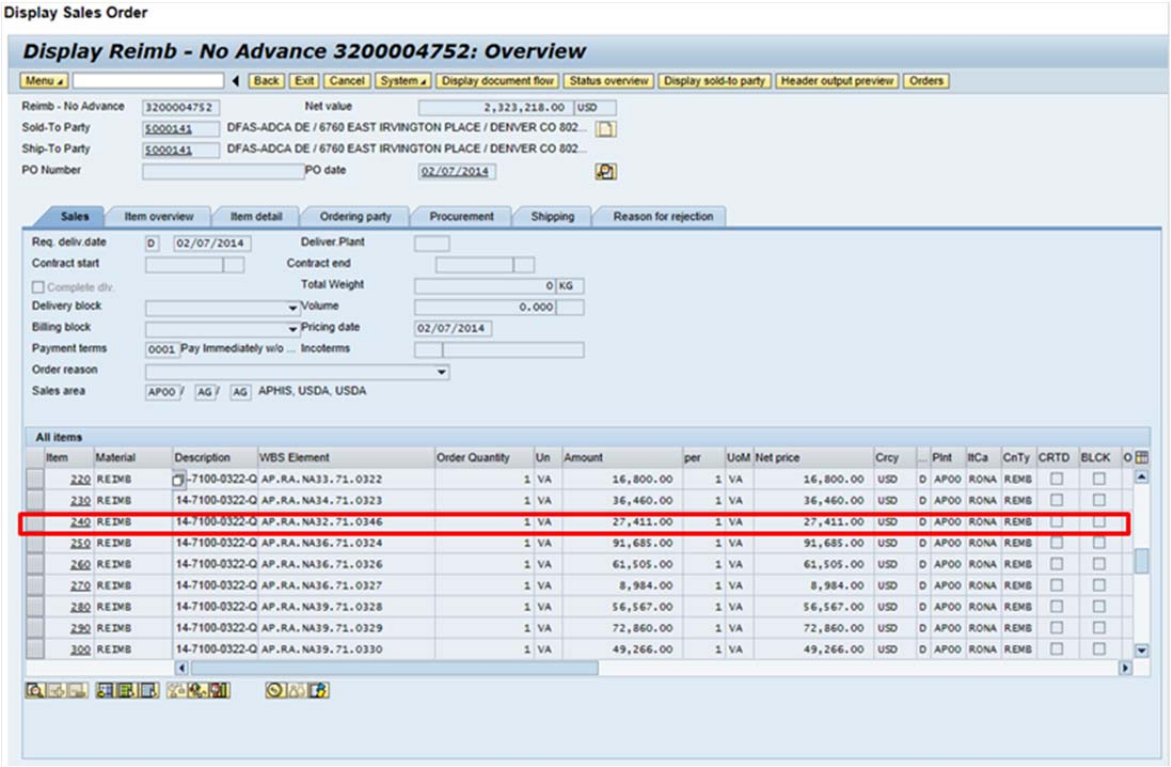
   i. Consumable Amount represents the total amount of budget authority for the agreement, including indirect expenses (OH), for the BP.

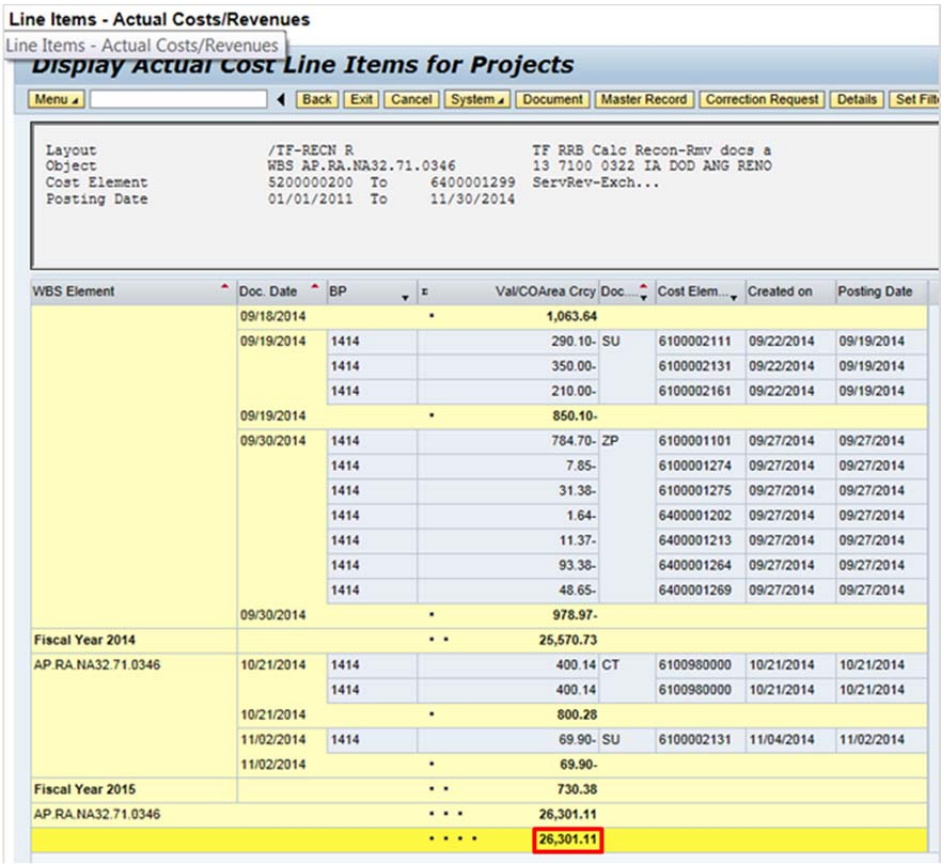
   ii. Consumed Amount represents the total amount spent, including indirect expenses (OH), for the BP.

   iii. Available Amount represents the total amount remaining to be spent, including indirect expenses (OH), for the BP.

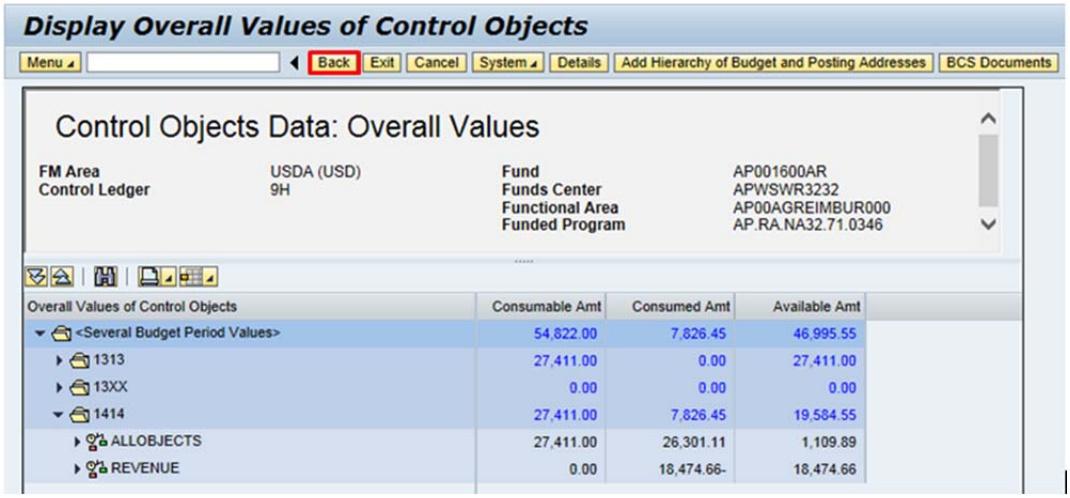


STEP 8: Verification of Consumable Amount, Consumed Amount, and Available Amount can be done using Display Sales Order, LIACR Report, and Status of Funds, Project to Date Report respectively, see examples below.

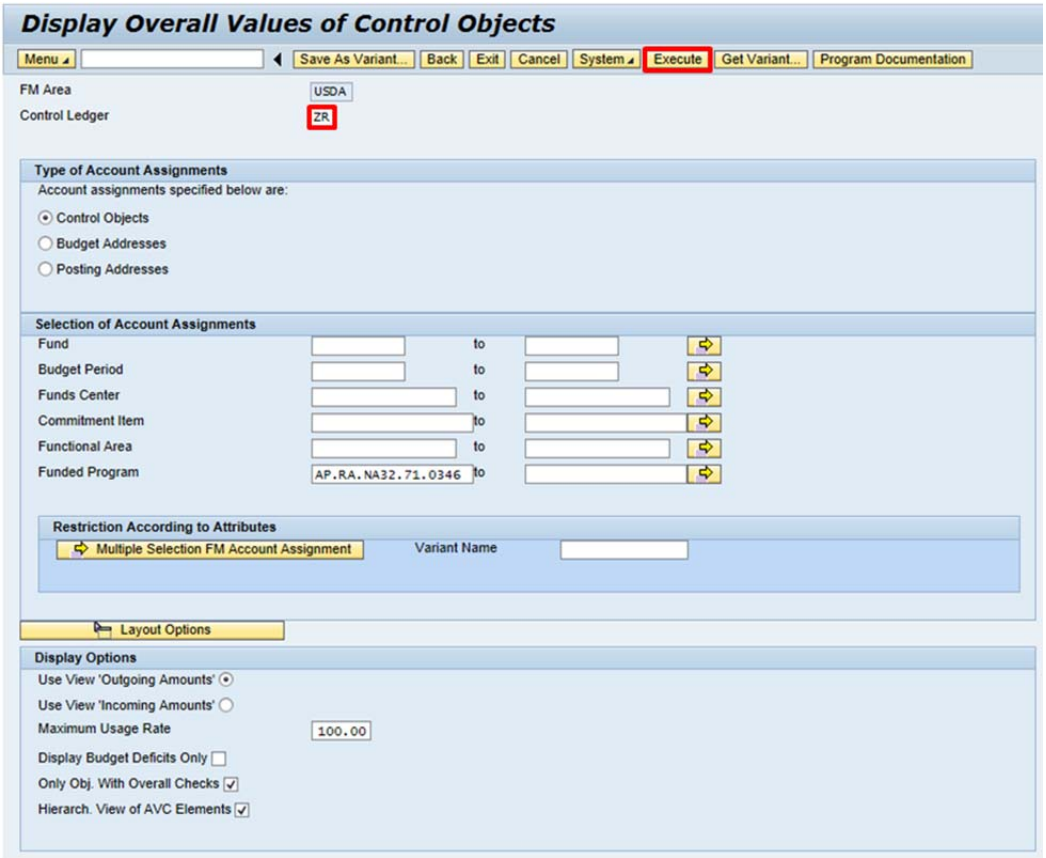




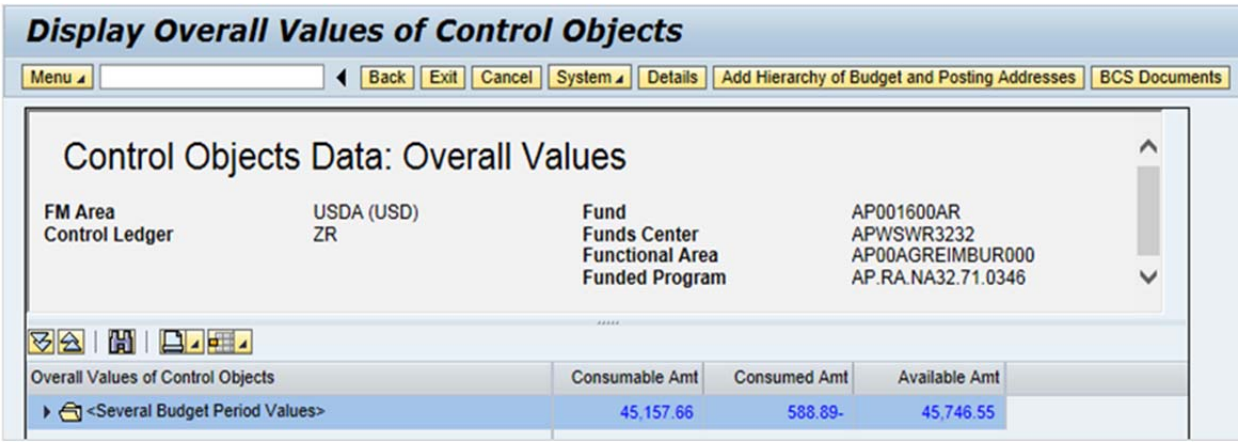
STEP 9: To check the Control Ledger ZR version of the table, click on the **Back** button.



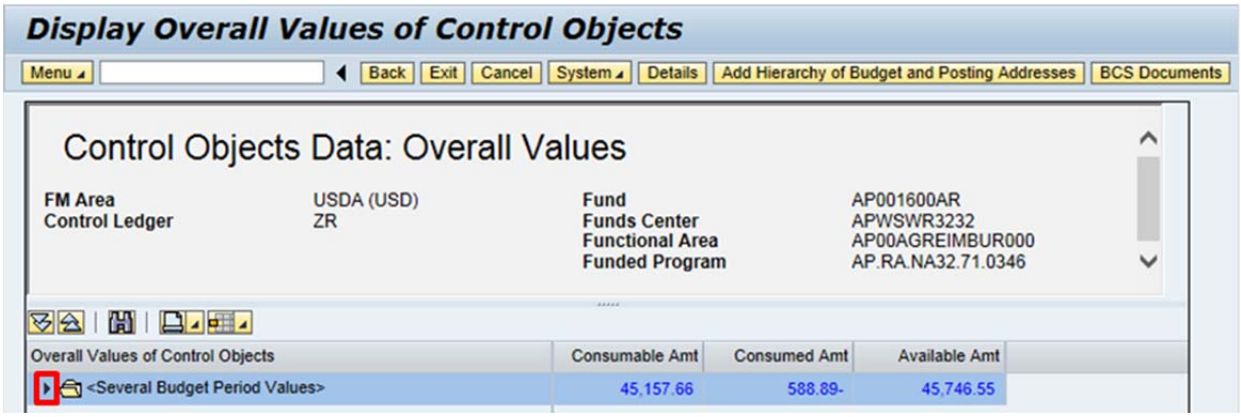
STEP 10: In the Control Ledger field, change the selection to ZR and click **Execute**.



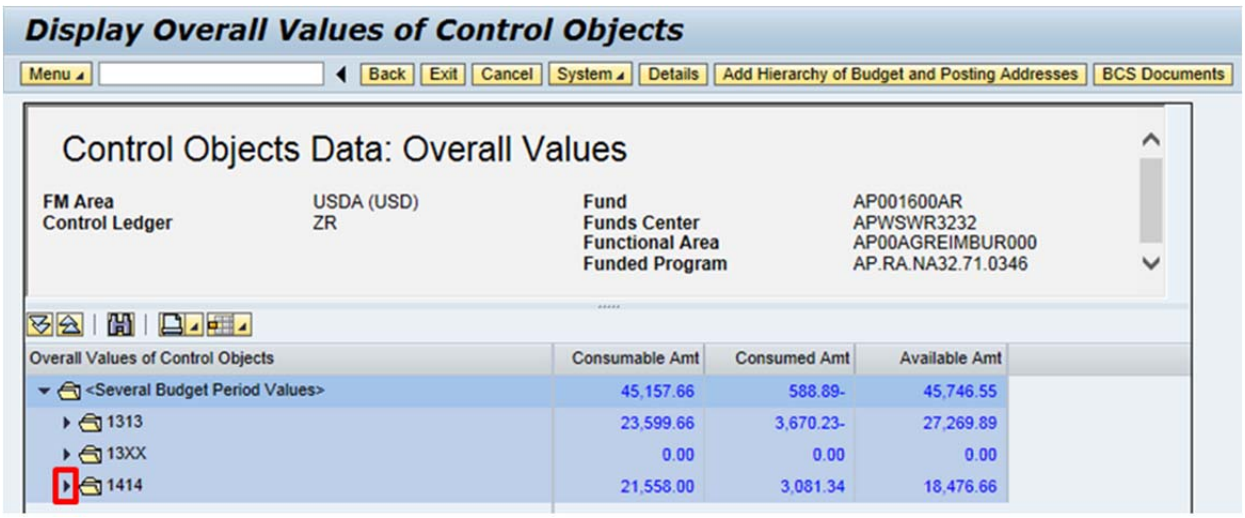
STEP 11: The report will populate as shown below



STEP 12: To expand the report to see a breakdown by BP, click on the **right facing arrow** next to the line



STEP 13: Click on the **right facing arrow** next to the BP line you would like to examine



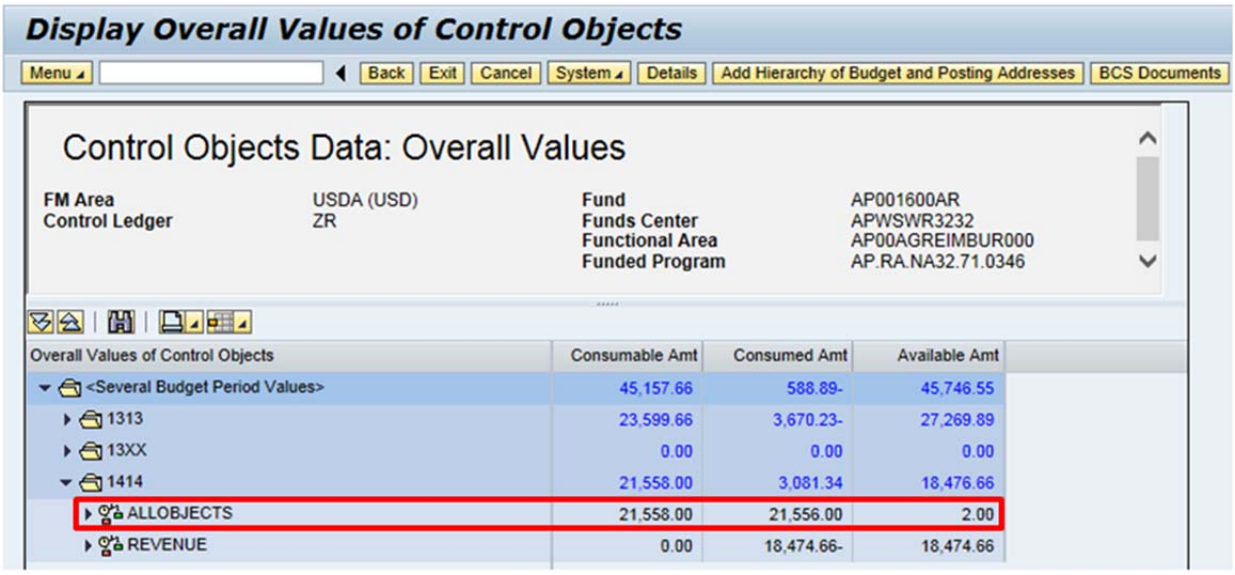
STEP 14: The report now shows as follows. All Objects shows availability.

e. Note the following items for the ZR Control Ledger:

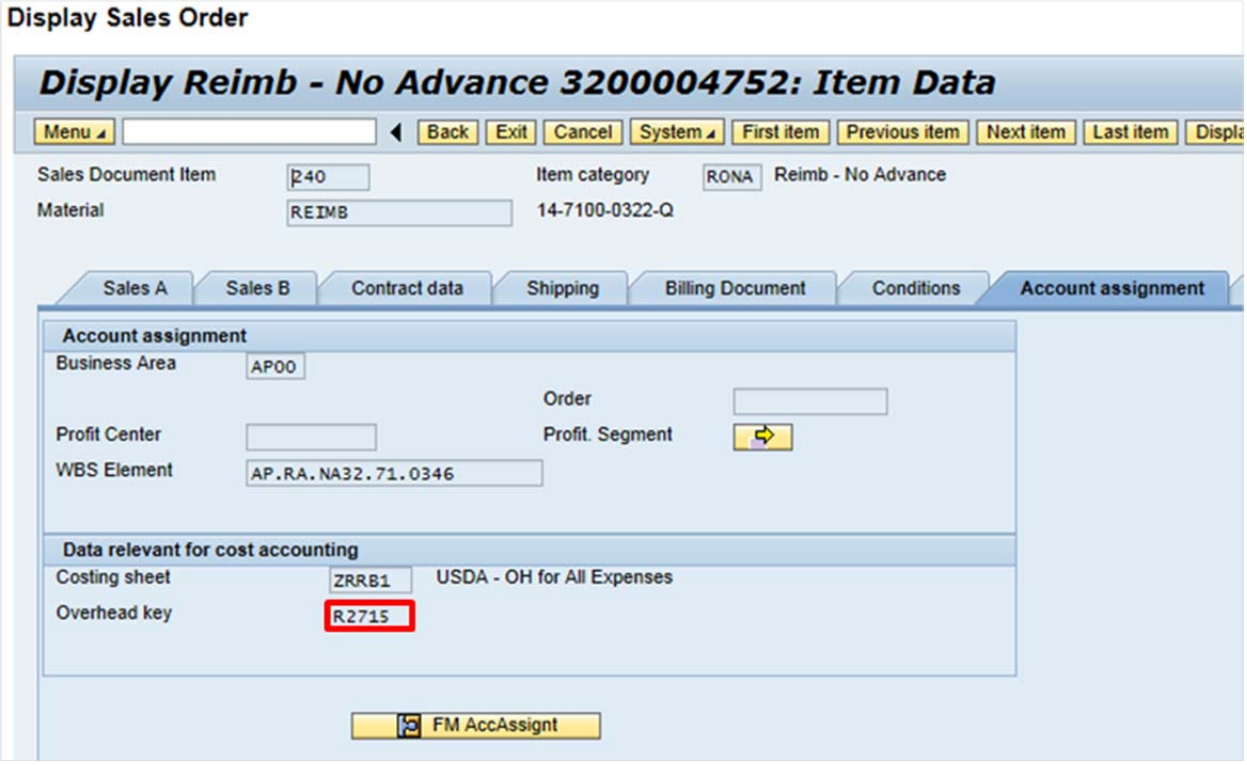
i. Consumable Amount represents the total amount of budget authority for the agreement, less indirect expenses, for the BP.

ii. Consumed Amount represents the total amount spent, less indirect expenses and non-reversed accruals, for the BP.

iii. Available Amount represents the total amount remaining to be spent, less indirect expenses and non-reversed accruals, for the BP.



STEP 15: Verification of indirect costs consumed can be done using the Display SO (OH rate charged on the SO) and the LIACR Report (Eligible OH Expenses), see examples below.



Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

Menu | Back | Exit | Cancel | System | Document | Master Record | Correction Request | D

```
Layout          /TF-OH TOT                    TF OH Totals-Run with GL 6100980000
Object          WBS AP.RA.NA32.71.0346        13 7100 0322 IA DOD ANG RENO
Cost Element    6100980000  To     6100980000 OpEx-Overhead % Calc
Posting Date    10/01/2010  To     11/30/2014
```

WBS Element	BP	Doc. Date	Posting Date	Doc.type	Cost Elem...	Σ	Val/COArea Crcy
AP.RA.NA32.71.0346	1414	04/30/2014	04/30/2014	CT	6100980000		573.75
		05/31/2014	05/31/2014	CT			613.29
		06/30/2014	06/30/2014	CT			1,357.65
		07/31/2014	07/31/2014	CT			1,400.14
		10/21/2014	10/21/2014	CT			400.14
		10/21/2014	10/21/2014	CT			400.14
AP.RA.NA32.71.0346						▪	4,745.11
						▪ ▪	4,745.11

<u>Calculations</u>

9H Available Budget Authority	$27,411.00
/ 1 + Overhead Rate	1.2715
= ZR Available Budget Authority	$21,558.00

9H Available Budget Authority	$27,411.00
- ZR Available Budget Authority	$21,558.00
Total Overhead to be Charged	$ 5,853.00

Total Overhead to be Charged	$ 5,853.00
- Total Overhead Charged	$ 4,745.11
Uncharged Overhead	$ 1,107.89

<u>Indirect Cost Allocation</u> (Based on $5,853.00 total)
WS indirect 11% = $21,558.00 * .11 = $2,371.38
WS pool 11% = $21,558.00 * .11 = $2,371.38
PM 5.15% = $21,558.00 * .0515 = $1,110.24

Findings for this example – Overhead is undercharged on this WBS and BP, based on eligible expenses. Period 2 OH is missing, period 11 OH is missing, and Period 12 OH is duplicated.

STEP 16: Additional Items to Note:

f. Over budget icon – may relate to any transaction(s) associated with the WBS and BP.

Status of Funds Project-to-Date Report

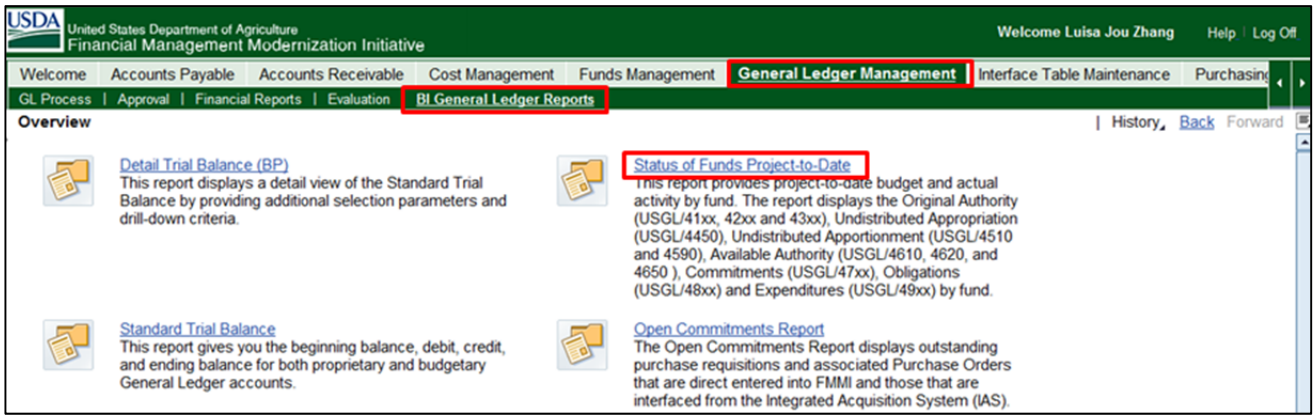
Purpose
The Status of Funds (SOF) Project-to-Date (PTD) Report provides high level budget availability. The report is customizable to limit or expand the data you wish to see, after the report is generated.

Considerations
- These instructions were specifically tailored to accommodate Wildlife Services SOF needs.
- This report only provides a high level overview; it does not provide details at the transaction level.
- Due to an error in the report, you must remove the Commitment Item 4610YE0000, after the report has been generated, to obtain accurate results.

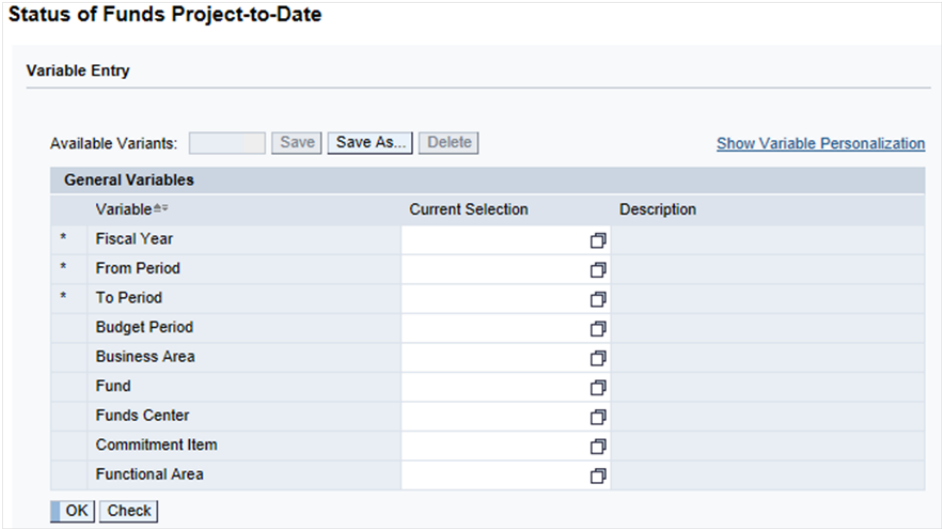
Report Type
BI

FMMI Role
General Ledger Management, BI Reporting

STEP 1: Go to **General Ledger Management** > **BI General Ledger Reports** > **Status of Funds Project**-to-**Date**

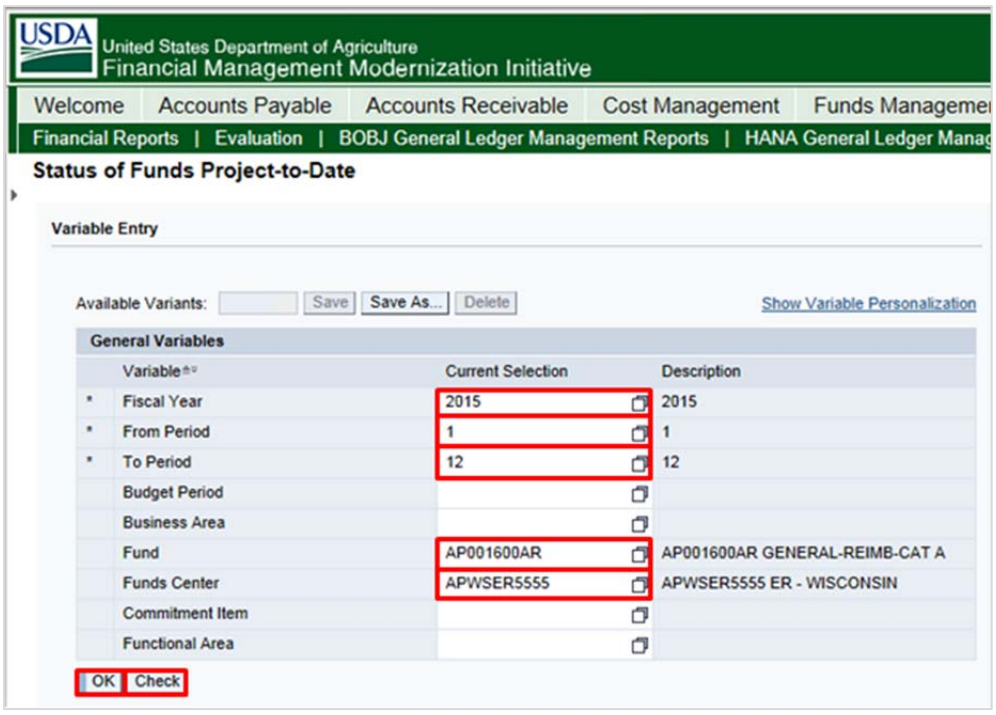


STEP 2: Variable screen entry for report will appear. Enter the desired parameters to execute the report.

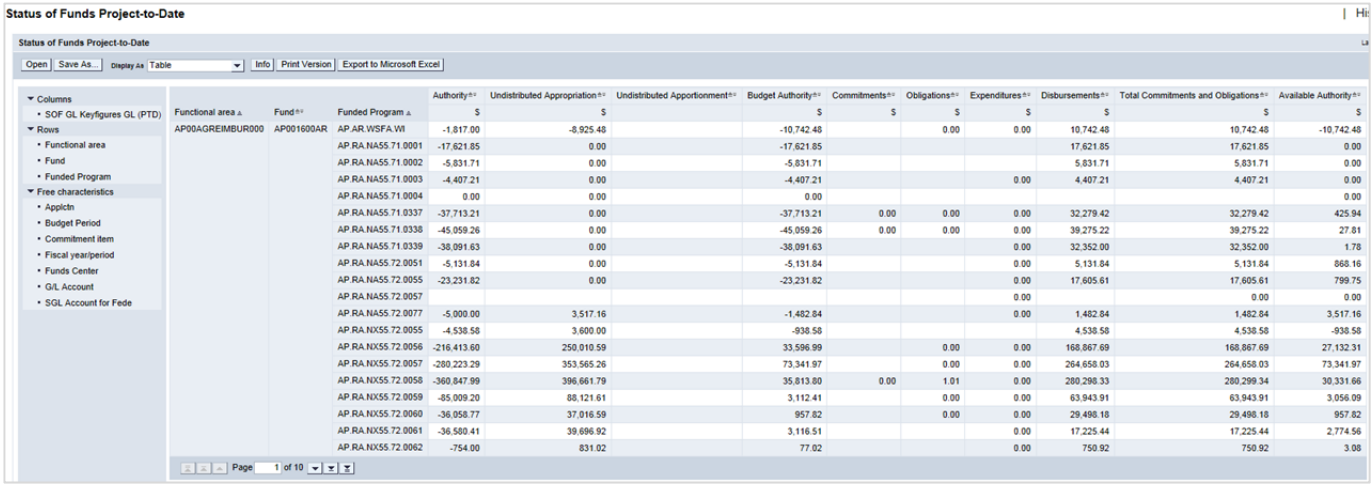


STEP 3: To run by Fund, enter the following data:

a. Fiscal Year = i.e. 2015 (use current fiscal year to get current results)
b. From Period = 1 (October) – should always be from Period 1 to capture the activity from the beginning of the Fiscal Year
c. To Period = i.e. 12 (September) – the ending period of the report
d. Fund = i.e. AP001600AR (RA)
e. Fund Center = i.e. APWSER55555
f. Optional: click **check** and if search criteria was entered correctly, a description will appear in the Description column
g. Click **OK** to run the report



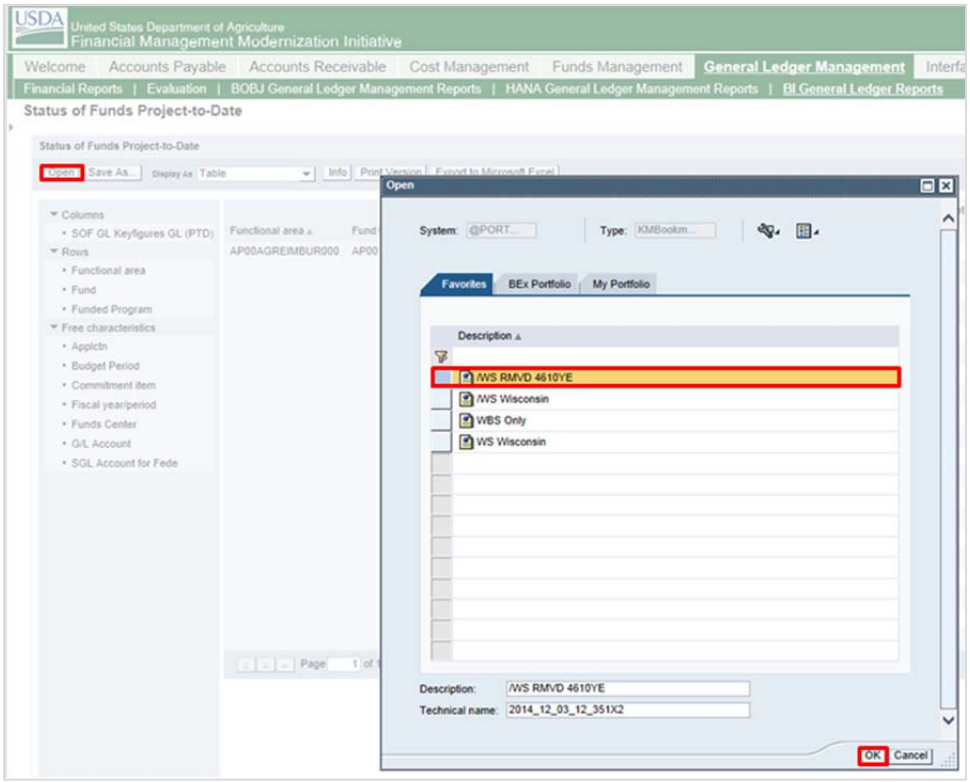
STEP 4: The Report will display as shown below



Functional area	Fund	Funded Program	Authority $	Undistributed Appropriation $	Undistributed Apportionment	Budget Authority $	Commitments $	Obligations $	Expenditures $	Disbursements $	Total Commitments and Obligations $	Available Authority $
AP00AGREIMBUR000	AP001600AR	AP.AR.WSFA.WI	-1,817.00	-8,925.48		-10,742.48		0.00	0.00	10,742.48	10,742.48	-10,742.48
		AP.RA.NA55.71.0001	-17,621.85	0.00		-17,621.85				17,621.85	17,621.85	0.00
		AP.RA.NA55.71.0002	-5,831.71	0.00		-5,831.71				5,831.71	5,831.71	0.00
		AP.RA.NA55.71.0003	-4,407.21	0.00		-4,407.21			0.00	4,407.21	4,407.21	0.00
		AP.RA.NA55.71.0004	0.00	0.00		0.00						0.00
		AP.RA.NA55.71.0337	-37,713.21	0.00		-37,713.21	0.00	0.00	0.00	32,279.42	32,279.42	425.94
		AP.RA.NA55.71.0338	-45,059.26	0.00		-45,059.26	0.00	0.00	0.00	39,275.22	39,275.22	27.81
		AP.RA.NA55.71.0339	-38,091.63	0.00		-38,091.63			0.00	32,352.00	32,352.00	1.78
		AP.RA.NA55.72.0051	-5,131.84	0.00		-5,131.84			0.00	5,131.84	5,131.84	868.16
		AP.RA.NA55.72.0055	-23,231.82	0.00		-23,231.82			0.00	17,605.61	17,605.61	799.75
		AP.RA.NA55.72.0057							0.00		0.00	0.00
		AP.RA.NA55.72.0077	-5,000.00	3,517.16		-1,482.84			0.00	1,482.84	1,482.84	3,517.16
		AP.RA.NX55.72.0055	-4,538.58	3,600.00		-938.58				4,538.58	4,538.58	-938.58
		AP.RA.NX55.72.0056	-216,413.60	250,010.59		33,596.99		0.00	0.00	168,867.69	168,867.69	27,132.31
		AP.RA.NX55.72.0057	-280,223.29	353,565.26		73,341.97		0.00	0.00	264,658.03	264,658.03	73,341.97
		AP.RA.NX55.72.0058	-360,847.99	396,661.79		35,813.80	0.00	1.01	0.00	280,298.33	280,299.34	30,331.66
		AP.RA.NX55.72.0059	-85,009.20	88,121.61		3,112.41		0.00	0.00	63,943.91	63,943.91	3,056.09
		AP.RA.NX55.72.0060	-36,058.77	37,016.59		957.82		0.00	0.00	29,498.18	29,498.18	957.82
		AP.RA.NX55.72.0061	-36,580.41	39,696.92		3,116.51			0.00	17,225.44	17,225.44	2,774.56
		AP.RA.NX55.72.0062	-754.00	831.02		77.02			0.00	750.92	750.92	3.08

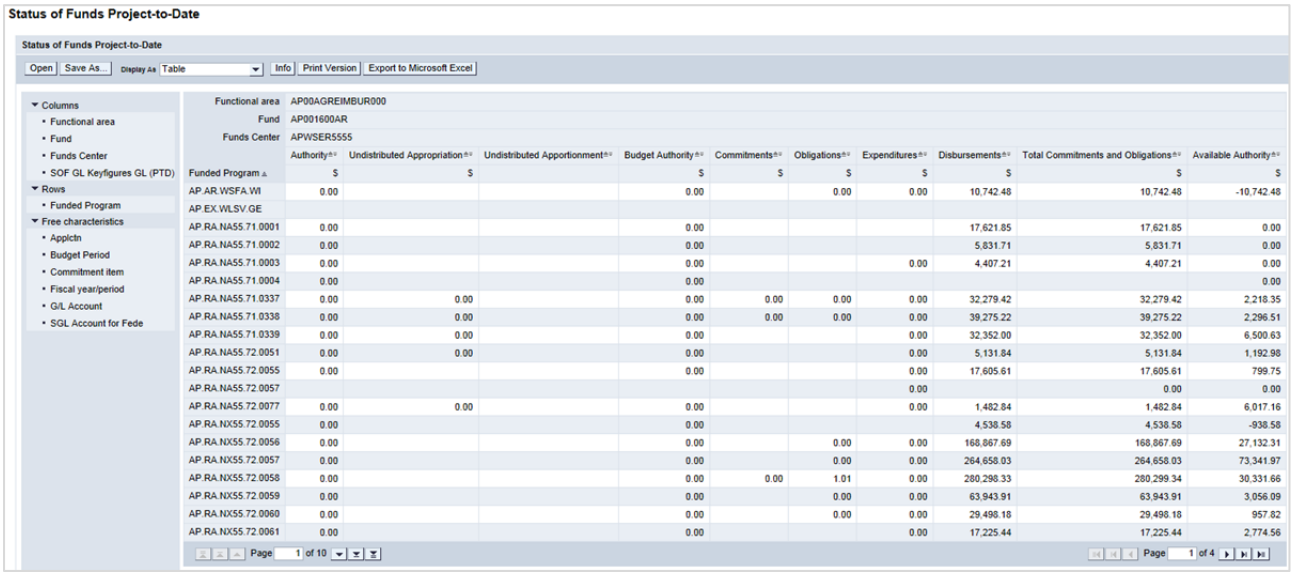
STEP 5: Open layout by clicking on **Open** > **/WS RMVD 4610YE** > **OK**

(This layout has been saved to remove Comm Item 4610YE)



***NOTE:** You must remove the Commitment Item (BOC) 4610YE0000 to get the accurate balance. The reason is that the budget group entered a year end adjustment our first year in FMMI which was posted in a non-reporting month (i.e. 16) but reversed in a reporting month (i.e. 01). Since the reversal posted in a real fiscal month the balances are skewed. To remove this item from the report without using the above layout, follow these steps: Click on Filter > Go to Commitment Item > Select Edit > Click on Select All > Deselect 4610YE0000 > Click Add > Click Okay.

STEP 6: Using the above mentioned layout, the report will now display as shown below.



Status of Funds Project-to-Date

Open | Save As... | Display As Table | Info | Print Version | Export to Microsoft Excel

Functional area: AP00AGREIMBUR000
Fund: AP001600AR
Funds Center: APWSER5555

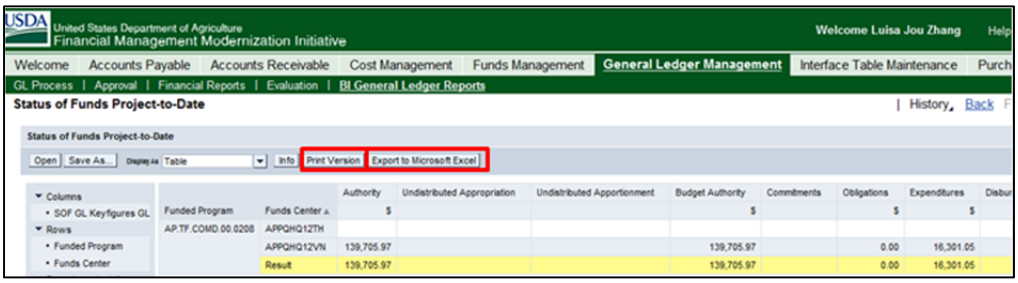
Funded Program	Authority	Undistributed Appropriation	Undistributed Apportionment	Budget Authority	Commitments	Obligations	Expenditures	Disbursements	Total Commitments and Obligations	Available Authority
	$	$		$	$	$	$	$	$	$
AP.AR.WSFA.WI	0.00			0.00		0.00	0.00	10,742.48	10,742.48	-10,742.48
AP.EX.WLSV.GE										
AP.RA.NA55.71.0001	0.00			0.00				17,621.85	17,621.85	0.00
AP.RA.NA55.71.0002	0.00			0.00				5,831.71	5,831.71	0.00
AP.RA.NA55.71.0003	0.00			0.00			0.00	4,407.21	4,407.21	0.00
AP.RA.NA55.71.0004	0.00			0.00						0.00
AP.RA.NA55.71.0337	0.00	0.00		0.00	0.00	0.00	0.00	32,279.42	32,279.42	2,218.35
AP.RA.NA55.71.0338	0.00	0.00		0.00	0.00	0.00	0.00	39,275.22	39,275.22	2,296.51
AP.RA.NA55.71.0339	0.00	0.00		0.00			0.00	32,352.00	32,352.00	6,500.63
AP.RA.NA55.72.0051	0.00	0.00		0.00			0.00	5,131.84	5,131.84	1,192.98
AP.RA.NA55.72.0055	0.00			0.00			0.00	17,605.61	17,605.61	799.75
AP.RA.NA55.72.0057							0.00		0.00	0.00
AP.RA.NA55.72.0077	0.00	0.00		0.00			0.00	1,482.84	1,482.84	6,017.16
AP.RA.NX55.72.0055	0.00			0.00				4,538.58	4,538.58	-938.58
AP.RA.NX55.72.0056	0.00			0.00		0.00	0.00	168,867.69	168,867.69	27,132.31
AP.RA.NX55.72.0057	0.00			0.00		0.00	0.00	264,658.03	264,658.03	73,341.97
AP.RA.NX55.72.0058	0.00			0.00	0.00	1.01	0.00	280,298.33	280,299.34	30,331.66
AP.RA.NX55.72.0059	0.00			0.00		0.00	0.00	63,943.91	63,943.91	3,056.09
AP.RA.NX55.72.0060	0.00			0.00		0.00	0.00	29,498.18	29,498.18	957.82
AP.RA.NX55.72.0061	0.00			0.00			0.00	17,225.44	17,225.44	2,774.56

Page 1 of 10 Page 1 of 4

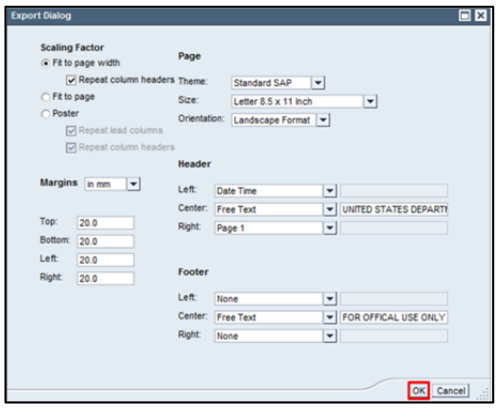
STEP 7: Commonly Used Additional Features

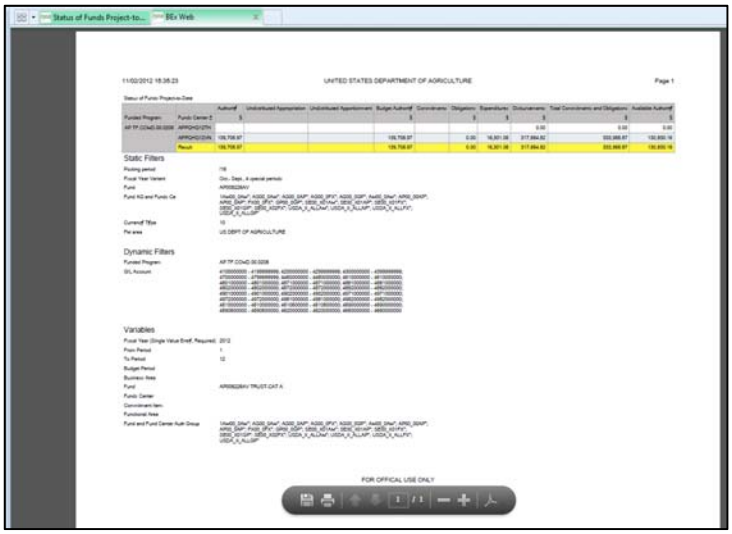
h. Drag and Drop
i. Filter
j. Filter > Variable Screen
k. Subtotals
l. Save As / Open (Layout)

STEP 8: To print the report as PDF, click **Print Version** and go to step 9 OR to export to Excel, hold down the CTRL key and click Export to Microsoft Excel and go to step 10. Continue to hold the CTRL key down until the report shows in Excel.

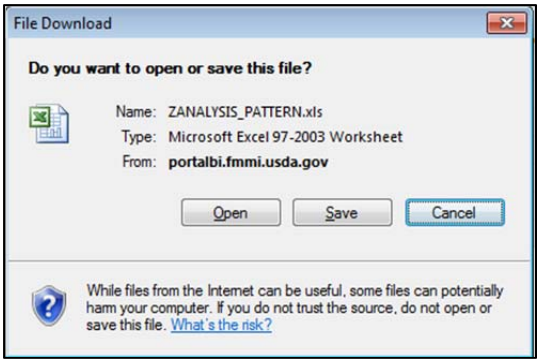


STEP 9: After **Print Version** is clicked, the following box will appear, click **OK**

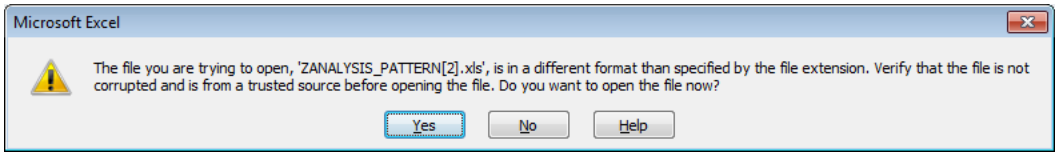




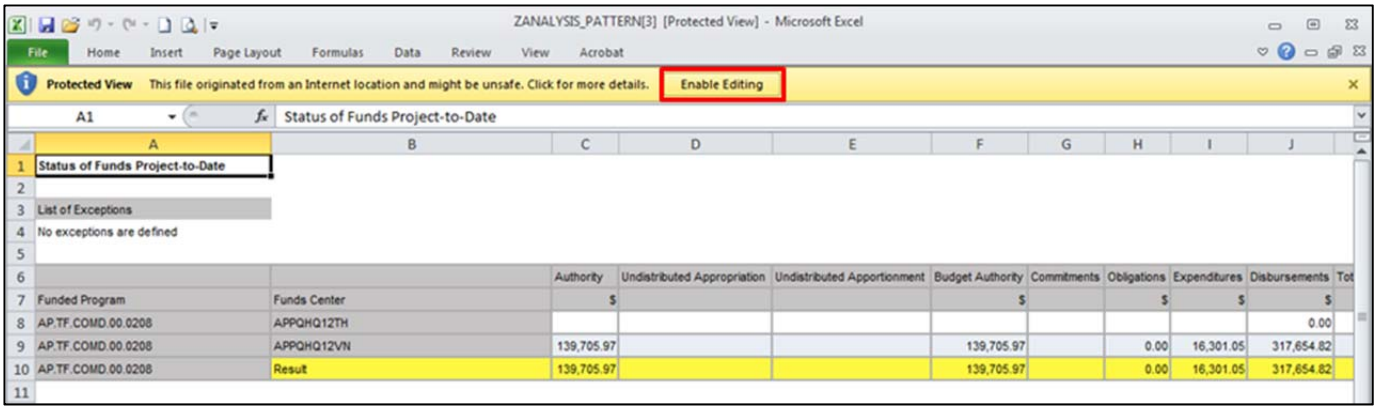
STEP 10: After **Export to Excel** is clicked, the following box will appear, click **Open**



STEP 11: Click **Yes** and the report will automatically open in Microsoft Excel



STEP 12: To enable editing, click the box **Enable Editing** shown



Over Budget Issues

Common Over Budget Issues

- Cannot post additional expenses
  - OH (indirect expenses) will not post
  - Direct expenses will not post

- Cannot close SO or associated master data elements

Reasons and Resolutions for Over Budget Issues ("Budget Exceeded" errors)

- SO BP line amount has been reduced (check Display SO, Doc Flow, and/or manually recalculate AVC Tables)
  - Request change of SO BP line amount to MRP.Billing.Requests@aphis.usda.gov (where justified)

- Expenses overspent or posted to wrong account (check ROR, manually recalculate ZR AVC Tables, LIACR and/or Payroll Detail Report)
  - Modification of Agreement, Expenditure Adjustment for direct expenses, or Request Additional Collection(s), as warranted

- OH (indirect expenses) overspent (can be any associated OH account) (manually recalculate ZR AVC Table, check LIACR and/or SOF PTD)
  - Expenditure Adjustment for indirect expenses

- Open Unneeded Obligations absorbing budget (check ULO or SOF PTD)
  - Deobligate unnecessary open obligations

- Accruals not reversed
  - Follow up on non-reversed accruals

- ROWA, additional reasons/resolutions:
  - Collection not received (check Doc Flow, ROR, and/or Daily Collections)
    - Request collection from customer
  - Collection not cleared (check Doc Flow and/or ROR)
    - Follow up on why it is uncleared, as needed, with Lucy.A.Currie@aphis.usda.gov or MRP.Billing.Requests@aphis.usda.gov
  - Collection not posted properly (check Doc Flow, ROR, and/or Daily Collections)
    - Follow up with Lucy.A.Currie@aphis.usda.gov for a collection modification
  - Additional uncleared, unnecessary DPRs (check Doc Flow and ROR)
    - Follow up with MRP.Billing.Requests@aphis.usda.gov if there are any additional uncleared, unnecessary DPRs

- INTR – Intra-agency – USDA, additional reasons/resolutions:
  - PO not entered, not approved (i.e. parked), or increased to appropriate funding
  - Second line was created on PO rather than increasing the first line
    - Contact David.L.Santelman@aphis.usda.gov for assistance on INTR PO issues

***NOTE: If over budget issues prevented OH from posting in a prior period, after you have resolved the over budget issue(s), you will need to send a request to MRP.Billing.Requests@aphis.usda.gov to rerun OH for the prior period(s) missed.**

Example - Over Budget Issue on OH Account

When sales orders are set up, a portion from each SO is set aside into the overhead pot of funds. The "budget" in the overhead pot of money that was created by the sales orders can be seen, however you don't actually have those funds until expenses are posted and the overhead is generated and "earned." When billings staff tries to reduce a sales order and there are more expenses posted to the overhead WBS than was earned, they will get a "budget exceeded overhead ledger" error.

For example, if there are four sales orders with the amounts below

	Direct expense portion	overhead portion	total SO amount
SO 1	$9,000.00	$1,000.00	$10,000.00
SO 2	$8,000.00	$900.00	$8,900.00
SO 3	$15,000.00	$1,500.00	$16,500.00
SO 4	$7,000.00	$700.00	$7,700.00
total	$39,000.00	**$4,100.00**	$43,100.00

You should see a "budget" of $4100 in the overhead pot of funds.

Then at some point, one SO is reduced in amount for any reason:

	Direct expense portion	overhead portion	total SO amount
SO 1	**$7,200.00**	$800.00	$8,000.00
SO 2	$8,000.00	$900.00	$8,900.00
SO 3	$15,000.00	$1,500.00	$16,500.00
SO 4	$7,000.00	$700.00	$7,700.00
total	$37,200.00	**$3,900.00**	$41,100.00

Now there is only a "budget" of $3900. If more expenses are posted to the overhead WBS than that $3900, billings staff will get a budget exceeded error. Because there are more expenses on that overhead WBS than that $3900 they will be unable to reduce the sales order. In the above example, if there were $4100 in expenses posted to the overhead WBS, billings staff would receive a "budget exceeded overhead ledger" of $200.

Unliquidated Obligations (ULO)

Overview

Purpose
The APHIS ULO process is the process APHIS uses to manage and report on unliquidated obligations. Unliquidated obligations over 12 months of no activity require justification.

Obligations do affect budget availability. It is important to clean these up as soon as reasonably possible.

Anyone that has responsibility for the ULO review and certification should have access to the U Drive for additional ULO information and instructions. Anyone who is responsible for the ULO review and certification but does not have access to the U drive should contact Kraig Peterson, the APHIS ULO lead.

Unliquidated Obligations (ULO) Detail Report

Purpose

The ULO Report provides details on unliquidated obligations. This report will display obligations document details including vendor, days since last activity, years old, and amount.

Considerations

- These instructions have been specifically tailored to Wildlife Services.

Report Type

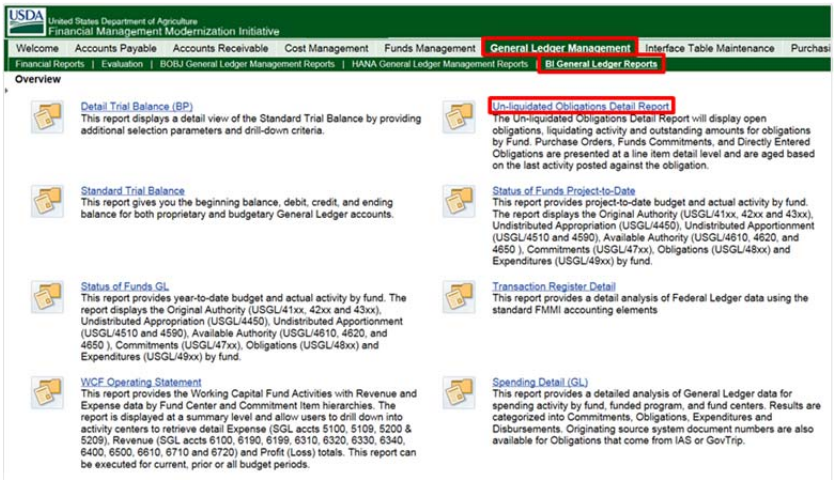
BI BEx

Role

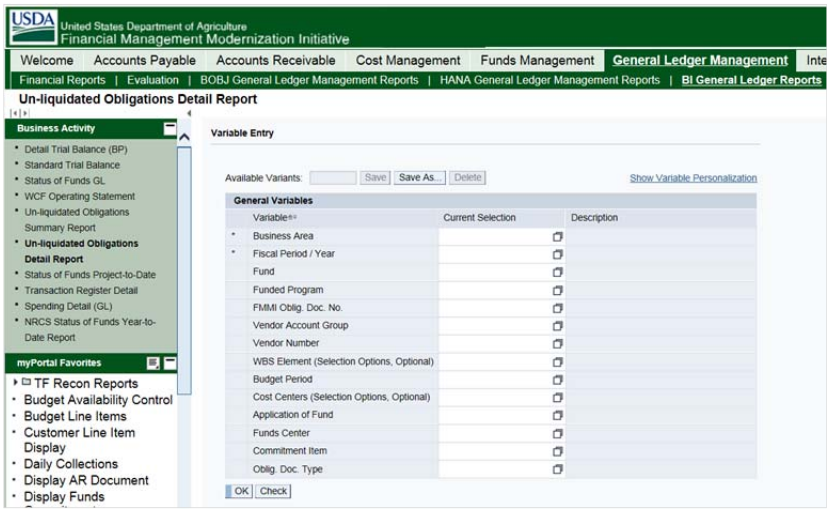
General Ledger Management, BI Reporter

Instructions

STEP 1: Go to **General Ledger Management** > **BI General Ledger Reports** > **Un-liquidated Obligations Detail Report**

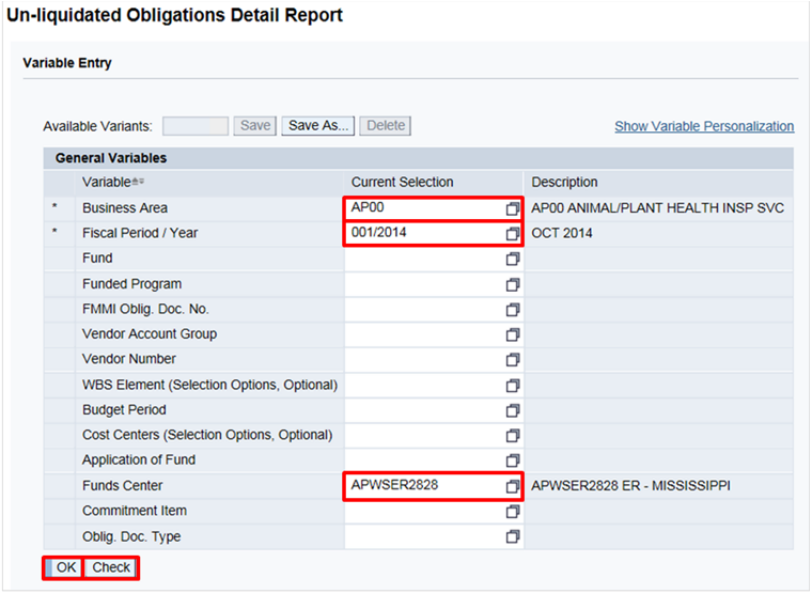


STEP 2: Variable entry screen will appear. Enter the desired parameters to execute the report.



STEP 3: To run by Fund Center, enter the following data:

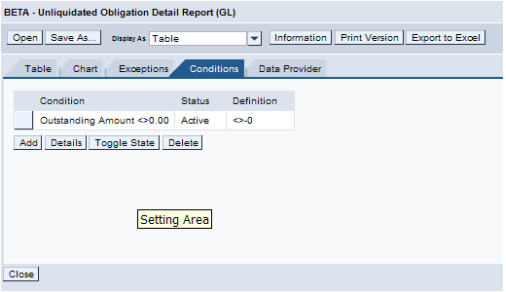
a. Business Area = i.e. AP00 (APHIS)
b. Fiscal Period/Year = i.e. 001/2014 (Oct 2014)
c. Fund Center = i.e. APWSER2828
d. Optional: Click **Check** to verify that the information was entered correctly. If entered correctly, a description will appear in the Description column.
e. Click **OK** to run the report.



STEP 4: The report will generate and the layout can be modified to display as shown below, or to your preference for your ULO monitoring purposes.

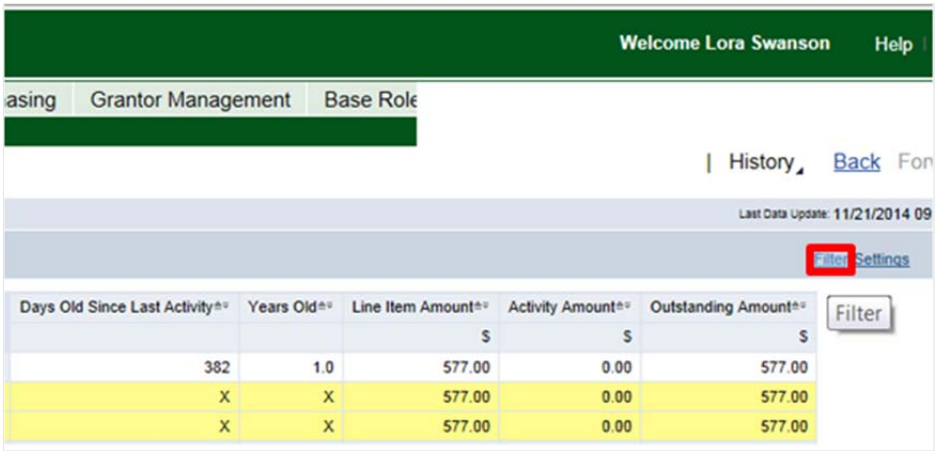
						Funds Center	APWSER2828				
							ER - MISSISSIPPI				
							Days Old Since Last Activity	Years Old	Line Item Amount	Activity Amount	Outstanding Amount
Fund		FMMI Obl Doc Nbr	Vendor		FMMI Oblig Doc Type	Last Activity Date			$	$	$
AP001600AD	GENERAL-DIRECT-CAT A	7000494552	1200005140	SCOTT A ALLS	GovTrip Travel Commi	11/04/2013	382	1.0	577.00	0.00	577.00
		7000494587	1200155215	SCOTT A WATSON	GovTrip Travel Commi	11/07/2013	379	1.0	584.00	0.00	584.00
		7000511985	1200085315	SETH C NELSON	GovTrip Travel Commi	11/20/2013	366	1.0	176.00	0.00	176.00
		7000512311	1200155215	SCOTT A WATSON	GovTrip Travel Commi	11/07/2013	379	1.0	330.00	0.00	330.00
		7100002917	1100184882	MAYFLOWER TRANSIT, LLC	Travel Obligation	11/14/2013	372	1.0	0.00	26,403.16	-26,403.16
			1200012077	PATRICK L SMITH	Travel Obligation	11/14/2013	372	1.0	56,092.38	26,671.80	29,420.58
AP001600AR	GENERAL-REIMB-CAT A	7000495434	1200155215	SCOTT A WATSON	GovTrip Travel Commi	11/07/2013	379	1.0	181.00	0.00	181.00
		7000503844	1200017757	DAVID B JOLLEY	GovTrip Travel Commi	11/21/2013	365	1.0	161.00	0.00	161.00
Overall Result							X	X	163,209.14	158,182.72	5,026.42

STEP 5: *Note: You will see messages regarding the conditions in the report which you can ignore. Conditions are the limits that were entered to create the report. If you click on Settings you can click on the Conditions tab and see what conditions are active.

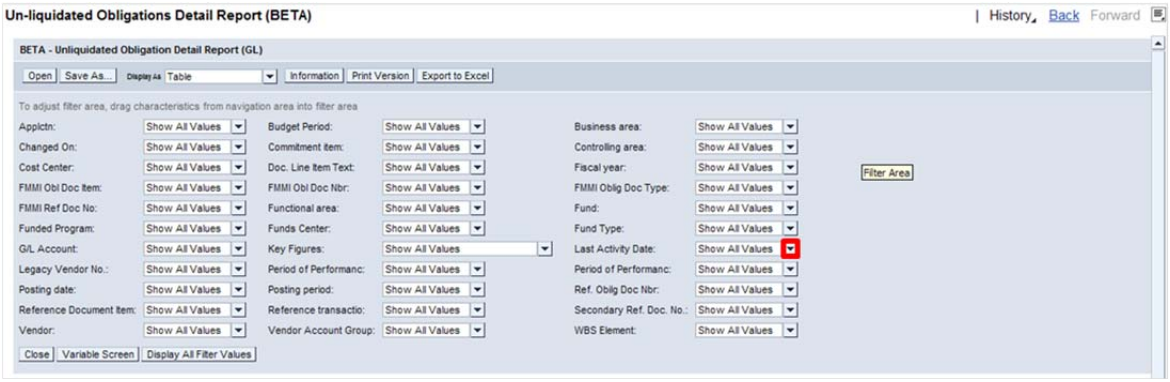


ULO 12 Months No Activity

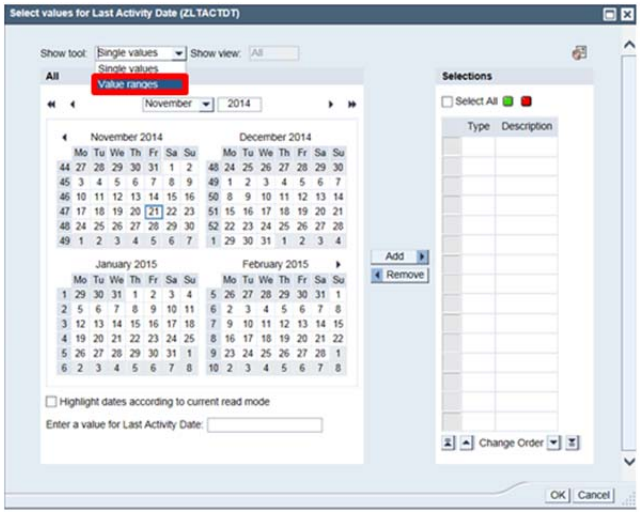
STEP 6: To sort based on 12 months of no activity, first click on **Filter**.



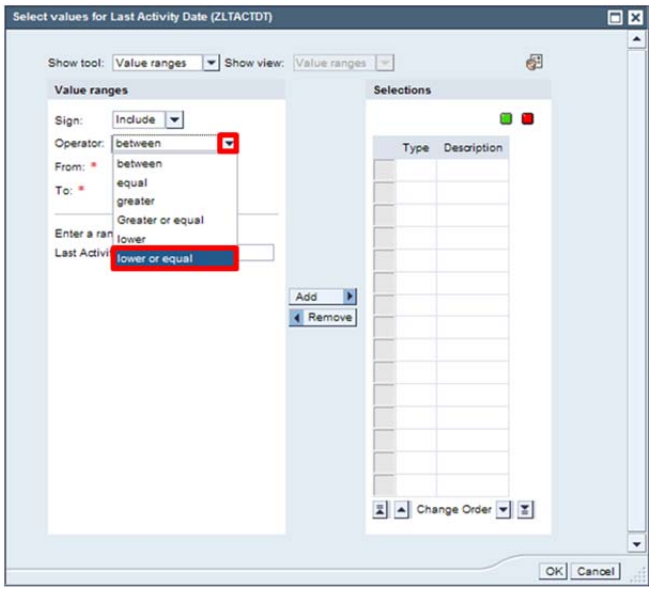
STEP 7: The screen will refresh to display the following. Click on the drop down box under Last Activity Date, and click **edit**.



STEP 8: Click on the drop down box for Show Tool and select **Value Ranges**.

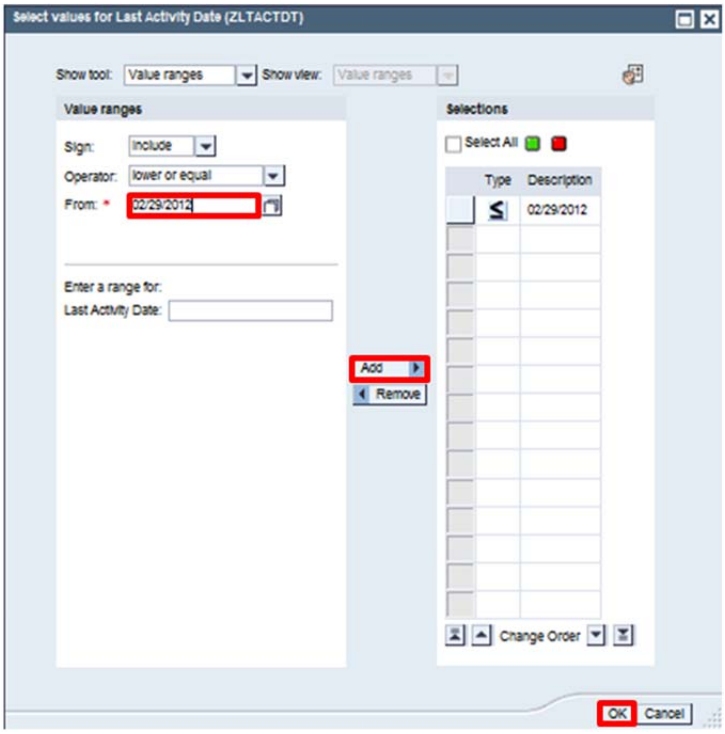


STEP 9: Click on the drop down box for Operator and select **Lower or Equal**.



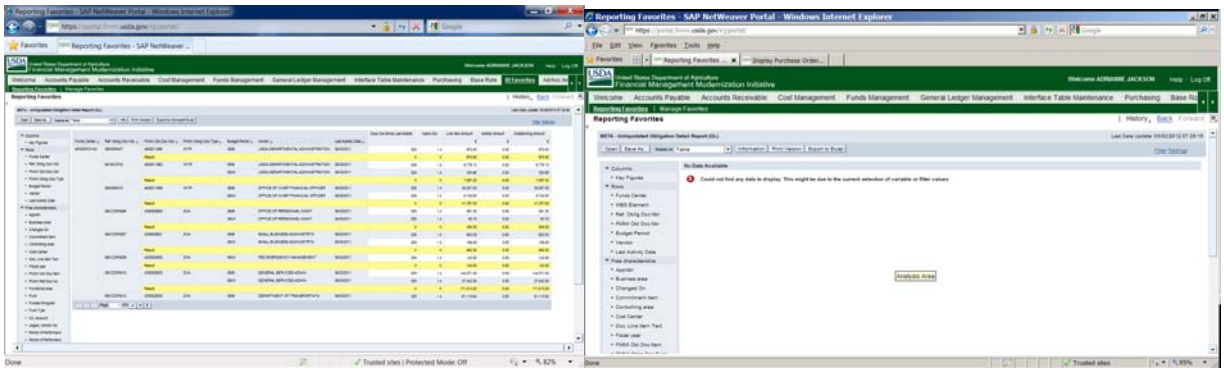
STEP 10: Enter the date one year back from the date you are reporting on in the From field, and click **Add** to insert the limit, and click **OK** to set the filter.

f. Ex: If we are pulling information based on February 28, 2013, then you would select on February 29, 2012 in order to see obligations that have <u>not</u> had activity in 12 months.



STEP 11: Your report will refresh similar to one of the below options. Note the following:

g. The first screen with data represents obligations which have had no activity in the last 12 months.
h. The second screen with no data represents that there are no obligations which have had no activity in the last 12 months.



Request Collection Modification

Purpose

Collection Modifications are an adjustment process used to recode the customer and/or master data elements assigned to a particular collection transaction.

Instructions

STEP 1: Email request to Lucy.A.Currie@aphis.usda.gov. Email should include:

a. Subject – "Collection Modification Request – Doc Number 1200001234 - $250.00"

b. Body – include the following:

   i. Incorrect Collection Posting Document Number (i.e., 1200001234)

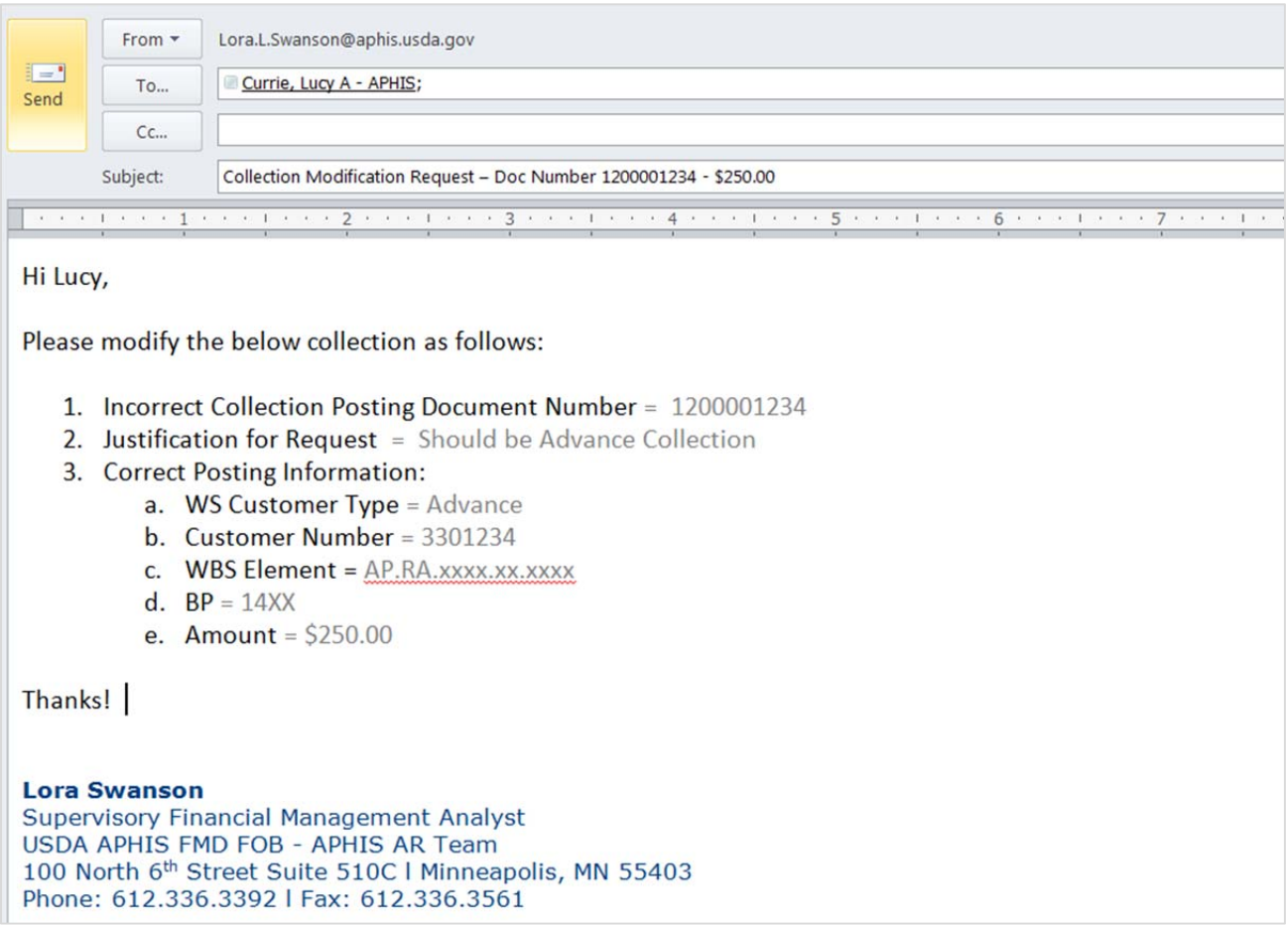
      1. See Daily Collections for detailed instructions. Document numbers for collection postings are 10 digit numbers beginning with 12, 13, or 14.

   ii. Justification for Request (i.e., Should be Advance Collection)

   iii. Correct Posting Information:

      1. WS Customer Type (i.e., Advance, Reimbursable, or OTC)
      2. Customer Number (i.e., 3301234)
      3. WBS Element (i.e., AP.RA.xxxx.xx.xxxx)
      4. BP (i.e., 14XX)
      5. Amount (i.e., $250.00)

Example



Send

From: Lora.L.Swanson@aphis.usda.gov

To: Currie, Lucy A - APHIS;

Cc:

Subject: Collection Modification Request – Doc Number 1200001234 - $250.00

Hi Lucy,

Please modify the below collection as follows:

1. Incorrect Collection Posting Document Number = 1200001234
2. Justification for Request = Should be Advance Collection
3. Correct Posting Information:
   a. WS Customer Type = Advance
   b. Customer Number = 3301234
   c. WBS Element = AP.RA.xxxx.xx.xxxx
   d. BP = 14XX
   e. Amount = $250.00

Thanks!

Lora Swanson
Supervisory Financial Management Analyst
USDA APHIS FMD FOB - APHIS AR Team
100 North 6th Street Suite 510C | Minneapolis, MN 55403
Phone: 612.336.3392 | Fax: 612.336.3561

Request Customer Refund

Purpose

Customer refunds are a process used to refund the remaining balance on a customer account after services are completed and all financial transactions have posted to the account.

Instructions

STEP 1: Email request to Lucy.A.Currie@aphis.usda.gov. Email should include:

c. Subject – "Customer Refund Request – Cust. No. 3301234 - $565.25"

d. Attachment – Completed Request for Customer Refund Form

USDA

United States Department of Agriculture | Marketing and Regulatory Programs | Financial Management Division | Minneapolis Financial Operations Branch APHIS Accounts Receivable Team 100 N Sixth Street, Ste 510C Minneapolis, MN 55403

Request for Customer Refund Form

(Fillable PDF)

I am closing the following project and all remaining funds are to be refunded by electronic funds transfer to the customer.

Sales Order # _____ WBS Element _____

Refund Dollar Amount $_____

Customer Name _____

Customer Account Number _____

Customer Mailing Address _____

Customer City, State, ZIP Code _____

Social Security Number (SSN) or Taxpayer ID Number (TIN) _____ (9 digits)

Financial Institution Name _____

Financial Institution Routing Transit Number (RTN) _____ (9 digits)

Depositor Account Number (customer) _____

Type: Checking Savings

Program Manager Name _____ Phone _____

Program Manager Signature _____ Date _____

Privacy Act Statement: Collection of this information is authorized by 31 U.S.C. 3332(g), 3325(d), and 7701(c). The information will be used by the Government to make payments by electronic funds to a vendor. This information may also be used for income reporting and for collecting and reporting any delinquent amounts arising out of a vendor's relationship with the Government. Disclosure of the information by the vendor is mandatory. Failure to provide the requested information may result in the delay or withholding of payments to the vendor.

Email To: Lucy.A.Currie@aphis.usda.gov

Mail To: USDA, APHIS, FMD, FOB
Attn: APHIS Accounts Receivable Team
100 North Sixth Street 510C
Minneapolis, MN 55403

Fax To: (612) 336-3563

Debt Management

Process

When payment of a bill is not received within 30 days of issuance, the debt is considered past due and a process is initiated within FMMI and APHIS to collect that money. The following is a timeline of the debt management process.

Day 1 – This is the Bill Date.

Day 30 – Bill payment is due.

(Day 31 – FMMI automatically generates the **first past due notice** and sends it to the cooperator. This notice is a reminder that the debt is now due. No interest or penalty is recorded on the notice. However, this is the day interest begins to be assessed. In 2014, interest is 1% per annum. The interest rate is mandated by U.S. Treasury.**)** **NOTE:** FMMI is **not** currently set up to have past due notices, interest, or penalties automatically generate. This will occur in the future…

(Day 60 – FMMI automatically generates the **second past due notice** and sends it to the cooperator. This notice states that the debt is now 30 days past due. Interest charges are recorded on this notice.**)** **NOTE:** FMMI is not currently set up to have past due notices, interest, or penalties automatically generate. This will occur in the future…

Day 75 – The debt is now 45 days past due. An Accounts Receivable specialist will contact the cooperator requesting payment.

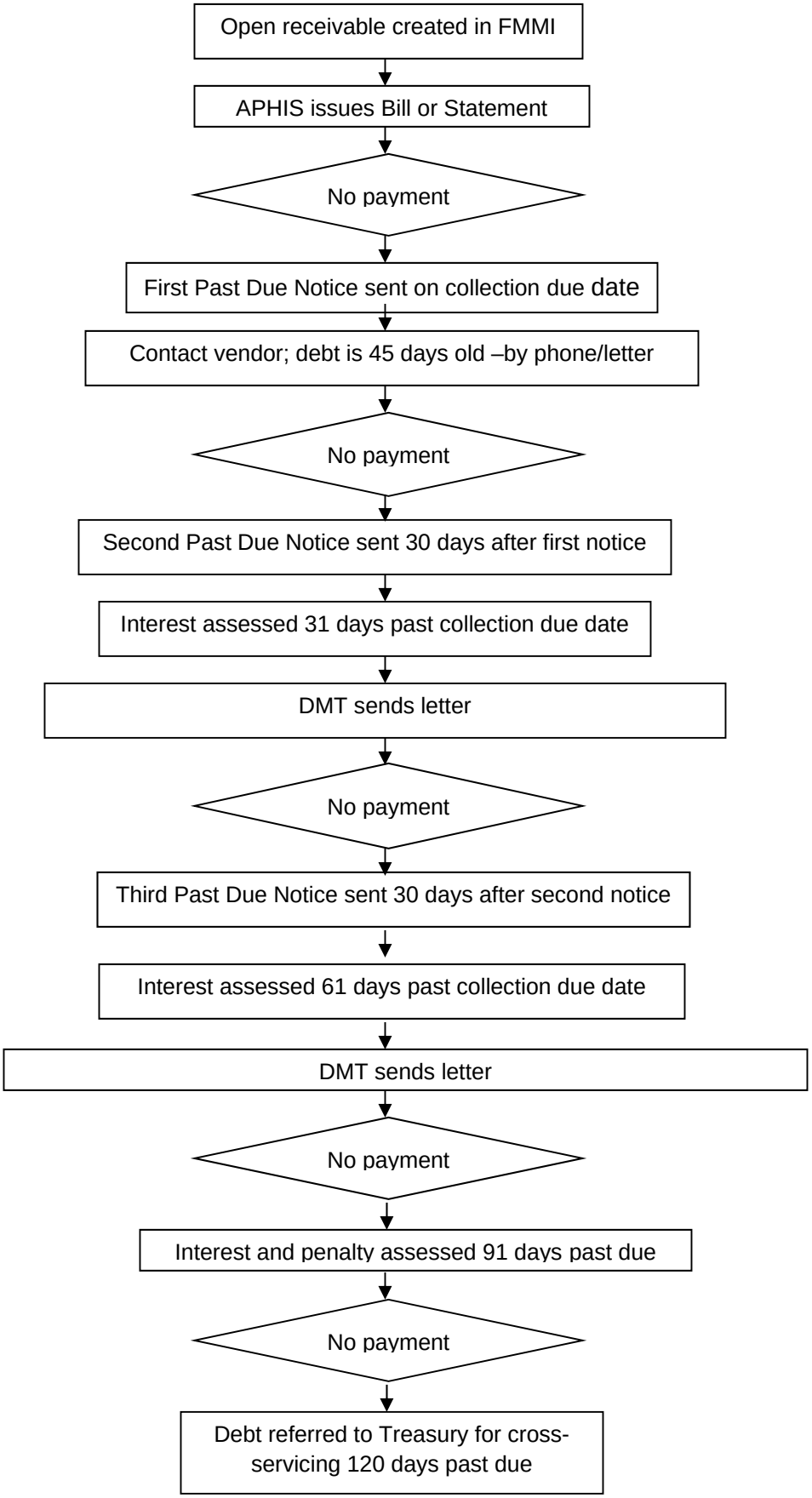
(Day 90 – FMMI automatically generates the **third past due notice** and sends it to the cooperator. The notice states the debt is now 60 days past due and current interest charges are recorded. A Notice of Intent to Refer to U.S. Treasury is included. An Accounts Receivable specialist will send a letter to the cooperator reminding them that the debt is due.**)** **NOTE:** FMMI is not currently set up to have past due notices, interest, or penalties automatically generate. This will occur in the future…

(Day 91 – Penalty charges are now assessed. The charges are retroactive to the due date. Per U.S. Treasury regulations, the penalty is 6% per annum.**)** **NOTE:** FMMI is not currently set up to have past due notices, interest, or penalties automatically generate. This will occur in the future…

Day 120 – The debt is now 90 days past due. If there has been no response to the letter sent on Day 90, an Accounts Receivable specialist will telephone the cooperator to request payment. The specialist will also call the WS office to inform WS of the status of the collection procedure. If the cooperator is not paying, the specialist will advise that services to the cooperator be suspended. The specialist will confer with the analyst on what has occurred and how to proceed.

Day 150 – The debt is now 120 days past due. The specialist will begin preparing the debt for referral to U.S. Treasury for **cross servicing**.

Debt Management Process Flow Chart



Debt Management Regulations

Regulation References:

Debt Collection Improvement Act of 1996

Public Law 104-134

Seven purposes:

1. To maximize collections of delinquent debts owed to the Government by ensuring quick action to enforce recovery of debts and the use of all appropriate collection tools.
2. Minimize the costs of debt collection by consolidating related functions and activities and utilizing interagency teams.
3. To reduce losses arising from debt management activities by requiring proper screening of potential borrowers, aggressive monitoring of all accounts and sharing of information within and among Federal agencies.
4. To ensure that the public is fully informed of the Federal Government's debt collection policies and that debtors are cognizant of their obligations to repay amounts owed to the Federal Government.
5. To ensure that debtors have all appropriate due process rights, including the ability to verify, challenge and compromise claims and access to administrative appeals procedures which are both reasonable and protect the interest of the United States.
6. To encourage agencies, when appropriate to sell delinquent debt, particularly debts with underlying collateral
7. To rely on the experience and expertise of private sector professionals to provide debt collection services to Federal agencies.

This law provides that any non-tax debt or claim owed to the United States that has been delinquent for a period of 180 days shall be turned over to the Secretary of the Treasury for appropriate action to collect or terminate collection actions on the debt or claim.

31 USC 7701

The head of each Federal agency shall require each person doing business with that agency to furnish to that agency such person's taxpayer identification number. A person shall be considered to be doing business with a Federal agency if the person is in a relationship with the agency that may give rise to a receivable due to that agency.

7 CFR 3.34 (USDA Debt Management)

USDA creditor agencies must attempt to collect interest, penalties and administrative costs on any delinquent debt owed to the U.S. in accordance with 31 CFR 901.9, or according to written documentation constituting the basis of the debt, or under any guidelines issued by the Assistant Secretary for Administration or by the creditor agency's fiscal officer. Agencies will assess a penalty of 6% a year on any unpaid debt balance delinquent for more than 90 days.

Separation of Duties for Collection Officer:

GAO Policy and Procedures Manual for Guidance of Federal Agencies. Title 7 Fiscal Procedures, Chapter 5.2B Control over Collections – Separation of Duties for Cash Receipts:

In accordance with the internal control standard for separation of duties, persons responsible for handling cash receipts should not participate in the accounting or operating functions relating to any of the following:

1. Shipping of goods and billing for goods and services.
2. Controlling accounts receivable and subsidiary ledgers.
3. Preparing and mailing statements of balances due.

4. Authorizing and approving credits for returns and allowances or adjustments of amounts due.
5. Preparing cash reconciliations.

Federal Claims Collection Standards (FCCS) – Dept of Treasury & Justice

31 CFR 901.1 Aggressive agency collection activities

Federal agencies shall aggressively collect all debts arising out of activities of that agency. Collection activities shall be undertaken promptly with follow-up action taken as necessary.

31 CFR 901.2 Demand for Payment

Written demand informing the debtor of basis for indebtedness and rights of the debtor; standards for imposing any interest, penalties or administrative costs; date by which payment should be made to avoid late charges and enforced collection; and agency contact person or office shall be made promptly upon a debtor of the U.S. in terms that inform the debtor of the consequences of failing to cooperate with the agency to resolve the debt. The FCCS states that generally one demand notice should suffice but USDA has established the use of 3 demand notices in its financial system.

31 CFR 901.6 Suspension or revocation of eligibility for loans and loan guaranties, licenses, permits, or privileges.

In non-bankruptcy cases, agencies seeking the collection of claims should consider the suspension or revocation of licenses, permits, or other privileges for any inexcusable or willful failure of a debtor to pay such a debt in accordance with the agency's regulations or governing procedures.

31 CFR 901.9 Interest, penalties, and administrative costs

Agencies shall charge interest, penalties and administrative costs on debts owed to the U.S. pursuant to 31 USC 3717. An agency shall mail or hand-deliver a written notice to the debtor, at the debtor's most recent address available to the agency, explaining the agency's requirements concerning these charges. Agencies shall charge a penalty, pursuant to 31 USC 3717(e)(2), not to exceed 6% a year on the amount due on a debt that is delinquent for more than 90 days.

31 CFR 902.2 Basis for Compromise

Agencies may compromise a debt if the Government cannot collect the full amount because: (1) The debtor is unable to pay the full amount in a reasonable time, as verified through credit reports or other financial information; (2) The Government is unable to collect the debt in full within a reasonable time by enforced collection proceedings; (3) The cost of collecting the debt does not justify the enforced collection of the full amount; (4) There is significant doubt concerning the Government's ability to prove its case in court.

New RRB Bill Format

USDA

Animal and Plant Health Inspection Service (APHIS)

Enclose a copy of this bill with your check or money order made payable to "U.S. Department of Agriculture." Do not send cash. Please include the bill number and customer number on your check.

CUSTOMER NUMBER:	5000595
BILL NUMBER:	3001341746
P.O. NUMBER:	
BILL DATE:	07/08/2014
SALES ORDER NUMBER:	3200004685

TO:

DFAS-IN GFEBS ARMY 00008522
GFEBS DFAS INDIANAPOLIS
8899 EAST 56TH ST
INDIANAPOLIS, IN 46249-0001

Due Date: 08/07/2014

AMOUNT ENCLOSED:
$

PRINCIPAL:	$	4.52
INTEREST:	$	0.00
PENALTY:	$	0.00
ADMINISTRATIVE COSTS:	$	0.00
CURRENT CHARGES:	$	4.52
ADVANCE APPLIED:	$	0.00

Amount Due: $4.52

Please send all correspondence, inquiries, and changes to:

USDA APHIS DEBT MGMT TEAM
PO Box 3334
MINNEAPOLIS MN 55403

MAIL PAYMENT TO:

USDA, APHIS, General
PO Box 979043
St Louis MO 63197-9000

Failure to make payment by the due date will result in the assessment of late payment charges (Interest, Penalty Charges, and/or Administrative Costs) in accordance with your contract, permit, or the Debt Collection Act of 1982, as amended. Postmarks are not honored. Late fees do not apply for billings in advance of receipt of goods or services.

Current charges on this invoice include unbilled activity through 07/01/2014

Description	Current Amount
Personnel Compensation	2.52
Other Services	2.00
Total Charges	**4.52**

Agency Reference: 14-7346-6673-Q AP.RA.RX17.72.0742/1313, AP.RA.RX17.72.0754/13XX

1 of 2

U.S. DEPARTMENT OF AGRICULTURE
Animal and Plant Health Inspection Service (APHIS)

BILL NUMBER: 3001341746

BILLING INFORMATION

BILLING RIGHTS SUMMARY
IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR BILL

If you need more information about a transaction on your bill, write to us on a separate sheet of paper at the customer service address shown on your bill. We must hear from you no later than 60 days from the bill date on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter provide the following information:

- Your name and billing document number
- The dollar amount and date of the suspected error
- A description of the problem or error

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question.

PAYMENTS

Payments can be made via check, money order or credit card. A copy of your bill or the billing document number located on the front of the bill should be included. Omission of this data may cause delay of posting and/or misapplying of payment(s) to your bill.

To make a credit card or ACH payment, please go to www.pay.gov

If you have problems processing the transaction, please call 1-877-777-2128.

Payments made by Federal government agencies should be made via the Intra-governmental Payment and Collections System (IPAC) to the applicable agency's ALC. The billing document number is required to successfully post all payments.

APHIS ALC	12403400	GIPSA ALC	12403600
AMS ALC	12250001	FAS ALC	12401000

CUSTOMER SERVICE

USDA APHIS DEBT MGMT TEAM	TOLL FREE:	877-777-2128
PO Box 3334	COMMERCIAL:	612-336-3400
MINNEAPOLIS MN 55403	E-MAIL:	ABSHELPLINE@USDA.GOV

LATE PAYMENT CHARGES

To protect the interest of the government on amounts overdue, the Department of Treasury requires a late payment charge on all delinquent debts.

Payments not received by the due date are subject to late payment charges in accordance with Treasury guidelines. Administrative charges may be assessed and an additional six percent per annum penalty will be charged for payments more than 90 days past due.

APHIS Completed Form W-9

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
US DEPT OF AGRICULTURE

Business name/disregarded entity name, if different from above
ANIMAL & PLANT HEALTH INSPECTION

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☑ Other (see instructions) ▶ FEDERAL GOVERNMENT

Exemptions (see instructions):
Exempt payee code (if any) 2
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)
P.O. BOX 979043

Requester's name and address (optional)

City, state, and ZIP code
ST. LOUIS, MO 63197-9000

List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number
4 1 – 0 6 9 6 2 7 1

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X Form **W-9** (Rev. 8-2013)

The ABS Helpline

PHONE: 612-336-3400 or 877-777-2128

ABS Helpline is a toll free number that any customer can call when they have questions regarding their USDA customer account. This phone number is listed on all of our dunning notices, past due letters, and monthly statements. This line has a recorded message instructing callers to leave their name, phone number, customer account number and brief message. The voicemail messages are picked up by members of the APHIS and Non-APHIS Account Receivable team members. The messages are written up and distributed to the correct FMD employee that handles the customer account. Customers with a sales office code of WILD are given to Lucy Currie. When Lucy receives the message, she calls the customer. The program offices should not call this number, they should call Lucy instead.

EMAIL: ABSHELPLINE@USDA.APHIS.GOV

Emailing the ABS Helpline is another method for our customers to contact us about their account or bill questions. All staff members of the APHIS and Non-APHIS Accounts Receivable teams check the email helpline on a regular, hourly basis. The messages are typed up and sent to the proper staff person in FOB. Customers with the sales office of WILD are given to Lucy Currie in the Minneapolis office.

If a customer requests the backup documentation for a Wildlife Services bill, Lucy will forward the message to the state office.

Both the voicemail and email ABS Helplines are answered by Minneapolis Financial Operations Branch.

Close Sales Order

Zero Dollar Balance

Instructions

1. Ensure all collections and expenses are posted correctly (see Daily Collections and LIACR for detailed instructions)

2. Verify OH was captured on all periods with expenses (see LIACR for detailed instructions)

3. Verify All Expenses Have Been Billed (see ROR for detailed instructions)

4. Request SO Line Amount be Reduced to Consumed Amount (see ROR for detailed instructions)
    a. Email to MRP.Billing.Requests@aphis.usda.gov

5. Ensure Zero Balance (see SOF PTD for detailed instructions)
    a. Advance SO – Request Refund if needed (see Refund Request for detailed instructions)
        i. Email to Lucy.A.Currie@aphis.usda.gov or Jennifer.L.Elias@aphis.usda.gov

6. Reconcile Account Zero Balance (WBS and BP = SO Line Item) (see SOF PTD for detailed instructions)

7. Check Doc Flow for any uncleared items (see View a SO, Doc Flow for detailed instructions)
    a. Research and resolve any uncleared items – contact appropriate party by doc type (i.e. RV doc contact Billing group)

8. Request to manually clear customer line items, F32 (see Customer Line Item Display for detailed instructions)
    a. Email to Katrina.J.Sopcyk@aphis.usda.gov or Justin.J.Rhea@aphis.usda.gov

Request Close of Shorthand Codes

Purpose

Closing SHCs prevents further activity from posting to those SHCs.

Considerations

- SHCs for projects that are not complete SHOULD NOT be closed.
- MASC must remain active for at least one year to allow documents such as a corrected T&A and PROP depreciation to process through.
- Closing SHCs in FMMI does not remove the code from the feeder system. That process is individual to each feeder system. For WebTA timekeepers can remove SHCs.

Instructions

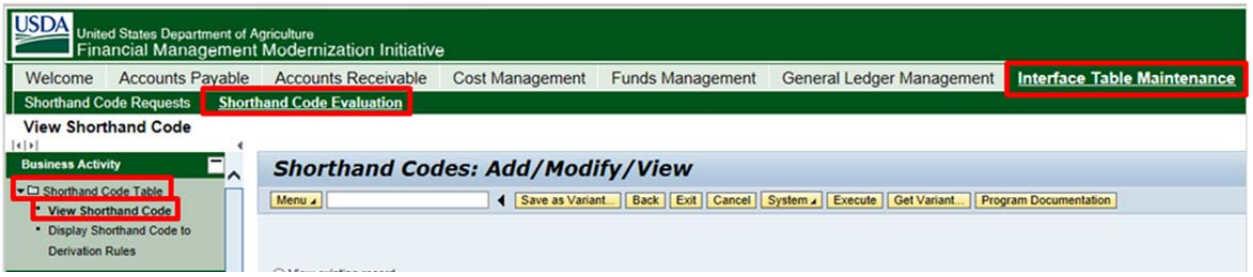
1. Designated program staff should send an email to APHIS-Master Data Requests (Master.Data.Requests@aphis.usda.gov) with the list of SHCs to be deactivated (no reference to feeder systems needed).
2. The lists will be submitted to NFC for processing, deactivating the SHC from all feeders except MASC.

Shorthand Code Close Verification

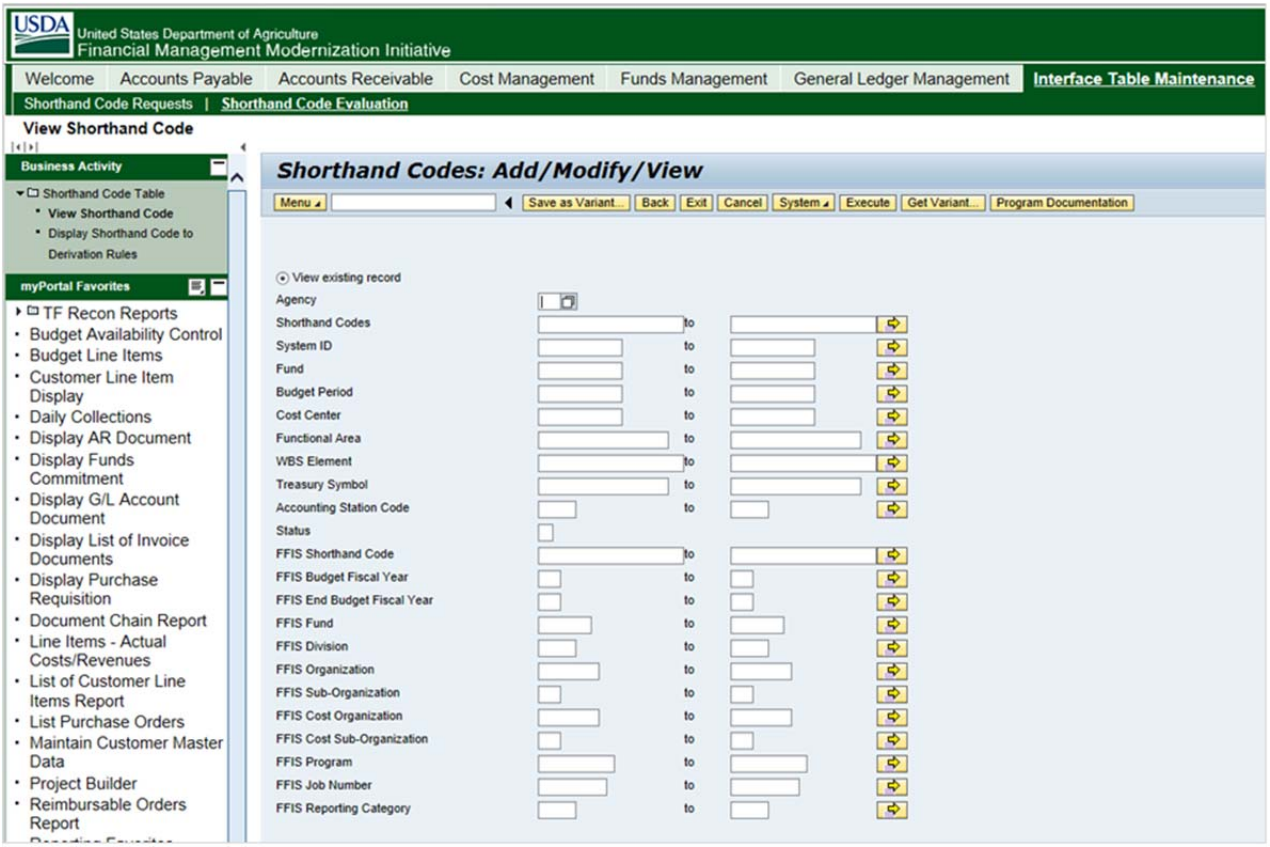
Purpose
To verify if a SHC request for (activation or) deactivation has been successfully completed in FMMI.

FMMI Role
Interface Table Maintenance Evaluator

Instructions
STEP 1: Go to **Interface Table Maintenance** > **Shorthand Code Evaluation** > **Shorthand Code Table** > **View Shorthand Code**

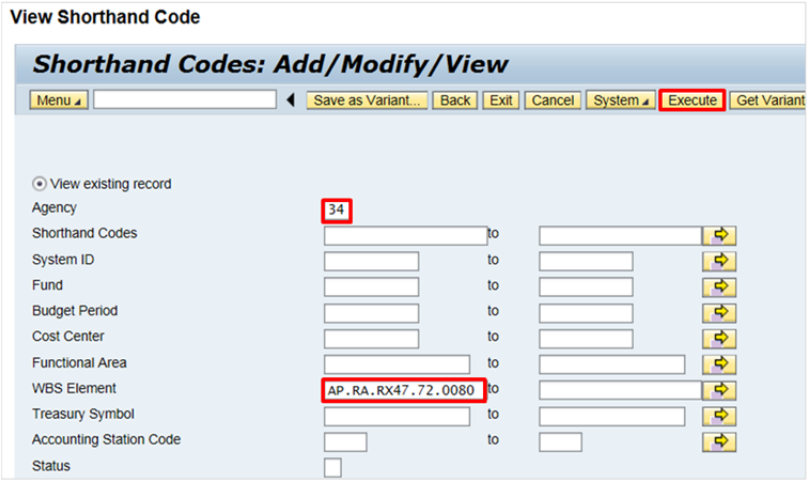


STEP 2: Enter the desired parameters in the variable entry screen to execute the reports.



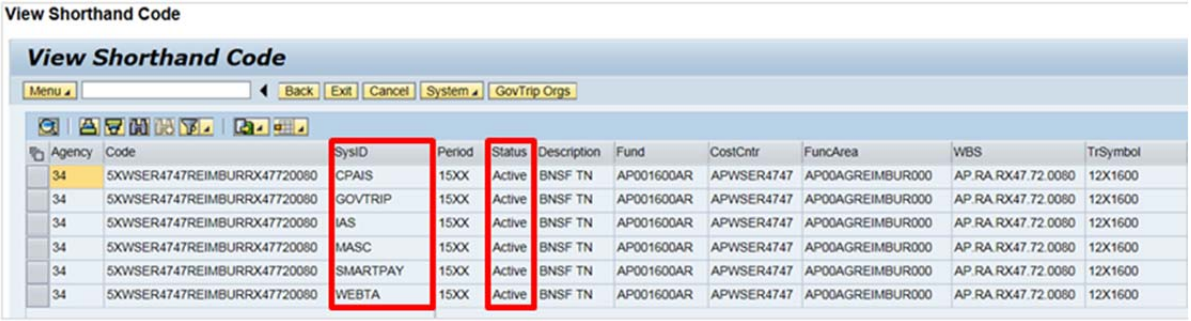
STEP 3: To search by WBS, enter the following data:

e. Agency = 34 (APHIS)
f. WBS Element = i.e. AP.RA.RX47.72.0080
g. Click **Execute** to run the report



STEP 4: The report will populate as shown below

h. Note the following items:
   i. Sys ID
   ii. Status
      1. Active = Open
      2. Deactivated = Closed



Agency	Code	SysID	Period	Status	Description	Fund	CostCntr	FuncArea	WBS	TrSymbol
34	5XWSER4747REIMBURRX47720080	CPAIS	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	GOVTRIP	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	IAS	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	MASC	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	SMARTPAY	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600
34	5XWSER4747REIMBURRX47720080	WEBTA	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP.RA.RX47.72.0080	12X1600

Request Close of WBS Elements (Where Applicable)

Purpose

Closing WBS Elements prevents further activity from posting to those WBS Elements.

Considerations

- WBS Elements for projects that are not complete or that will be reused on future projects SHOULD NOT be closed.

Instructions

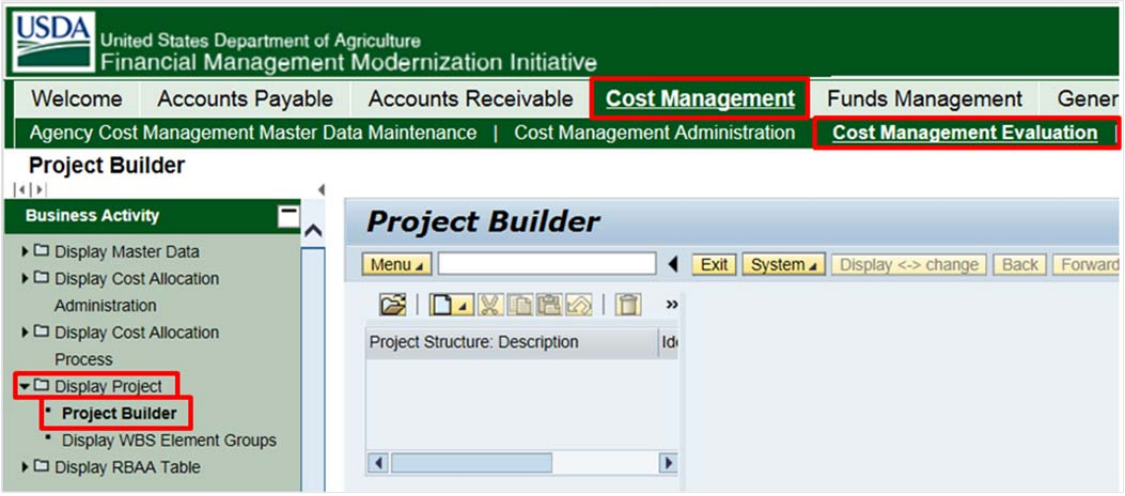
Designated program staff should send an email to APHIS-Master Data Requests (Master.Data.Requests@aphis.usda.gov), stating that the code will no longer be needed, the account balance is zero, and the account has been fully reconciled.

WBS Elements Close Verification (Where Applicable)

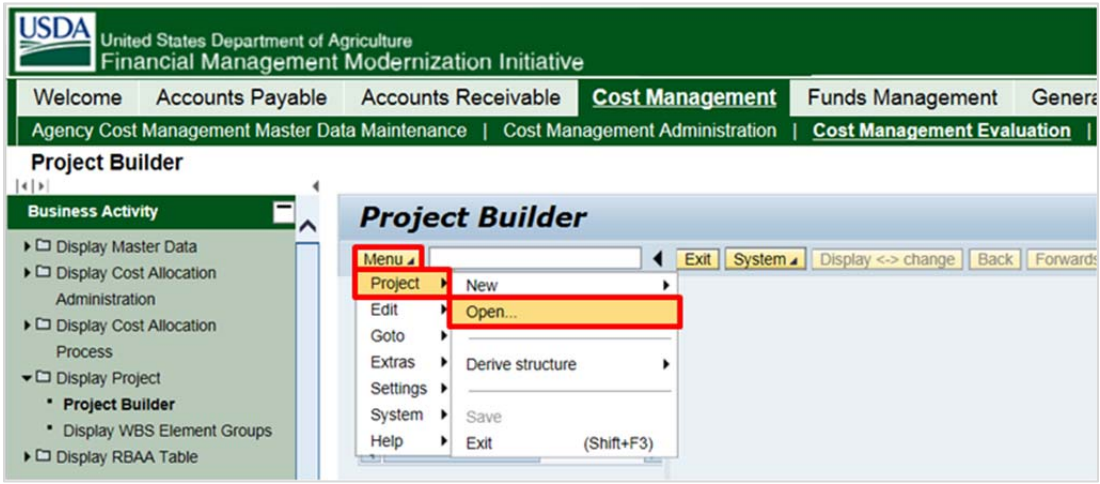
Purpose
To verify if a WBS Elements' request for deactivation has been successfully completed in FMMI.

FMMI Role
Cost Management Evaluator

Instructions
STEP 1: Go to Cost **Management** > **Cost Management Evaluation** > **Display Project** > **Project Builder**

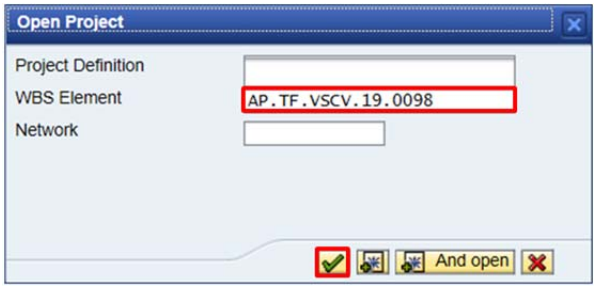


STEP 2: To search by WBS go to **Menu** > **Project** > **Open**



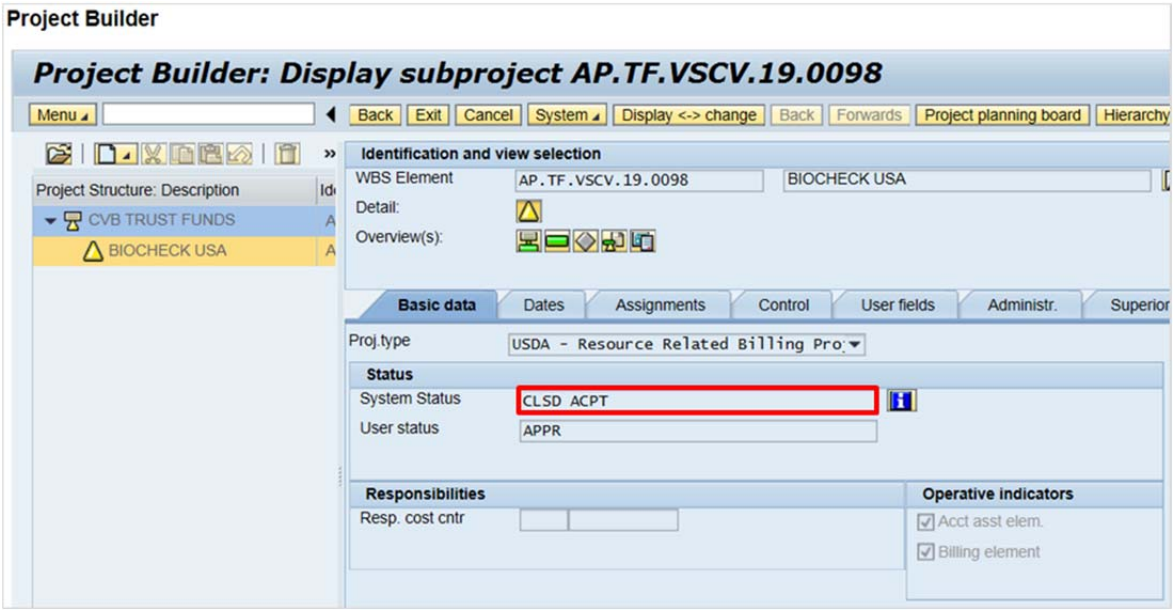
STEP 3: The following screen will appear. Enter the following:

a. WBS Element – i.e. AP.TF.VSCV.19.0098
b. Click the **green check** box to execute



STEP 4: The report will populate as shown below. Note the following items:

c. System Status
   i. REL ACPT = Open
   ii. CLSD or CLSD ACPT = Closed
   iii. REL LCKD-ALL = Locked (okay to use when minor error prevents Close status)



Customer Line Item Display

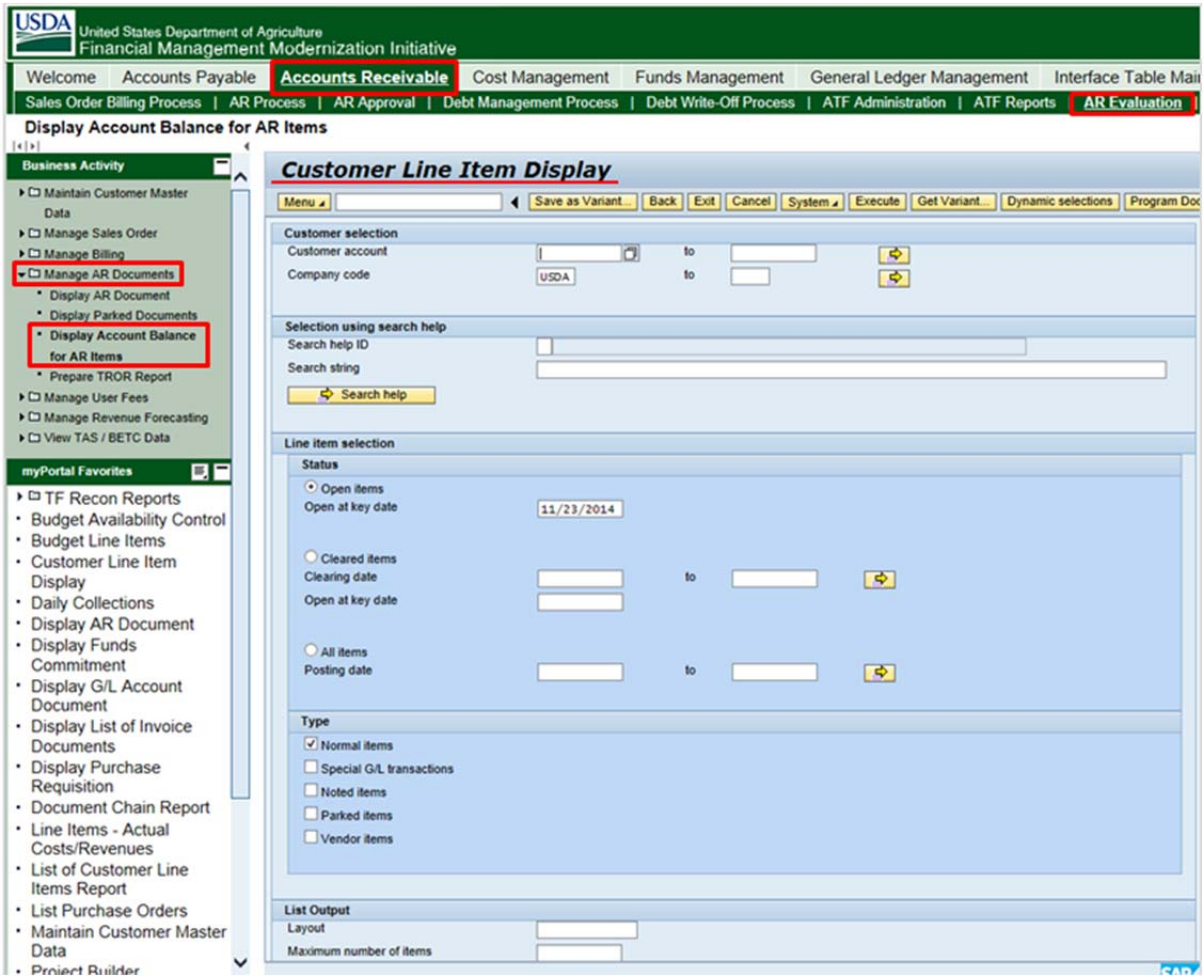
Purpose
The Customer Line Item Display provides a process to verify information pertaining to the customer account and respective SO, including identifying items that are not fully cleared and preventing the SO from closing.

Considerations
- These instructions were specifically tailored to accommodate Wildlife Services SO close needs.

Report Type
ECC

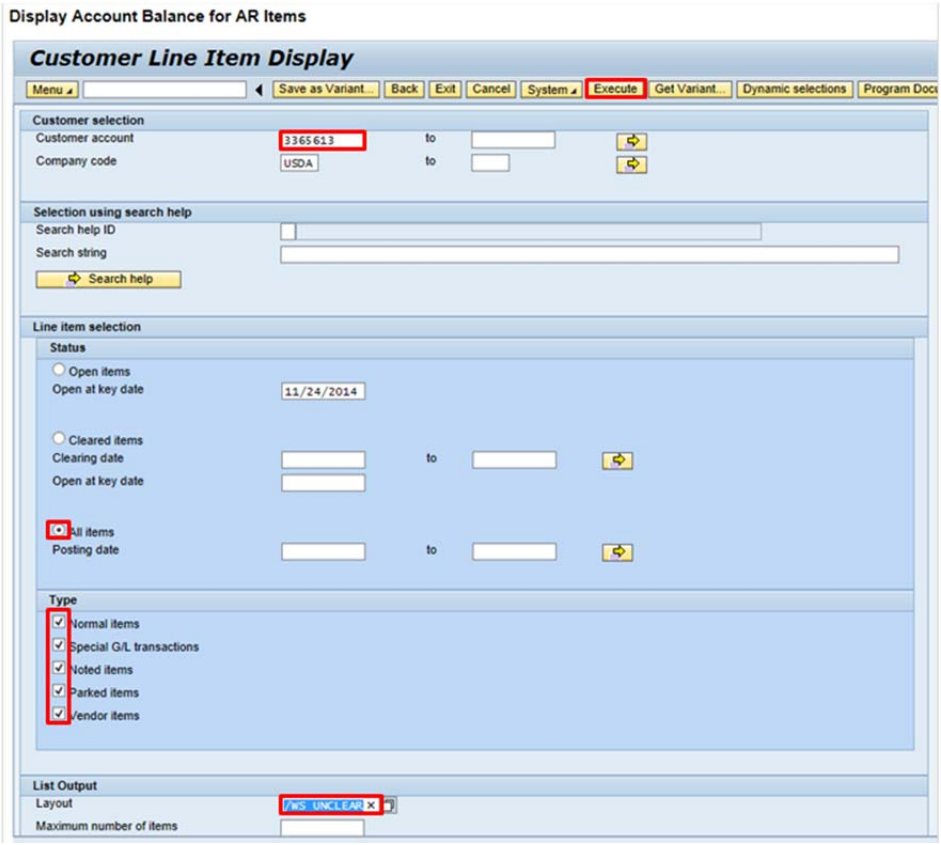
FMMI Role
Accounts Receivable, AR Evaluator Role

Instructions
STEP 1: Go to **Accounts Receivable** > **AR Evaluation** > **Manage AR Documents** > **Display Account Balance for AR Items**



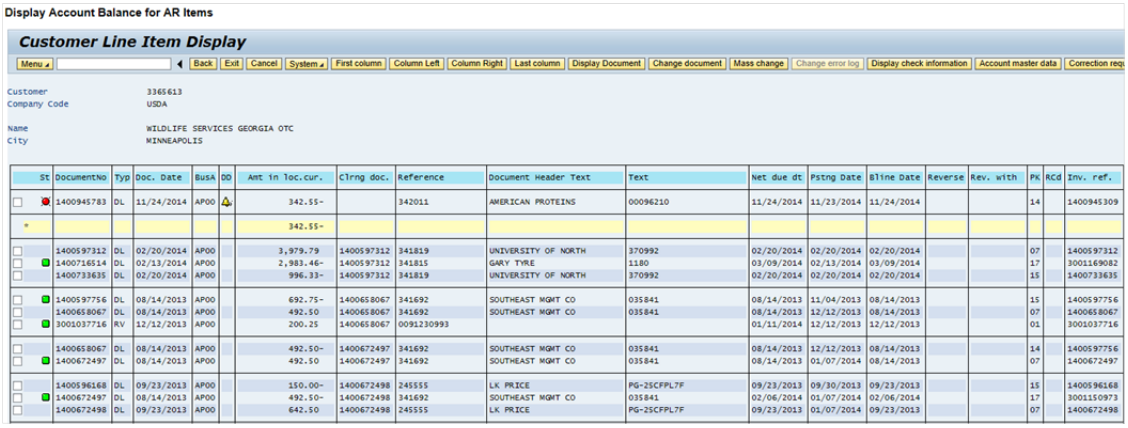
STEP 2: To review the customer account, enter the following data:

d. Customer account = i.e. 3365613
e. Status = All Items
f. Type = check all boxes
g. Layout = **/WS UNCLEARD**
h. Click **Execute**



STEP 3: The following screen will appear which lists all the bills and collections applied to this particular customer account. Note the following items:

a. Green Dots = the bill has been paid in full by the payments applied to it = the bill is fully cleared
b. Red Dots = the bill has not been paid in full by the payments applied to it = the bill is not fully cleared



St	DocumentNo	Typ	Doc. Date	BusA	DD	Amt in loc.cur.	Clrng doc.	Reference	Document Header Text	Text	Net due dt	Pstng Date	Bline Date	Reverse	Rev. with	PK	RCd	Inv. ref.
	1400945783	DL	11/24/2014	AP00		342.55-		342011	AMERICAN PROTEINS	00096210	11/24/2014	11/23/2014	11/24/2014			14		1400945309
*						342.55-												
	1400597312	DL	02/20/2014	AP00		3,979.79	1400597312	341819	UNIVERSITY OF NORTH	370992	02/20/2014	02/20/2014	02/20/2014			07		1400597312
	1400716514	DL	02/13/2014	AP00		2,983.46-	1400597312	341815	GARY TYRE	1180	03/09/2014	02/13/2014	03/09/2014			17		3001169082
	1400733635	DL	02/20/2014	AP00		996.33-	1400597312	341819	UNIVERSITY OF NORTH	370992	02/20/2014	02/20/2014	02/20/2014			15		1400733635
	1400597756	DL	08/14/2013	AP00		692.75-	1400658067	341692	SOUTHEAST MGMT CO	035841	08/14/2013	11/04/2013	08/14/2013			15		1400597756
	1400658067	DL	08/14/2013	AP00		492.50	1400658067	341692	SOUTHEAST MGMT CO	035841	08/14/2013	12/12/2013	08/14/2013			07		1400658067
	3001037716	RV	12/12/2013	AP00		200.25	1400658067	0091230993			01/11/2014	12/12/2013	12/12/2013			01		3001037716
	1400658067	DL	08/14/2013	AP00		492.50-	1400672497	341692	SOUTHEAST MGMT CO	035841	08/14/2013	12/12/2013	08/14/2013			14		1400597756
	1400672497	DL	08/14/2013	AP00		492.50	1400672497	341692	SOUTHEAST MGMT CO	035841	08/14/2013	01/07/2014	08/14/2013			07		1400672497
	1400596168	DL	09/23/2013	AP00		150.00-	1400672498	245555	LK PRICE	PG-25CFPL7F	09/23/2013	09/30/2013	09/23/2013			15		1400596168
	1400672497	DL	08/14/2013	AP00		492.50-	1400672498	341692	SOUTHEAST MGMT CO	035841	02/06/2014	01/07/2014	02/06/2014			17		3001150973
	1400672498	DL	09/23/2013	AP00		642.50	1400672498	245555	LK PRICE	PG-25CFPL7F	09/23/2013	01/07/2014	09/23/2013			07		1400672498

STEP 4: In regards to closing a SO, you need to ensure all items affecting the SO are completely cleared. In the example above that is simply showing a collection not yet applied to a bill. No action is necessary in this example as the account is not ready to be closed and it will clear on its own once the next RRB bill is produced and FIFO is run.

STEP 5: If this were a real example of an account you were trying to close and there were true uncleared items (aka system errors), you would need to do the following steps:

a. Determine which items need to be manually cleared to close the SO. These must be:
   i. Only the items related to the SO you are trying to close.
   ii. Balanced to zero dollars.
b. Send an email to Katrina Sopcyk or Justin Rhea asking for a F-32 manually clearing. Example below.

Subject: Request for F-32 Manual Clearing - Customer Number 3280761

Customer	Cleared/open items symbol	Business Area	Entry Date	Time of Entry	Document Type	Special G/L ind.	Document Number	Line item	Posting Key	Invoice reference	Amount in local currency	Reverse clearing	Sales Document	Sales Document Item	Reference	User Name
3280761		AP00	9/24/2013	1:25:26 PM	RV		3000619785	1	11	3000619785	-6.63			0	0091095165	F0004559
		AP00	9/24/2013	1:26:23 PM	RV		3000619786	4	16	3000619786	-5,947.98	X		0	0091095167	F0004559
		AP00	9/24/2013	1:26:23 PM	RV	A	3000619786	3	09	1400098930	5,947.98	X	3700001503	10	0091095167	F0004559
		AP00	9/24/2013	1:26:23 PM	RV		3000619786	1	01	3000619786	5,947.98	X		0	0091095167	F0004559
		AP00	2/10/2014	7:26:58 AM	RV		3001169452	1	01	3001169452	6.63			0	0091095165	F0003305
		AP00	4/11/2014	1:57:47 PM	RV		3001151088	1	11	3001151088	-2,979.62	X		0	0091350564	F0004559
		AP00	4/15/2014	6:39:06 AM	RV		3001133630	4	06	3001133630	5,947.98			0	0091095167	F0004559
		AP00	4/15/2014	6:39:06 AM	RV	A	3001133630	3	19	1400098930	-5,947.98		3700001503	10	0091095167	F0004559
		AP00	4/15/2014	6:39:06 AM	RV		3001133630	1	11	V	-5,947.98			0	0091095167	F0004559
		AP00	4/15/2014	7:52:20 AM	RV		3001287154	4	16	3001287154	-5,947.98	X		0	0091350726	F0004559
		AP00	4/15/2014	7:52:20 AM	RV	A	3001287154	3	09	1400098930	5,947.98	X	3700001503	10	0091350726	F0004559
		AP00	4/15/2014	7:52:20 AM	RV		3001287154	1	01	3001287154	5,947.98	X		0	0091350726	F0004559
		AP00	4/15/2014	8:10:09 AM	RV		3001133631	4	06	3001133631	481.21	X		0	0091350738	F0004559
		AP00	4/15/2014	8:10:09 AM	RV	A	3001133631	3	19	1400098930	-481.21	X	3700001503	10	0091350738	F0004559
		AP00	4/15/2014	8:10:09 AM	RV		3001133631	1	11	3001133631	-481.21	X		0	0091350738	F0004559
		AP00	4/15/2014	1:33:54 PM	RV		3001149330	4	06	3001149330	5,947.98			0	0091350726	F0004559
		AP00	4/15/2014	1:33:54 PM	RV	A	3001149330	3	19	1400098930	-5,947.98		3700001503	10	0091350726	F0004559
		AP00	4/15/2014	1:33:54 PM	RV		3001149330	1	11	V	-5,947.98			0	0091350726	F0004559
		AP00	4/15/2014	1:34:07 PM	RV		3001150193	1	01	3001150193	2,979.62			0	0091350564	F0004559
		AP00	4/15/2014	1:34:21 PM	RV		3001150194	4	16	3001150194	-481.21			0	0091350738	F0004559
		AP00	4/15/2014	1:34:21 PM	RV	A	3001150194	3	09	1400098930	481.21		3700001503	10	0091350738	F0004559
		AP00	4/15/2014	1:34:21 PM	RV		3001150194	1	01	3001150194	481.21			0	0091350738	F0004559
											0.00					

FMMI Posting Keys (PK)

Posting keys are two-digit numerical keys that control the entry of line items. Posting keys are differentiated by customer, vendor and G/L accounts.

SAP delivers predefined posting keys with the standard system. Additional posting keys were created for FMMI.

FMMI Posting Keys
(**bold** = common APHIS AR PKs)

Posting Key	Description
00	Act assignment model
01	**Customer invoice**
02	Reverse Credit Memo
03	Expenses
04	Other receivables
05	Outgoing payment
06	Payment difference
07	**Other clearing**
08	Payment clearing
09	**Special G/L debit**
11	**Customer credit memo**
12	**Reverse invoice**
13	Reverse charges
14	**Other payables**

15	**Incoming payment**
16	**Payment difference**
17	**Other clearing**
18	Payment clearing
19	**Special G/L credit**
21	Vendor credit memo
22	Reverse invoice
25	Vendor payment
31	Vendor invoice
32	Reverse credit memo
34	Other payables
35	Incoming payment
36	Payment differences
37	Other clearing
38	Payment clearing
39	Special G/L credit
40	G/L account debit posting
50	**G/L account credit posting**

70	Debit asset
75	Credit entry
80	Stock initial entry
81	Costs
83	Price difference
84	Consumption
85	Change in stock
86	GR/IR debit
89	Stock inward movement
90	Stock initial entry
91	Costs
93	Price difference
94	Consumption
95	Change in stock
96	GR/IR credit
99	Stock outward
0A	CH bill doc debit
0B	CH cancel credit memo debit

0C	CH clearing debit
0X	CH clearing credit
0Y	CH credit memo credit
0Z	CH cancel bill doc debit
1A	CH cancel bill doc debit
1B	CH credit memo debit
1C	CH credit memo debit
1X	CH clearing credit
1Y	CH cancel credit memo credit
1Z	CH bill doc credit

FMMI Tips and Tricks

General (applies throughout FMMI)

FMMI Screen Layout

Header Area - Does not change when the user navigates from one page to another. Includes Top-level Navigation

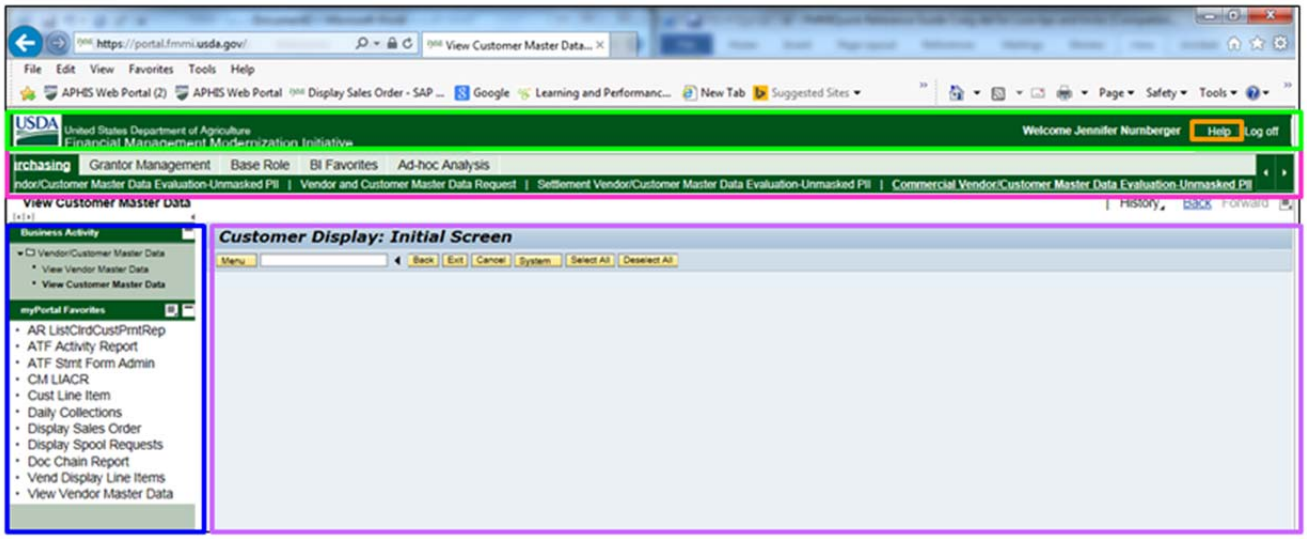
Top Level Navigation Ribbon and Tabs - Displays the entry point for navigation using the content which is assigned to the user

- First-level tabs display the process areas e.g., Accounts Receivable
- Second-level tabs display the FMMI roles e.g., Sales Order Processor
- The menu is different depending on users role(s)
- A role matches the user's specific tasks and information needs and is linked to FMMI login

Content Area - Includes: Title Bar, Application Toolbar, Screen Body, and Status Bar. However, content available, selections, and icons differ depending on the selected transaction

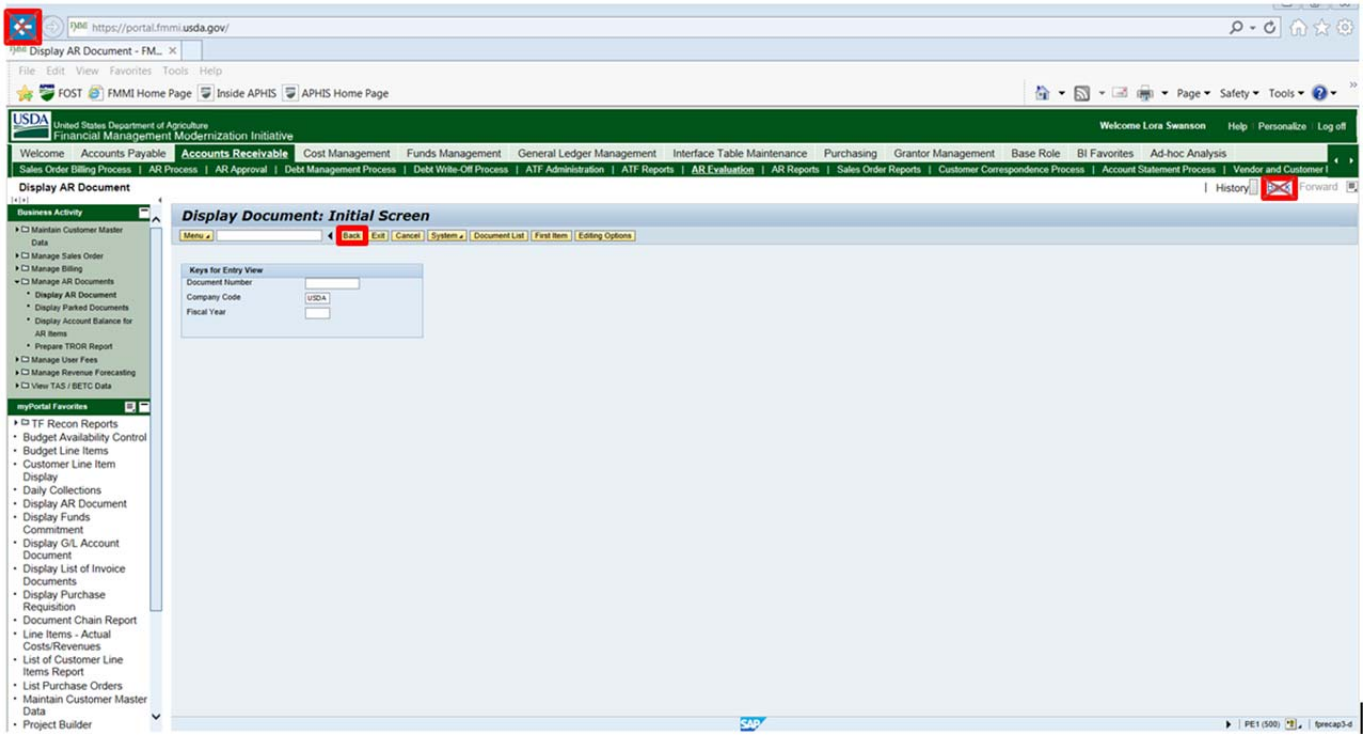
Navigation Panel Displays - The Navigation Panel is located on the left side of the screen and is divided into the following areas: Detailed Navigation and Portal Favorites

Help Button - Access to Job Aids (some may be for other agencies)



Back Button

Back button - Do not use the browser or ribbon Back button. Use the Back button within each report or task, if available



Required Fields

In the variable entry screens, only the fields with an * by them are required fields to run the report. The more fields you complete, the quicker you will obtain results and the more limited the data returned will be.

Wildcard

The asterisk (*) can be used in any FMMI report or task as a wildcard. It can be used before, after, or in the middle of items. For example:

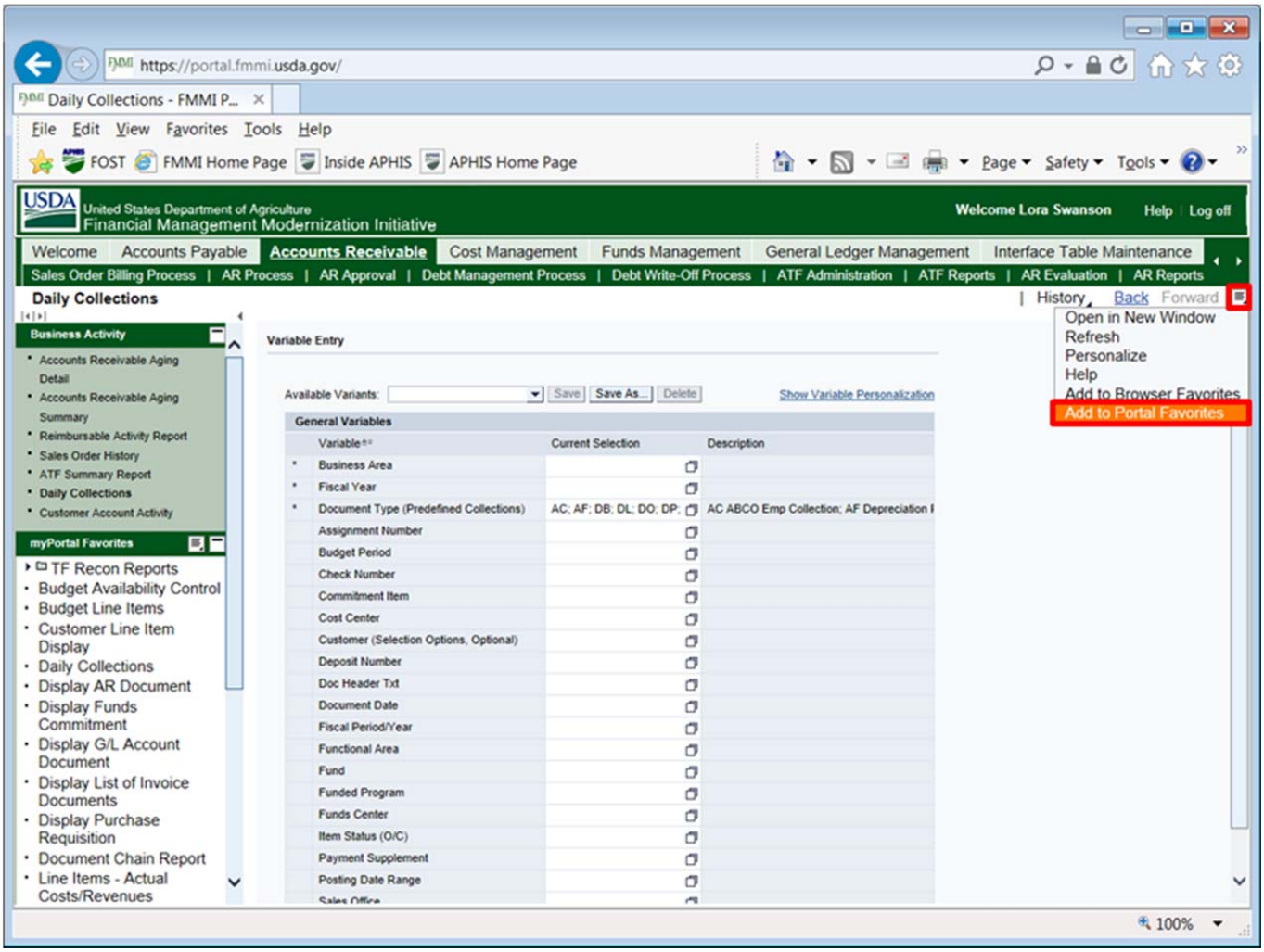
- AP.*.0121
- AP.*.*36
- AP.RA.OVHD.*

myPortal Favorites – Add Report or Task

You can save your FMMI Favorites as shortcuts on the left margin in FMMI.

- Using the Top Level Navigation ribbon, navigate to the FMMI task you want to save.
- On the right, Click on the PAPER ICON.
- This will show a list of options. Select ADD TO PORTAL FAVORITES.
- Note that your report or task is now listed on the left side of the screen under MYPORTAL FAVORITES.

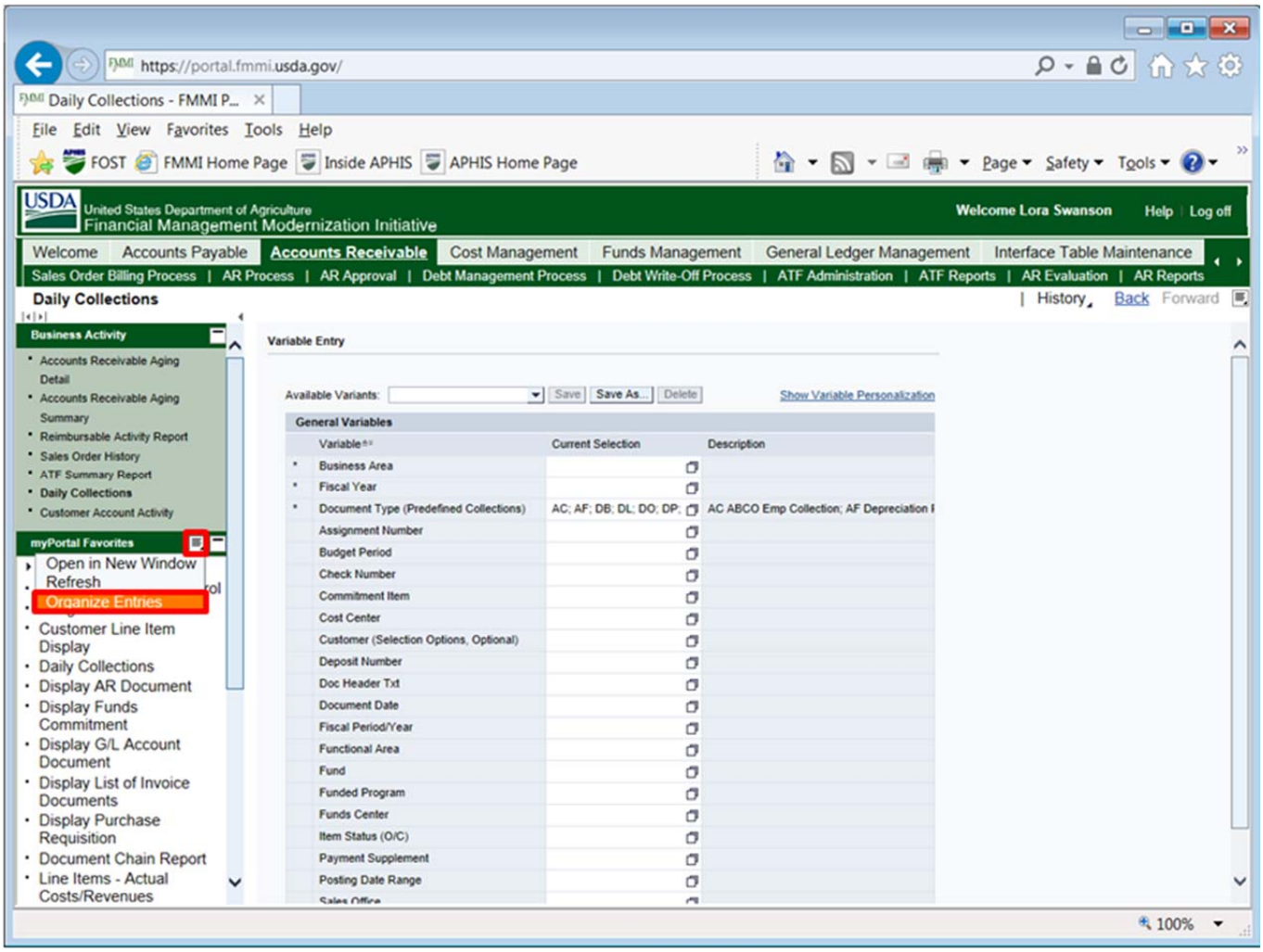
Now you can avoid the ribbon navigation and just click on your frequently used tasks.



myPortal Favorites – Organizing Entries

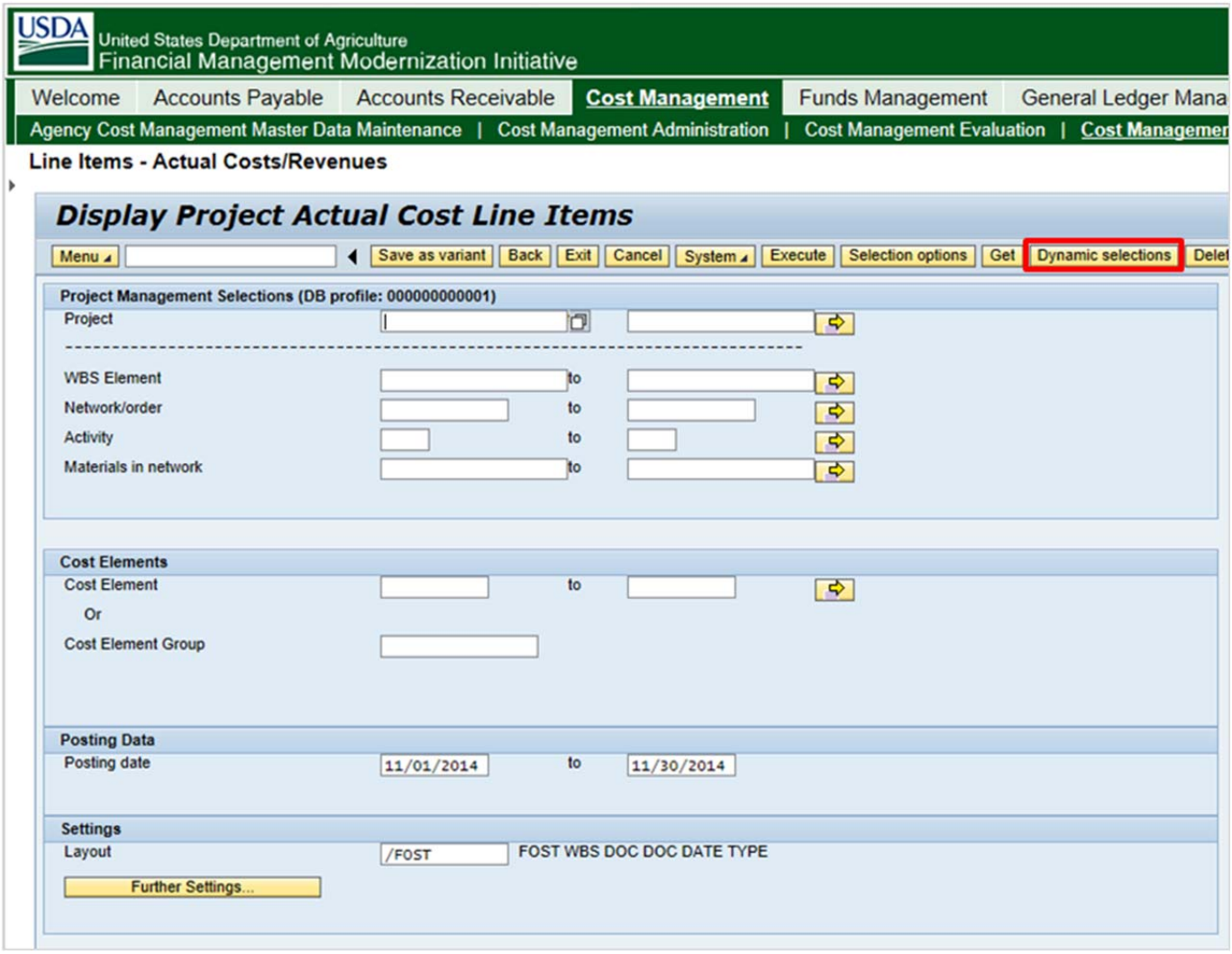
You can organize your reports and tasks under myPortal Favorites, options include:

- Renaming
- Deleting
- Creating folders
- Moving



Dynamic Selections

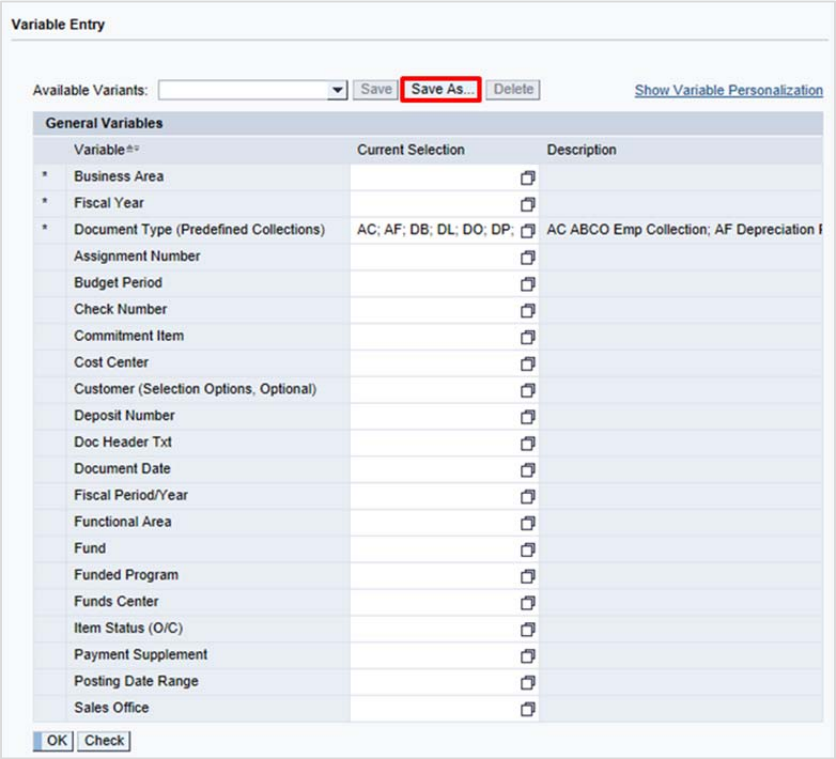
Dynamic selections are a way to enhance report selection criteria **prior** to running the report with variables not contained on the variable entries screen.



Save Variant

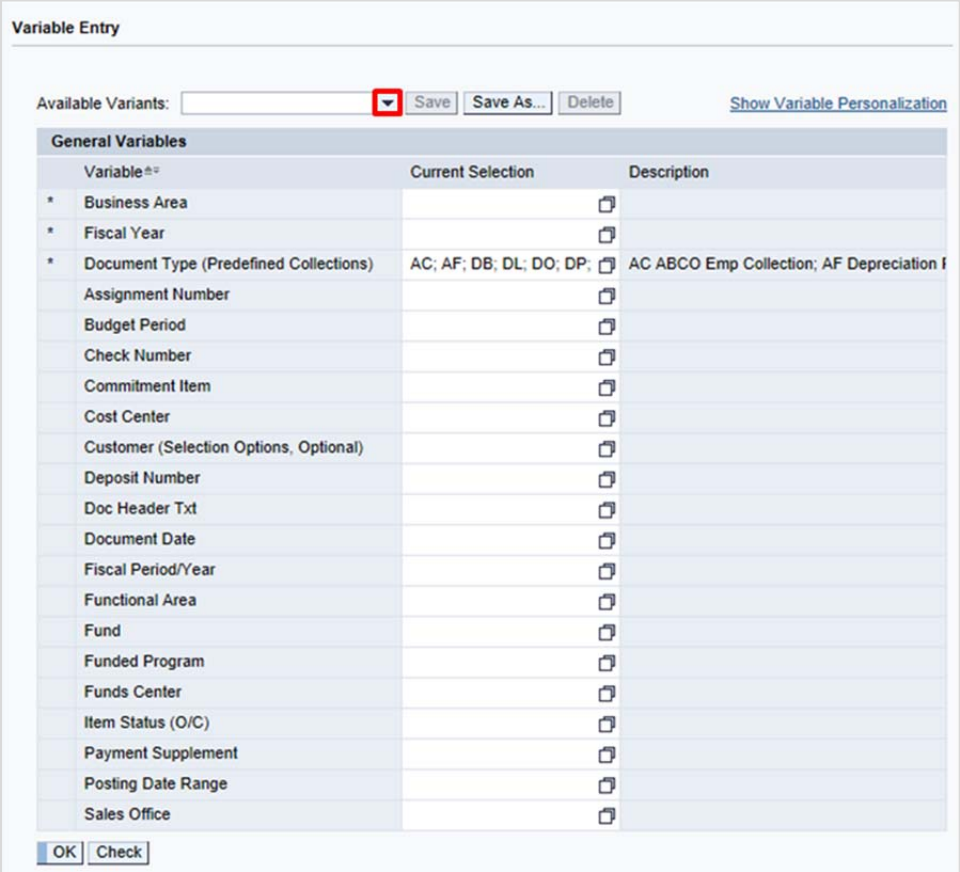
Saving variants allow users to run their typical reports without having to re-enter all of the variables each time. Simply enter the variables you wish to use and click on Save As. Users can make changes to the variables and/or resave the variant **before** running the report.

Variants saved with a "/" before the name are public variants (i.e. /WS xxxx). Variants without a "/" before the name are private variants (i.e. WS xxxx).



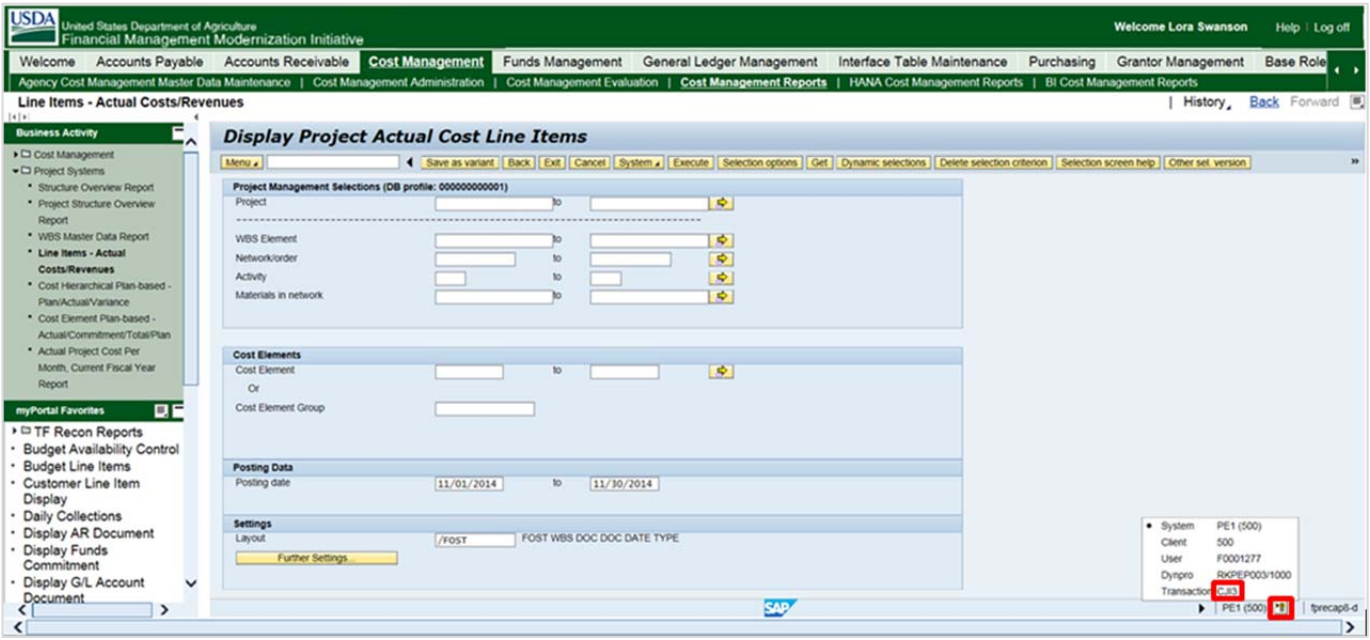
Open/Select Variant

Opening/selecting a variant allow users to run their typical reports without having to re-enter all of the variables each time. Simply select the variant you wish to use. This will populate the variable entry screen with pre-defined variables. Users can make changes to the variables and/or resave the variant **before** running the report.



Determining the Level of Customization of a Report

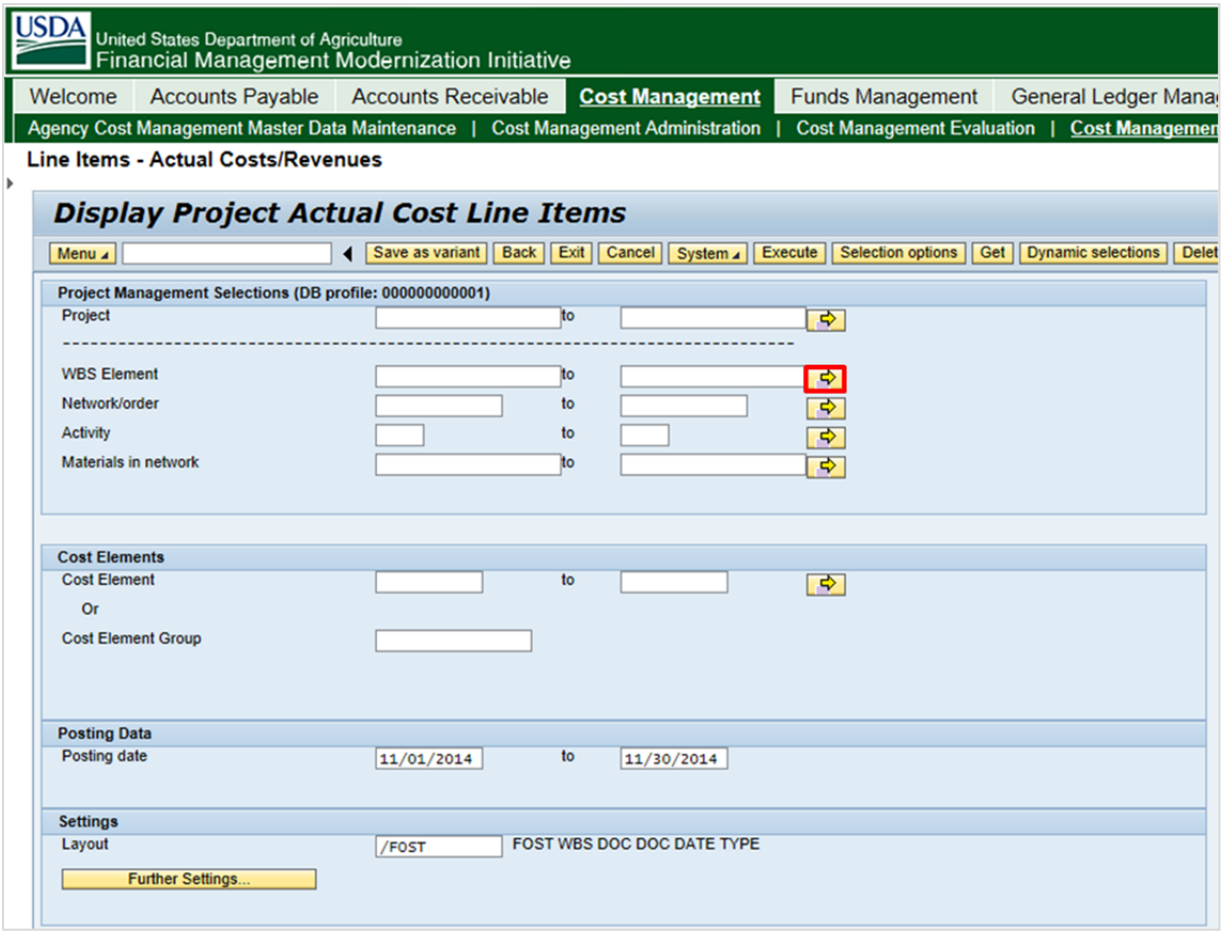
Users can determine the level of customization of a FMMI report or task, to a decent degree, by reviewing the Transaction Code associated with the report or task. Simply view the Transaction Code associated with the report or task and google it (i.e. google "SAP CJI3"). Standard SAP functionality runs off of these Transaction Codes and if your search provides a conclusive SAP answer (i.e. SAP CJI3 = Project Actual Cost Line Items), it is a standard report or task.



ECC Reporting (applies to ECC Reports)

Multiple Selections

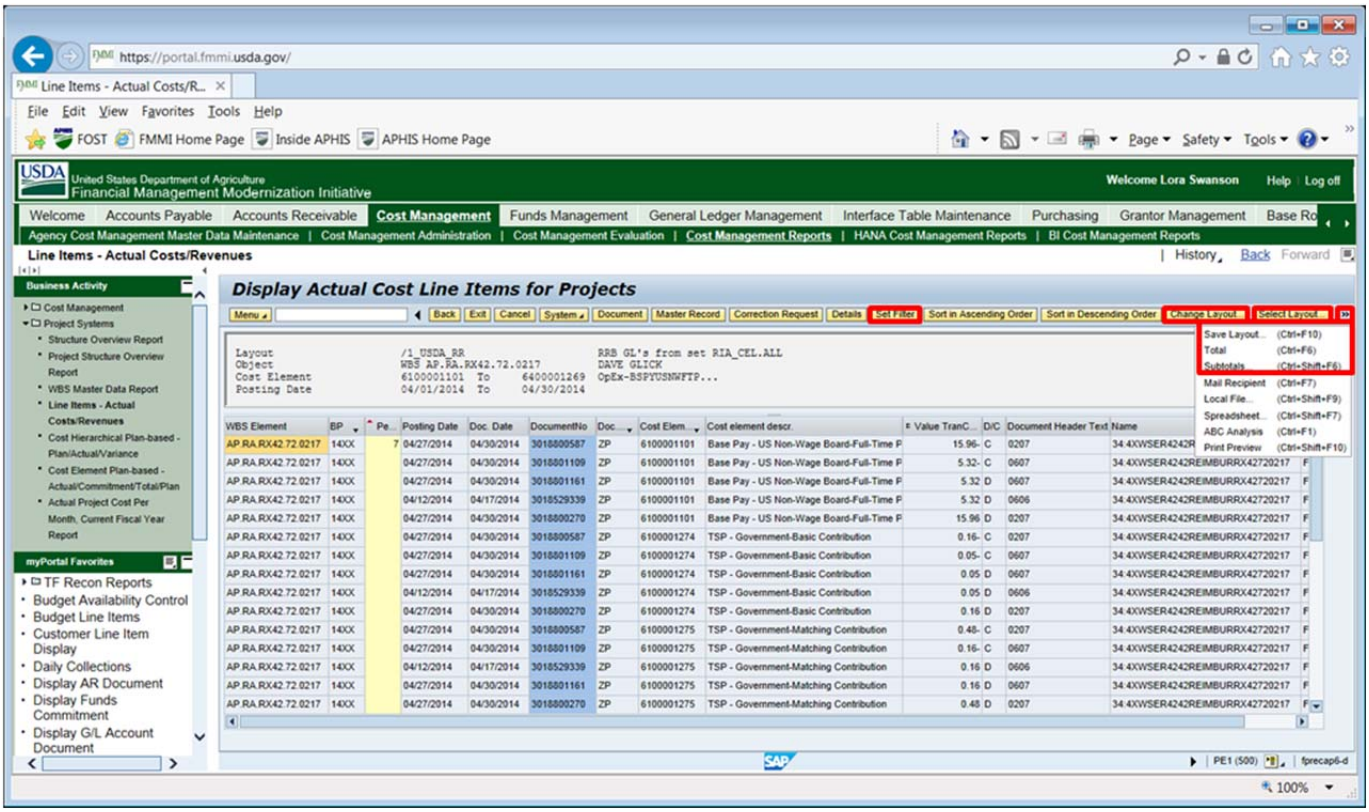
Multiple selections allow users to include or exclude specific multiple selections.



General

ECC reports are highly customizable to limit or expand the data you wish to see, options include:

- All of the General Tips and Tricks above, plus…
- Drill down capabilities (double click on document number to open document, often underlined)
    - Display Document Header
- Select Layout
- Change Layout
    - Displayed Columns
    - Sort
    - Subtotals
    - Filter
- Save Layout

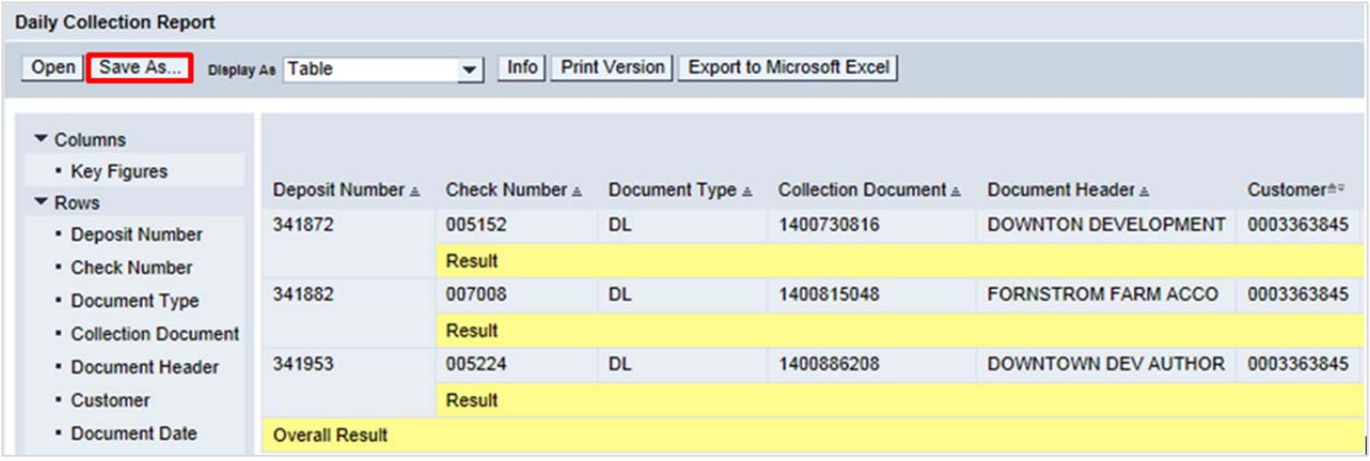


BI Reporting (applies to BI Reports)

Save Layout

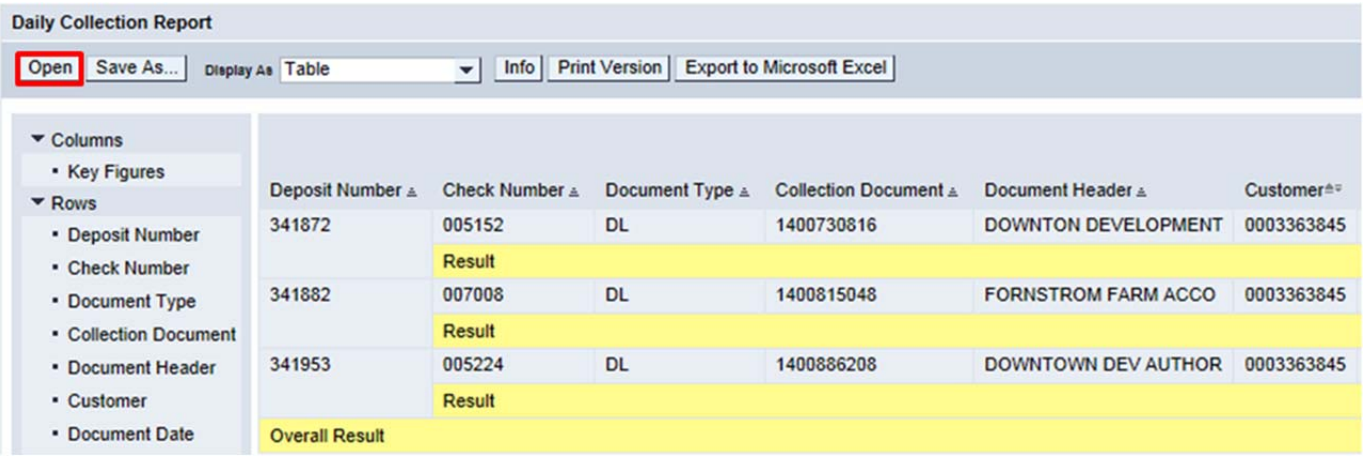
Saving layouts allow users to run their typical reports without having to reconfigure the final format of the report each time. Simply create/modify the format you would like your report to display as and click on Save As. Users can make changes to the layouts and/or resave the layouts **after** running the reports.

Layouts saved with a "/" before the name are public layouts (i.e. /WS xxxx). Layouts without a "/" before the name are private layouts (i.e. WS xxxx).



Open/Select Layout

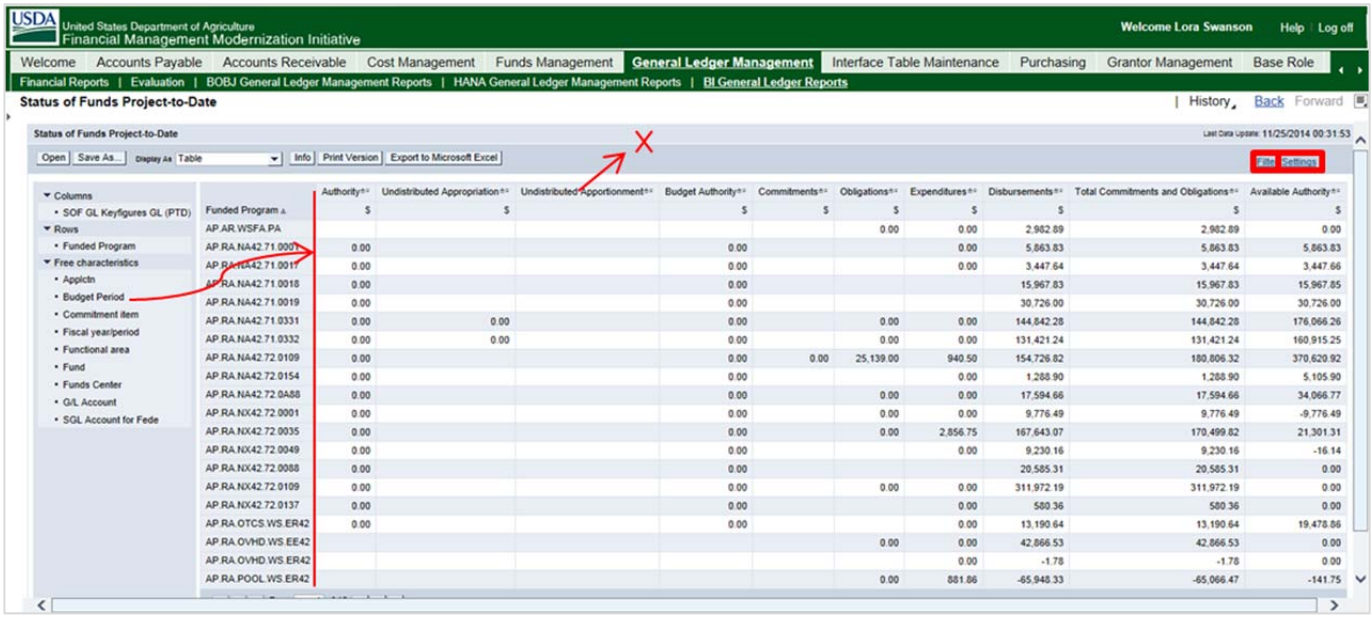
Opening/selecting a layout allows users to run their typical reports without having to reconfigure the final format each time. Simply select the layout you wish to use. This will re-populate the screen with the pre-defined layout. Users can make changes to the layouts and/or resave the layouts **after** running the report.



General

BI reports are highly customizable to limit or expand the data you wish to see, options include:

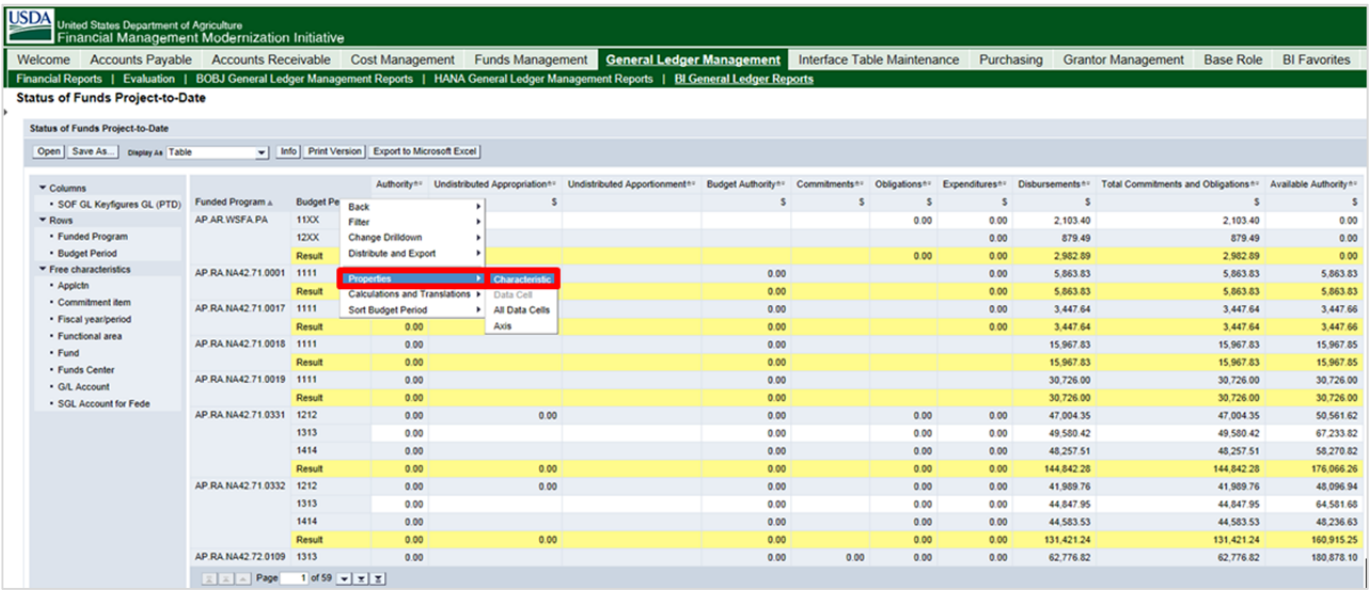
- All of the General Tips and Tricks above, plus…
- Drag and Drop
- Filter
    - Filter
    - Variable Screen (brings you back to the variable entry screen)
- Settings
    - Conditions (can find specific dollar amount – add > threshold)



Funded Program	Authority	Undistributed Appropriation	Undistributed Apportionment	Budget Authority	Commitments	Obligations	Expenditures	Disbursements	Total Commitments and Obligations	Available Authority
	$	$		$	$	$	$	$	$	$
AP.AR.WSFA.PA						0.00	0.00	2,982.89	2,982.89	0.00
AP.RA.NA42.71.0001	0.00			0.00			0.00	5,863.83	5,863.83	5,863.83
AP.RA.NA42.71.0017	0.00			0.00			0.00	3,447.64	3,447.64	3,447.66
AP.RA.NA42.71.0018	0.00			0.00				15,967.83	15,967.83	15,967.85
AP.RA.NA42.71.0019	0.00			0.00				30,726.00	30,726.00	30,726.00
AP.RA.NA42.71.0331	0.00	0.00		0.00		0.00	0.00	144,842.28	144,842.28	176,066.26
AP.RA.NA42.71.0332	0.00	0.00		0.00		0.00	0.00	131,421.24	131,421.24	160,915.25
AP.RA.NA42.72.0109	0.00			0.00	0.00	25,139.00	940.50	154,726.82	180,806.32	370,620.92
AP.RA.NA42.72.0154	0.00			0.00			0.00	1,288.90	1,288.90	5,105.90
AP.RA.NA42.72.0A88	0.00			0.00		0.00	0.00	17,594.66	17,594.66	34,066.77
AP.RA.NX42.72.0001	0.00			0.00		0.00	0.00	9,776.49	9,776.49	-9,776.49
AP.RA.NX42.72.0035	0.00			0.00		0.00	2,856.75	167,643.07	170,499.82	21,301.31
AP.RA.NX42.72.0049	0.00			0.00			0.00	9,230.16	9,230.16	-16.14
AP.RA.NX42.72.0088	0.00			0.00				20,585.31	20,585.31	0.00
AP.RA.NX42.72.0109	0.00			0.00		0.00	0.00	311,972.19	311,972.19	0.00
AP.RA.NX42.72.0137	0.00			0.00			0.00	580.36	580.36	0.00
AP.RA.OTCS.WS.ER42	0.00			0.00			0.00	13,190.64	13,190.64	19,478.86
AP.RA.OVHD.WS.EE42						0.00	0.00	42,866.53	42,866.53	0.00
AP.RA.OVHD.WS.ER42							0.00	-1.78	-1.78	0.00
AP.RA.POOL.WS.ER42						0.00	881.86	-65,948.33	-65,066.47	-141.75

Subtotals

Users can either bring in subtotals or remove subtotals. Simply right click on the field you would like to add or remove subtotals to or from, click on Properties, Characteristics, and under the General tab change Display Results from “always” to “never” or vice versa. Users must have two or more characteristics in the report for this to work.

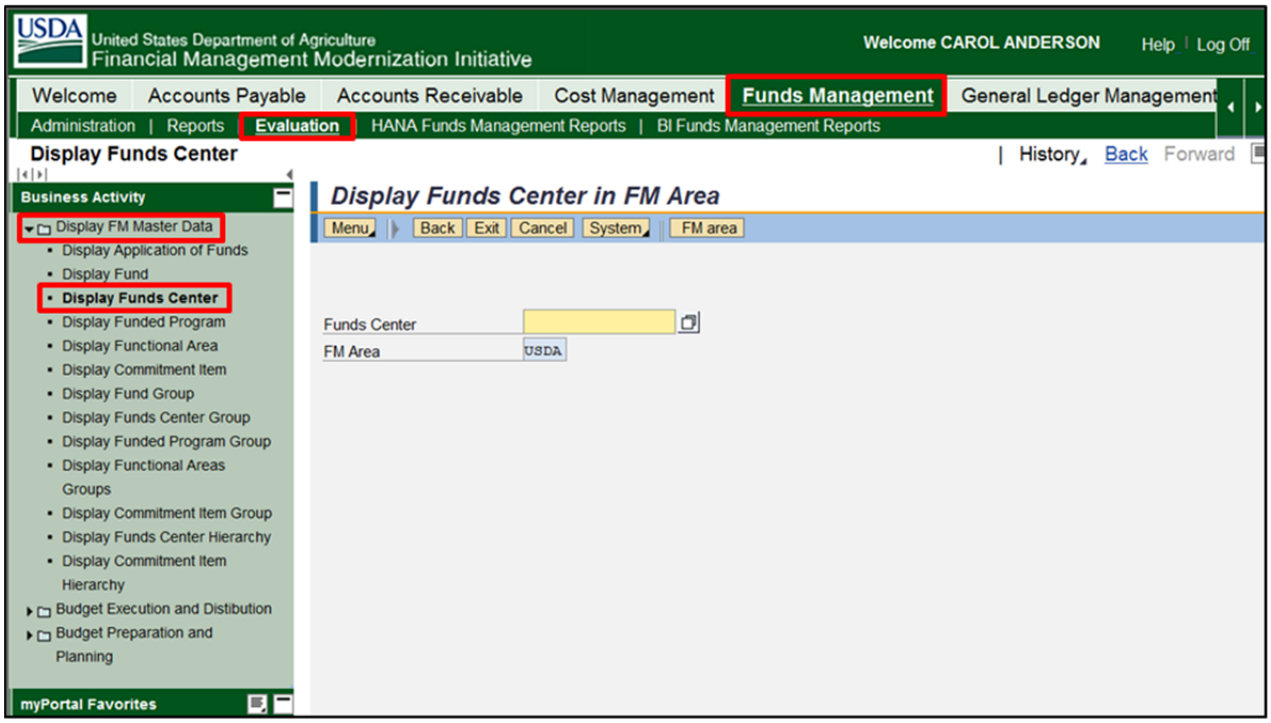


Researching FMMI User IDs

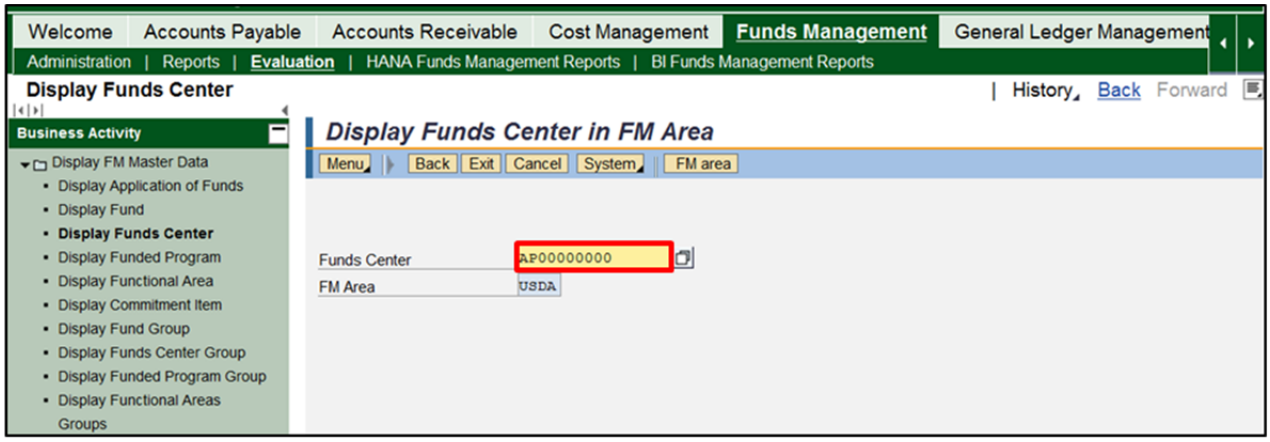
Purpose
This guide provides instructions to obtain the User Name associated with a User ID Number in FMMI.

Role
Funds Management Evaluator

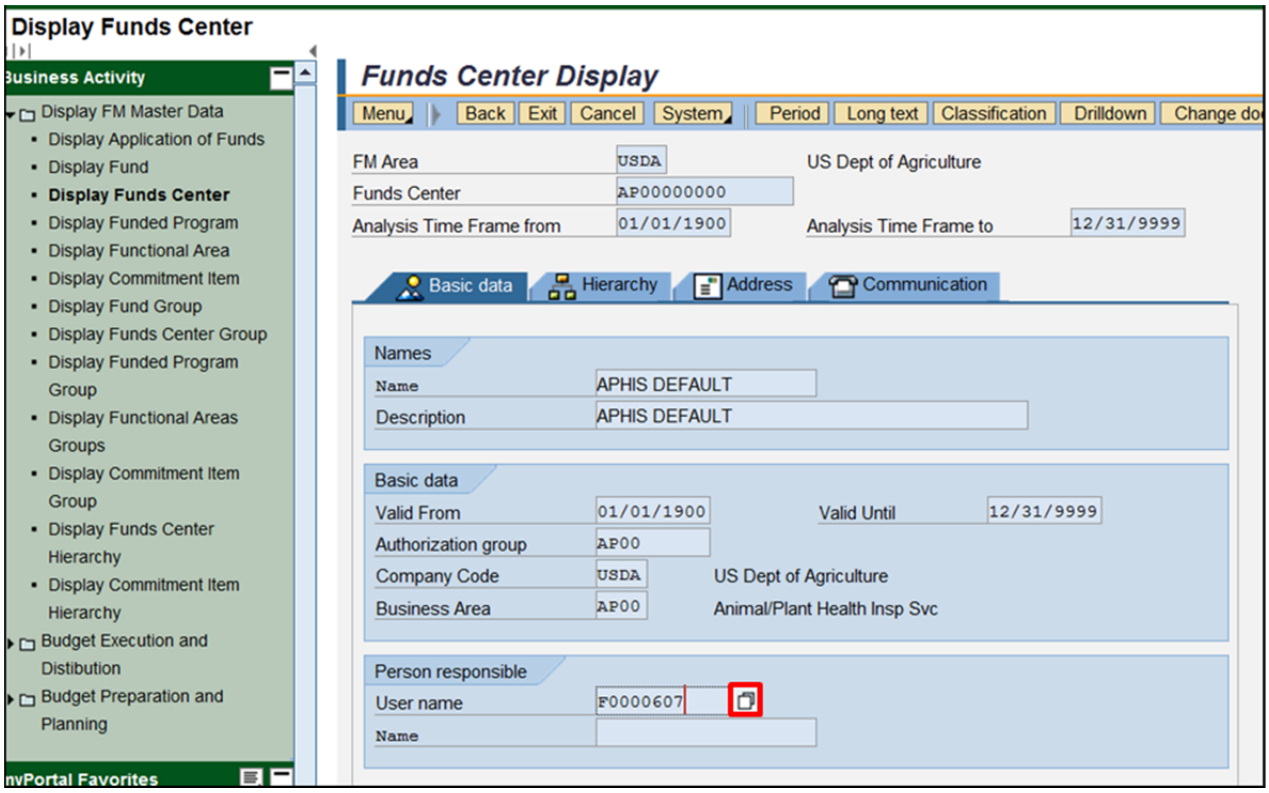
Instructions
STEP 1: Go to **Funds Management** > **Evaluation** > **Display FM Master Data** > **Display Fund Center**



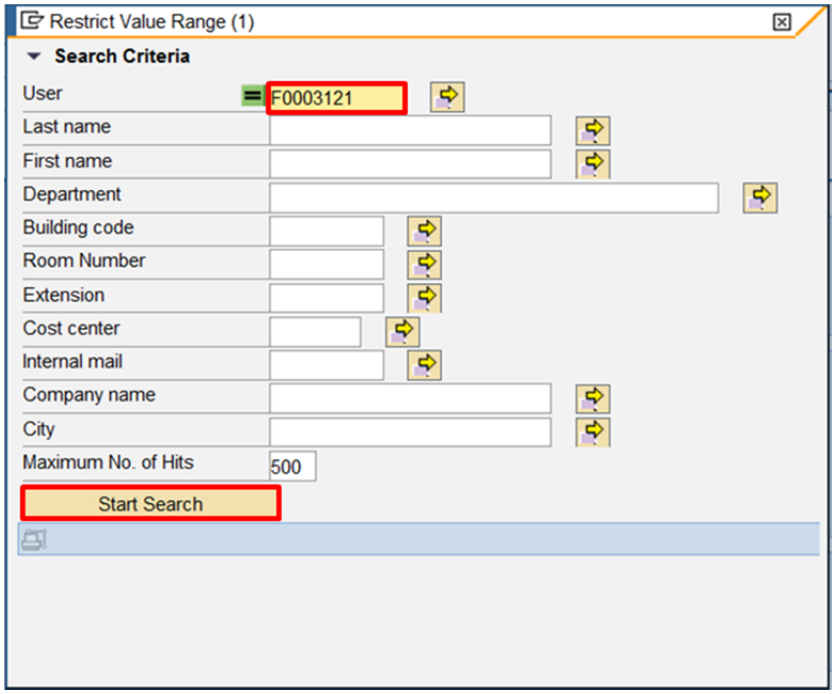
STEP 2: The following screen will display. Enter a valid Funds Center (i.e., AP00000000), hit **Enter**.



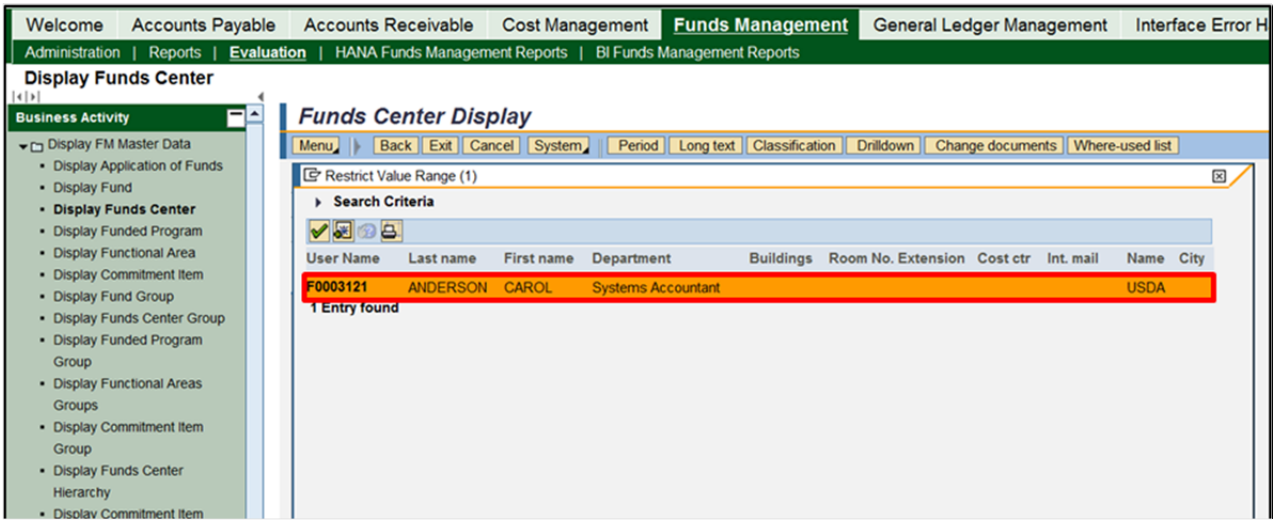
STEP 3: The following screen will display. Click in the **User Name Field**, then click on the tab next to **User name** field.



STEP 4: The following screen will appear. Enter the **FMMI User ID** number (i.e., F0003121) in the **User field** and click on **Start Search**.



STEP 5: The following screen will display which provides you the **User Name** associated with the FMMI User Number.



For a listing of FMD FMMI User IDs, see Appendix C.

Adjustments and Accruals

Adjustment – For non-GL accountants in APHIS, adjustments are primarily used to recode the master data elements assigned to a particular financial transaction or group of transactions. The following items are true for adjustments:

- permanent
- entered with two sides, one debit **and** one credit
- there is no effect on cash; each adjustment balances to $0
- can affect account balances, depending on which master data elements are changed

Accrual – a place holder for a financial transaction or group of transactions which have not yet been posted to the financial system for the purpose of financial statement reporting. The following items are true for accruals:

- temporary, typically entered at the end of the month and reversed at the beginning of the next month
- they are only entered with one side, a debit **or** a credit
- affects cash like a normal financial transaction
- do affect the balance of accounts

Two Common Types of Adjustments

- **Expenditure Adjustments:** a process to move expenses from specific master data elements to other master data elements, such as BOC or WBS.
- **Collection Adjustments:** a process to move collections from specific master data elements to other master data elements. **(aka Transfers, Modifications)**

Two Common Types of Accruals

- **Expenditure Accrual:** a process to temporarily alter financial balances to account for a financial expenditure transaction or group of expenditure transactions which have not yet been posted to the financial system.
- **Revenue Accrual:** a process to temporarily alter financial balances to account for a financial revenue transaction or group of revenue transactions which have not yet been posted to the financial system.

Rules for Adjustments

- Adjustments should be made in the original system (WebTA, GovTrip) whenever possible.
- Adjustments should only be made for posted transactions in FMMI, the official financial system.
- Adjustments should include supporting documentation, which may include:
    - A written request from the field
    - Current reports showing error
    - Written explanation of the error, and/or
    - A copy of the original payment request showing the error being corrected

Who can Process Expenditure Adjustments in FMMI

FMD wrote a policy on this which basically says that:

- if the error was made by a financial team (mistyping etc.) or they are working on a specific clean-up project, the financial team can process the adjustment;
- if the error was made by the field staff, the adjustment needs to be processed through the program headquarters.

What should be a Debit or Credit

- The USSGL Chart of Accounts shows the "normal" balance side of a GL account
  - http://fms.treas.gov/ussgl/index.html
  - ex. GL 6100- operating expenses - has a normal balance of a Debit. This means that to reverse an expense is a Credit, and to post an expense is a Debit.

Expenditure Adjustment Example

FMMI B2 Example.xls

Miscellaneous

FMMI Dates Explained

Below are the main dates in FMMI. The definition for each was taken from FMMI help. Their names do change based on which report or module you are in.

Document Date - The date the document was created.

- This could be different from the posting date if an AR invoice is created and parked on one date but approved at a later date.
- Date which appears in the document header and can be used for any defined purpose.
- Can be defined by a person simply by entering any date.
- For AP this is the Invoice Date.
- For GL this is called Doc Date.

Posting Date - The date the document posts to the general ledger.

- The date that determines the posting period and defines in which fiscal period a document posts to the General Ledger (regardless of the Document or Entry date).
- When the document posts to FMMI. In the case of feeders or auto run processes, this run date can be defined by a person. Also, if a doc was in park or is super late the Posting Date could be in a future period.
- Posting date must be in an open period, and that is why it is only seen later than Entry Date. You cannot back date posting date to a closed period unless you reopen that period. This should never happen.
- OH runs based on this date.
- GL Reports pull based on this date.

Entry/Created Date – The date the accounting document is entered.

- Entry date is not human defined, it is system defined. You do not see this on the data entry side of transactions.

Clearing Date - The date the item is considered cleared.

- When clearing, the last posting date of all the documents involved in clearing is set as the clearing date.
- Clearing denotes all activities from the time a commitment is made for a transaction until it is settled.

Transparent Financial Descriptions

- Answer who, what, where, when, and why (as needed)
- Most people would understand what they mean, without having to pull the document
- Are abbreviated to fit the allowable space, but still make sense.
    - Examples:
        - May 2014 Copier Maint – Boulder, CO
        - Adj- John Doe PP22- 10 Hours

Helpful Links/Resources

- **APHIS Homepage**
  www.aphis.usda.gov

- FMD Website
  APHIS Homepage → Our Focus → Business Services → Financial Management
  - Travel Service Center (portal log-in required)
    Financial Management > Travel Services Center (Employees Only)
  - FOST
    Financial Management > Financial Operations Services Team
  - Agreement Services Center FAQs
    Financial Management > Financial Services Branch > Agreements Services Center > Frequently Asked Questions

- Financial Management Modernization Initiative (FMMI)
  APHIS Homepage > Our Focus > Business Services > Application Systems > Financial Management Modernization Initiative (FMMI)

- BOC Handbook
  https://cod.nfc.usda.gov/Documents/toc.html

- Federal Account Symbols and Titles (FAST Book)
  http://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm

- US Standard General Ledger (USSGL)
  http://fms.treas.gov/ussgl/index.html

- GovTrip:
  https://govtrip.com/govtrip/site/index.jsp

- GSA Travel Resources
  http://www.gsa.gov/portal/content/105307

- GSA Forms Library
  http://www.gsa.gov/portal/forms/type/TOP

- OPM Forms Library
  http://www.opm.gov/forms/

- Inside APHIS:
  http://inside.aphis.usda.gov/

- USDA Washington Metro Area Telephone Directory
  http://dc-directory.hqnet.usda.gov/dlsnew/phone.aspx

- Internet Search Engines:
  - www.google.com
  - www.yahoo.com
  - www.bing.com
  - www.ask.com

- APHIS Budget and Accounting Manual (BAM) (portal log-in required)
  http://inside.aphis.usda.gov/mrpbs/publications/accounting_manual/accounting_manual.shtml

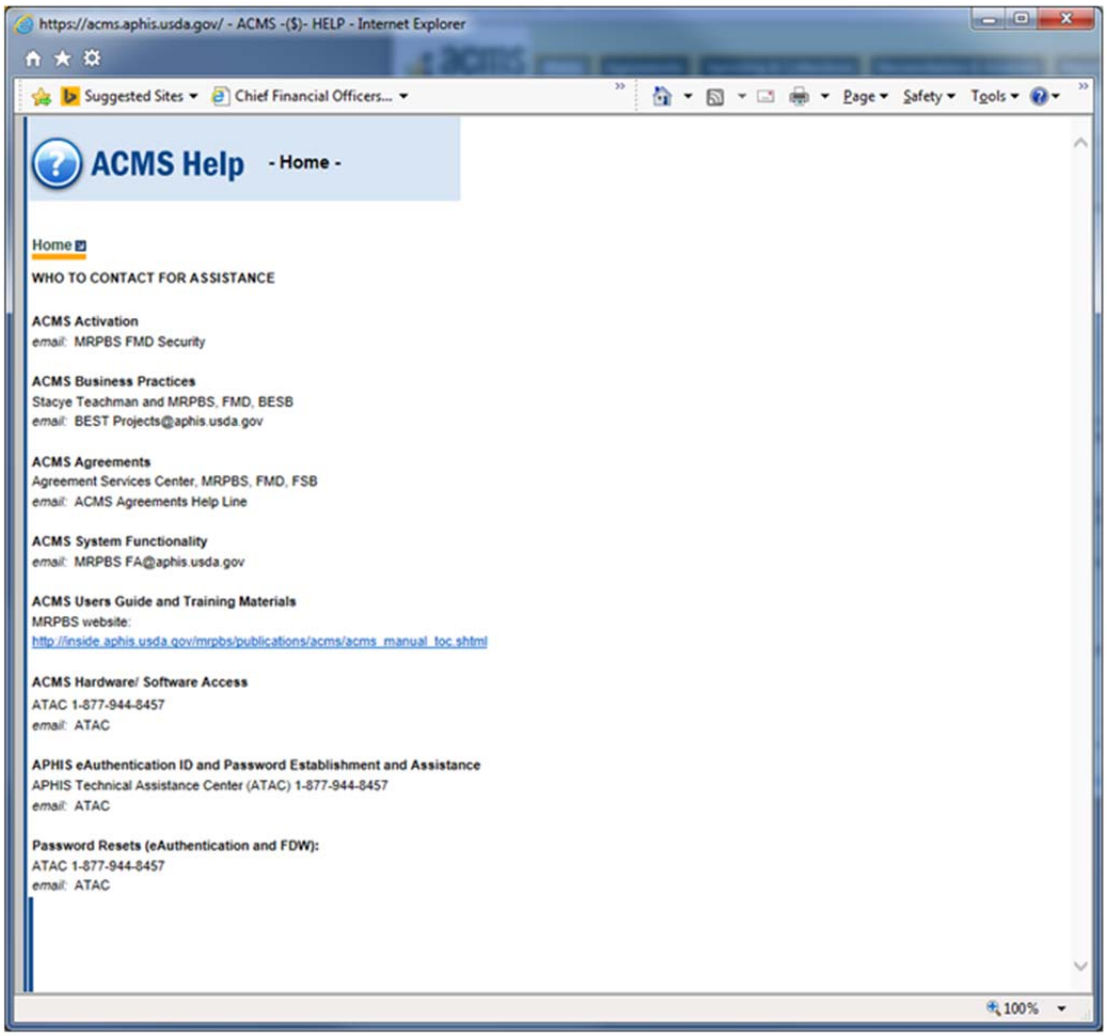
Discussion: Questions/Concerns from Field Staff

5th bill (final bill)

- It is a standard business practice to bill based on expenses entered. This is how FMMI (SAP) works. This is also how businesses bill (i.e. credit card bill, etc).
- Accruals are the only way to account for expenses which are not yet entered and they are not billable. Keeping track of your planned expenses (accruals) may assist you in predicting what expenses are still outstanding, but will not eliminate the 5th bill.
- There will always be a 5th bill on quarterly billed accounts unless you cut off service the last month or so to ensure they make it on the 4th quarter bill. One way that may make this more palatable is to make these accounts monthly.

ACMS

- Most FMD staff members located in Minneapolis do not use ACMS, we use FMMI. Our understanding is that APHIS uses ACMS for program accruals, budget, and agreement tracking.
- Questions will need to be referred to the appropriate FMD Riverdale staff. Refer to the below screenshot for appropriate ACMS contact information.



Indirect Charges – OH and PJC (cost allocation)

- This was a recurring topic on the pre-training survey. Did we cover this sufficiently in the training?

Conversion Errors

- Please refer all conversion error questions to Charleane Gaddie.
- It sounds as if these will need to be addressed on a one account at a time basis.
- Minneapolis staff are aware of the conversion errors but are unable to assist due to our lack of involvement in the conversion process and our roles.

DP 98 File

- The only known way around the DP 98 file would be for all of us (FMD and WS) to follow standard business processes and eliminate exceptions. It is easy to determine exact expenses billed in FMMI (LIACR) when there are no exceptions in the OH and billing processes.
- There is no report in FMMI that shows this exact detailed data, as far as we are aware, and this seems reasonable because it is not a normal business need.
- The DP 98 file is a file created in the background of FMMI that Connie Barnes requests monthly and modifies to be in a readable/usable format.
- Link: DP 98 Files - APHIS FMMI Reports

Exceptions/customizations

- Exceptions/customizations should have a cost benefit analysis done to ensure the benefits of the exception/customization outweigh the costs.
- Exceptions/customizations often cost more in the way of confusion and room for error than benefit.
- Currently FMD FOB reconciles the OH and RRB on WS SOs manually, as best as currently possible due to volume and staffing constraints. The process is currently manual due to the exceptions. Cleaning up the processes and getting rid of the exceptions (both FMD and WS) would allow for an automated reconciliation process to be established.
- There are good reasons for standard processes in every system. Consider this example: Let's say you had a general contractor build your house who wasn't aware of standard building processes. The electrician also was not aware of standard building processes and put the electrical wherever. The walls went up and years went by. A plumber came in years later to fix your shower. The plumber didn't know when he knocked down your shower wall that the electrical was behind the wall and broke the electrical in the process.

Appendix A- FMMI Doc Types

USDA United States Department of Agriculture

FMMI

Financial Management Modernization Initiative (FMMI)

FMMI Document Types Job Aid

Version 1

Mar-10

USDA FMMI

FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
AP	3P	GovTrip Pay IBA	19	1900000000	1999999999	KA	Vendor Document
AP	4P	GovTrip Pay CBA	19	1900000000	1999999999	KA	Vendor Document
AP	CB	TRVL CB Credit Card	19	1900000000	1999999999	CB	TRVL CB Credit Card
AP/AR	IC	IPAC Confirm (Received)	21	2100000000	2199999999	IC	IPAC Confirm
AP	IT	TRVL Interest	19	1900000000	1999999999	IT	TRVL Interest
AP/AR	IV	IPAC Confirmation (Initiated)	24	2400000000	2499999999	IV	IPAC Confirmation
AP	KA	Vendor Document	17	1700000000	1799999999	KA	Vendor Document
AP	KB	Vendor BOC Adjust	19	1900000000	1999999999	KB	Vendor BOC Adjust
AP	KC	Vendor Inv CancFund	19	1900000000	1999999999	KA	Vendor Document
AP	KG	Vendor Credit Memo	17	1700000000	1799999999	KA	Vendor Document
AP	KR	Vendor Invoice	19	1900000000	1999999999	KA	Vendor Document
AP	KZ	Vendor Payment	15	1500000000	1599999999	KA	Vendor Document
AP	ND	Non-Disbursing	19	1900000000	1999999999		
AP	PC	Payment Clearing	22	2200000000	2299999999	PC	Payment Clearing
AP/AR	R1	Grants Disb 1099	51/52	5100000000	5299999999	R1	Grants Disb 1099
AP/AR	R7	Grants Disb non-1099	51/52	5100000000	5299999999	R7	Grants Disb non-1099
AP	RE	Invoice - Gross	51/52	5100000000	5299999999	RE	Invoice - Gross
AP	TA	GovTrip Advance	17	1700000000	1799999999	TA	GovTrip Advance
AP	TC	Treasury Confirm	21	2100000000	2199999999	TR	Treasury Reversal
AP	TE	TELE Invoice	19	1900000000	1999999999	TE	TELE Invoice
AP	TI	Treasury In-Transit	20	2000000000	2099999999	TI	Treasury In-Transit
AP	TP	TRVL Third Party	19	1900000000	1999999999	TP	TRVL Third Party
AP	TR	Treasury Reversal	21	2100000000	2199999999	TC	Treasury Confirm
AP	TV	GovTrip Reimbursable	19	1900000000	1999999999	KA	Vendor Document
AP	UT	UTVN Invoice	19	1900000000	1999999999	UT	UTVN Invoice
AP	VA	Vendor Prepay Adv	17	1700000000	1799999999	VA	Vendor Prepay Adv
AP	VI	VADR FI Invoice	19	1900000000	1999999999	VI	VADR FI Invoice
AP	VM	VADR MM Invoice	51/52	5100000000	5299999999	VM	VADR MM Invoice
AP	VR	Vendor Prepay Inv	19	1900000000	1999999999	VR	Vendor Prepay Inv
AP	VW	Payroll Recertify	19	1900000000	1999999999	VW	Benefit Disbursement
AP	VX	External ALC Invoice	19	1900000000	1999999999	VX	External ALC Invoice
AP	XA	TRVL Advance	17	1700000000	1799999999	XA	TRVL Advance
AP	XC	TRVL Cash Receipt (Embassy)	18	1800000000	1899999999	XC	TRVL Cash Receipt
AP	XD	TRVL Dummy Advance (Embassy)	17	1700000000	1799999999	XD	TRVL Dummy Advance
AP	XE	TRVL OASDI (SS Tax)	1	100000000	199999999	XE	TRVL OASDI (SS Tax)
AP	XM	TRVL WTA Voucher	17	1700000000	1799999999	XM	TRVL WTA Voucher
AP	XN	TRVL Cash Distrib.	19	1900000000	1999999999	XN	TRVL Cash Distrib.
AP	XP	TRVL Third Party Voucher (Moving Co)	19	1900000000	1999999999	XP	TRVL TP Voucher
AP	XT	TRVL Local Voucher	19	1900000000	1999999999	XT	TRVL Local Voucher
AP	XV	TRVL Relo Voucher	19	1900000000	1999999999	XV	TRVL Relo Voucher
AP	XW	TRVL Tax Withholding	1	100000000	199999999	XW	TRVL Tax Withholding
AP	XX	TRVL Net to Traveler	19	1900000000	1999999999	XX	TRVL Net to Traveler
AP	XZ	TRVL Payroll Zap(Garnish Pay)	19	1900000000	1999999999	XZ	TRVL Payroll Zap
AP	ZR	Bank Reconciliation	20	2000000000	2099999999	ZR	Bank Reconciliation
AP	ZV	Payment Clearing	20	2000000000	2099999999	ZV	Payment Clearing
AP	ZW	SmartPay2 Purch Card	19	1900000000	1999999999	ZW	SmartPay2 Purch Card

3/10/2014

USDA FMMI

FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
AP	ZX	SmartPay2 Fleet Exp	19	1900000000	1999999999	ZX	SmartPay2 Fleet Exp
AR	AC	ABCO Emp Collection	14	1400000000	1499999999	AC	ABCO Emp Collection
AR	AR	ABCO Emp Receivable	18	1800000000	1899999999	AR	ABCO Emp Receivable
AR	C5	Customer Interest	10	1000000000	1099999999	C5	Customer Interest
AR	C6	Customer Admin	10	1000000000	1099999999	C6	Customer Admin
AR	C7	Customer Penalty	10	1000000000	1099999999	C7	Customer Penalty
AR	DA	Customer Document	16	1600000000	1699999999	AB	Accounting Document
AR	DC	SUBI Credit Memo	16	1600000000	1699999999	DA	Customer Document
AR	DG	Customer Credit Memo	16	1600000000	1699999999	DA	Customer Document
AR	DF	Expend Cust Refund	18	1800000000	1899999999		
AR	DI	SUBI Cust Invoice	18	1800000000	1899999999		
AR	DL	Lockbox collections	14	1400000000	1499999999	DL	Lockbox collections
AR	DO	Cust Payment Refund	14	1400000000	1499999999	DO	Cust Payment Refund
AR	DR	Customer Invoice	18	1800000000	1899999999	DR	Customer Invoice
AR	DW	Customer Write-Off	14	1400000000	1499999999	DW	Customer Write-Off
AR	DY	Exp Non Fed Collect	18	1800000000	1899999999		
AR	DZ	Customer Payment	14	1400000000	1499999999	DA	Customer Document
AR	ZG	GovTrip DUEUS	18	1800000000	1899999999	ZG	GovTrip DUEUS
CO	AF	Depreciation Pstngs	3	300000000	399999999	AF	Depreciation Pstngs
CO	AM	Real Property	1	100000000	199999999	AM	Real Property
CO	CT	USDA Cost Transfer	1	100000000	199999999	CT	USDA Cost Transfer
CO	DV	PROP Personal Prop	1	100000000	199999999	DV	PROP Personal Prop
CO	PP	Personal Property	1	100000000	199999999	PP	Personal Property
CO	WE	Goods Receipt	50	5000000000	5099999999	WE	Goods Receipt
CO	ZC	CPAIS	1	100000000	199999999	ZC	CPAIS
FM	ALLT	Allotment	55	5500000000	5599999999	ALLT	Allotment
FM	ALOC	Allocation	55	5500000000	5599999999	ALOC	Allocation
FM	APOR	Apportionment	55	5500000000	5599999999	APOR	Apportionment
FM	APPR	Appropriation	55	5500000000	5599999999	APPR	Appropriation
FM	CF	Conversion	89	8900000000	8999999999	N/A	
FM	CN	Obl Accrual - Negative	76	7600000000	7699999999	N/A	
FM	CR	Continuing Resolution	55	5500000000	5599999999	CR	Continuing Resolution
FM	CRX	Unapporoved Continuing Resolution	55	5500000000	5599999999	CRX	Unapporoved Continuing Resolution
FM	CV	Obl Accrual - Positive	76	7600000000	7699999999	N/A	
FM	GT	Gov-Trip Travel Obligation	73	7300000000	7399999999	GT	Gov-Trip Travel Obligation
FM	MO	All Other - Misc Commitment	75	7500000000	7599999999	MO	All Other - Misc Commitment
FM	SALC	Sub-Allocation	55	5500000000	5599999999	SALC	Sub-Allocation
FM	SALT	Sub-Allotment	55	5500000000	5599999999	SALT	Sub-Allotment
FM	SD	State Dept - Fund Cite Cabel	74	7400000000	7499999999	SD	State Dept - Fund Cite Cabel
FM	SP	Smart Pay Credit Card Request	72	7200000000	7299999999	SP	Smart Pay Credit Card Request
FM	TICA	Transfer In Current-Year APPR	55	5500000000	5599999999	TICA	Transfer In Current-Year APPR
FM	TIPA	Transfer In Prior-Year APPR	55	5500000000	5599999999	TIPA	Transfer In Prior-Year APPR
FM	TO	GovTrip Travel Commitment	70	7000000000	7099999999	N/A	
FM	TOCA	Transfer Out Current-Year APPR	55	5500000000	5599999999	TOCA	Transfer Out Current-Year APPR
FM	TOPA	Transfer Out Prior-Year APPR	55	5500000000	5599999999	TOPA	Transfer Out Prior-Year APPR
FM	VO	Vendor Prepay Obligation	76	7600000000	7699999999	N/A	

3/10/2014

USDA

FMMI

FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
FM	WC	Working Capital Fund	81	8100000000	8199999999	N/A	
FM	XO	TRVL Travel Obligation	71	7100000000	7199999999	N/A	
MM	IM	IAS Invoice with GR	51/52	5100000000	5299999999	IM	IAS Invoice with GR
MM	INTR	INTR Purchase Order w/Sales Order	46	4600000000	4699999999	INTR	INTR Purchase Order w/SO
MM	IR	IAS Invoice w/o GR	51/52	5100000000	5299999999	IR	IAS Invoice w/o GR
MM	NB	Purchase Requisition (Direct)	1	10000000	19999999	NB	
MM	NB	Purchase Order (Direct)	45	4500000000	4599999999	NB	Purchase Order Doc
MM	ZCOB	CREEMS PO	43	4300000000	4399999999	ZCOB	CREEMS PO
MM	ZIO	IAS Purchase Order w/PR	60	6000000000	699999999	ZIO	IAS Purchase Order
MM	ZIN	IAS Purchase Order w/o PR	60	600000000	699999999	ZIN	IAS Purchase Order
MM	ZIQ	IAS Purchase Requisition	30	3000000000	3999999999	ZIQ	IAS Purchase Requistion
MM	ZVA	Service/Value-based	43	4300000000	4399999999	ZVA	Service/Value-based
MM	ZVR	Service/Value-based	40	4000000000	4099999999	ZVR	Service/Value-based
NA	AA	Asset Posting	1	100000000	199999999		
NA	AB	Accounting Document	1	100000000	199999999	AB	Accounting Document
NA	AN	Net Asset Posting	1	100000000	199999999		
NA	CH	Contract Settlement	1	100000000	199999999		
NA	EU	Euro Rounding Diff.	2	200000000	299999999	EU	
NA	EX	External Number	2	200000000	299999999	AB	Accounting Document
NA	II	IPAC In-Transit	20	2000000000	2099999999	II	IPAC In-Transit
NA	IP	IPAC Payment	23	2300000000	2399999999	IP	IPAC Payment
NA	KN	Net Vendors	1	100000000	199999999	KN	
NA	KP	Account Maintenance	48	4800000000	4899999999	KP	Account Maintenance
NA	ML	ML Settlement	47	4700000000	4799999999	ML	
NA	PR	Price Change	48	4800000000	4899999999	PR	
NA	RA	Sub.Cred.Memo Stlmt	51/52	5100000000	5299999999	RA	Sub.Cred.Memo Stlmt
NA	RB	Reserve for Bad Debt	RB			RB	
NA	RN	Invoice - Net	51	5100000000	5199999999	RN	Invoice - Net
NA	RV	Billing Doc.Transfer	30	3000000000	3099999999	AB	Accounting Document
NA	S1	Settlement Document	1	100000000	199999999	AB	Accounting Document
NA	SK	Cash Document	13	1300000000	1399999999	AB	Accounting Document
NA	UE	Data Transfer	4	400000000	499999999		
NA	WA	Goods Issue	49	4900000000	4999999999		
NA	WI	Inventory Document	49	4900000000	4999999999		
NA	WL	Goods Issue/Delivery	49	4900000000	4999999999		
NA	WN	Net Goods Receipt	50	5000000000	5099999999		
SGL	BL	Budgetary Ledger	4	400000000	499999999	BL	
SGL	CA	CAPS Expense GL	1	100000000	199999999	CA	CAPS Expense GL
SGL	CL	G/L Account Document	1	100000000	199999999	CL	G/L Account Document
SGL	DN	Exp Accrl No Obs	1	100000000	199999999	DN	Exp Accrl No Obs
SGL	OF	IPAC Offset	1	100000000	199999999	OF	IPAC Offset
SGL	S2	Lockbox suspense posting	12	1200000000	1299999999	S2	Lockbox suspense posting
SGL	SA	G/L Account Document	1	100000000	199999999	SA	Accounting Document
SGL	SB	G/L Account Adjustment Posting	12	1200000000	1299999999	SB	Accounting Document
SGL	SF	1081 Cash Transfer	11	1100000000	1199999999	SF	Accounting Document
SGL	SU	Adjustment Document (Upward/Downward)	1	100000000	199999999	SU	Adjustment Document

3/10/2014

USDA

FMMI

FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
SGL	TL	TELE Accrual	1	100000000	199999999	TL	TELE Accrual
SGL	UA	UTVN Accrual	1	100000000	199999999	UA	UTVN Accrual
SGL	ZA	PACS Accrual Posting	1	100000000	199999999	ZA	PACS Accrual Posting
SGL	ZF	PACS Forced Release	1	100000000	199999999	ZF	PACS Forced Release
SGL	ZP	PACS Expense G/L	20	2000000000	2099999999	ZP	PACS Expense G/L
SGL	ZS	SmartPay2 Realloc	5	500000000	599999999	ZS	SmartPay2 Realloc

Key	
	AP
	AR
	SGL
	FM
	MM
	CO
	Not Used

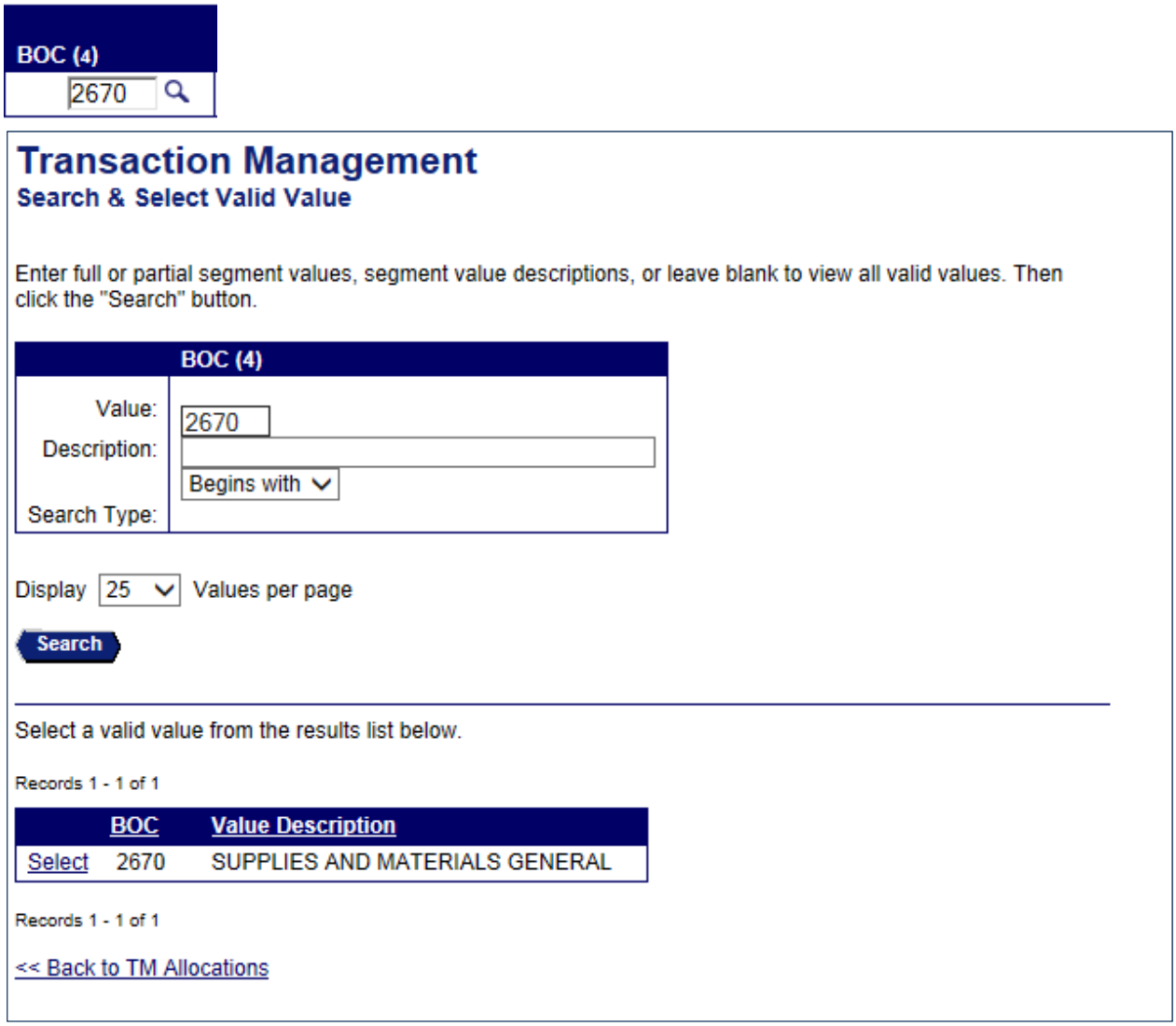
3/10/2014

Appendix B - Reallocation Process

US Bank Access Online is designed to only allow cardholders one chance to modify the accounting code and/or budget object code (BOC). Once the transaction is reallocated to modify the accounting code and/or budget object code (BOC), and included in a GL extract, it is locked from further changes.

Reallocated transactions (ZS documents) will not be fed to the interface systems to post in the Financial Management Modernization Initiative (FMMI) when the cardholder fails to properly validate the BOC.

When reallocating, the cardholder must click on the magnifying glass next to the BOC field to search for a valid value to validate the code.



Listed below are some examples of reallocated transactions with either missing BOC or contain invalid BOC. This resulted from the cardholder failing to properly validate the BOC.

City, State/Province	Amount	Detail	Purchase ID	Accounting Code
352-3720684, FL	4.00			3444WSRCFL12WSMDEVLWLSVGEUSDA |2760|

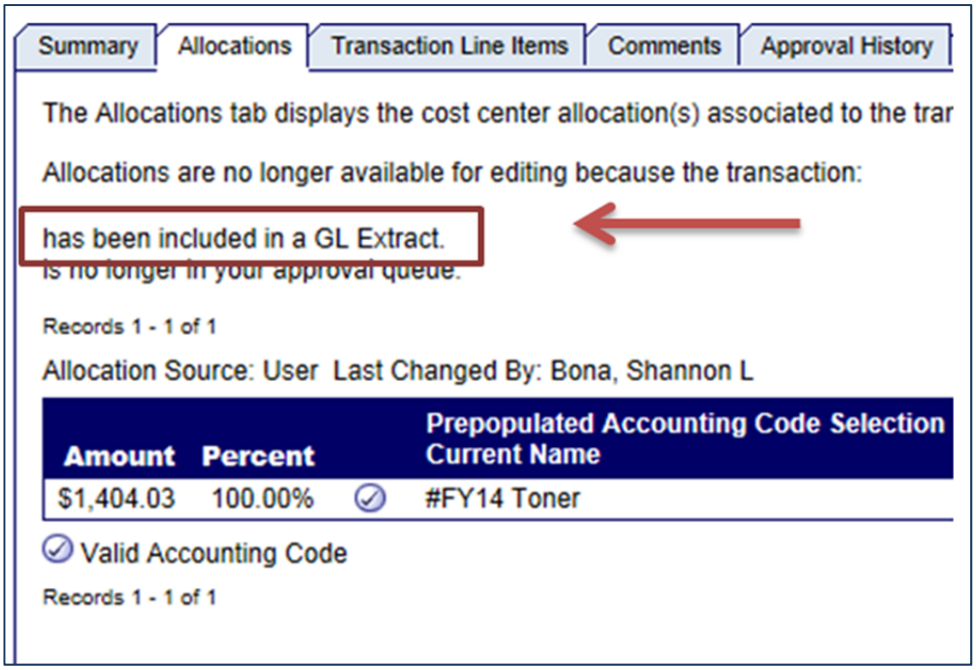
City, State/Province	Amount	Detail	Purchase ID	Accounting Code
GAINESVILLE, FL	17.52		0911133877	3433WSRCFL12WSMDEVLWLSVGEUSDA |2927|

City, State/Province	Amount	Detail	Purchase ID	Accounting Code
800-811-1648, GA	26.17		0000Y3999E	3444WSER2929WLDMGMTWLSVWDUSDA | |

<u>How do you know if a transaction is locked?</u>

You can check the Allocations or Comments Tab for the transaction status. If the transaction is locked, a message "has been included in a GL Extract" will populate in one of these two tabs.

The GL extract will populate usually the next business day after the transaction is reallocated.



The pad lock symbol does not truly indicate that the transaction is locked. It will populate as soon as the transaction is approved.

The symbol will populate as soon as the accounting information is changed.

How can the accounting information be changed if the transaction has already been included in GL extract?
The cardholder needs to report the transaction to the budget analyst to determine if the accounting adjustment can be done in FMMI.

Transaction Availability
If the transaction has not been included in a GL extract, it can be modified to change the accounting code, BOC, and item descriptions.

The GL extraction will not occur if the accounting code and/or BOC have not been changed when the cardholder initially approved the transaction. The transaction is then available for modifications up to six billing cycles (180 days).

How to reallocate a transaction that has already been "Approved"?
If the transaction is available for modifications, the cardholder needs to follow the steps below to edit the transaction.

1. First select the transaction and click on "Pull Back" button.
2. Once the transaction has been pulled back, click on the Accounting Code link. The Allocations tab will open.
3. Click on the "Magnifying Glass" next to the Line of Accounting to search for a valid value.
4. Once the accounting information is updated, click on Save Allocations button to save changes.

How to reallocate a transaction that has already been "Final Approved"?

If the transaction is available for modifications, the Cardholder and Approving Official need to take the following steps to edit the transaction.

STEP 1: Approving Official will:

a. Log into Access Online, click on **Manager Approval History,** select the transaction**,** and click on **Pull Back** button to pull it back from history.
b. Click on **Manager Approval Queue**, select the transaction, and click on **Reject** button to reject it to the Cardholder.

STEP 2: Cardholder will:

a. Once the transaction has been rejected, the Cardholder will log into Access Online and navigate to the **Transaction List**.
b. Click on the **Accounting Code link** next to the transaction in question. The Allocations Tab will open.
c. Click on the **Magnifying Glass** next to the Line of Accounting to search for a Valid Value. Select the code.
d. Click on **Save Allocations** to save changes.
e. Approve and forward the transaction to your Approving Official for approval.
f. Notify the AO that the transaction is pending for his or her approval. Note: The final approval shall be done quickly to avoid receiving a pre-suspension notice, especially before the transaction is dropped from the system.

Appendix C - FMD FMMI User IDs

F0000078	DENISE BASSELL	**F0002961**	DARLENE STEPHENS
F0000304	LAN-ANH DAO	**F0002962**	PAULA DAUGARD
F0000337	CATHERINE TIMMS	**F0002967**	CAROL DINGESS
F0000443	CANDY ANDERSON	**F0002968**	CAROLYN BROWNE
F0000490	BRENDA GILLUM	**F0002969**	EILEEN BERKE
F0000514	TANICA BUTLER	**F0002970**	JOANNE MANN
F0000524	ELIZABETH JOHNSON GROTH	**F0002971**	GRETCHEN STRECKER
F0000581	HEATHER TRAINUM	**F0002972**	GLORIA BENSON
F0000656	HARVEY KINCAID	**F0002973**	HILDA ADAME
F0000748	LORI KOROCK	**F0002974**	GIANA JOWERS
F0000776	DAWN LARSON	**F0002976**	JENNIFER ELIAS
F0000790	JOANNE LENOX	**F0002977**	KANDY NELSON
F0000809	SHELLY LITTLE	**F0002978**	LESBIA ORANTES-DE-CARDONA
F0000839	LINDA MAIN	**F0002980**	CONNIE BARNES
F0000875	ANTONIO MCFADDEN	**F0002981**	LATISHA HOLLMAN
F0000882	JAMIE KIRBY	**F0002983**	HELEN GREGORY
F0000889	CHRISTINA MERCER	**F0002987**	PEGGY GOBLE
F0000897	ROSALIE MEYER	**F0002989**	CRYSTAL TOUPIN
F0000937	CHRISTINE CARAHER	**F0002990**	PIEDAD AMENABAR
F0000995	DEBORAH OBRIEN	**F0002991**	MOUSTAPHA SEYE
F0001002	SHALON OLSON	**F0002995**	MICHAEL VINCE
F0001004	KIM OLSON	**F0002998**	CHRISTINE SMITH
F0001122	ANGELA GODFREY	**F0003002**	TOU VANG
F0001167	MICHELLE SCHMID	**F0003003**	SHEILA HENSLEY
F0001180	KARIMAE FAULKNER	**F0003005**	PATRICIA SMITH
F0001210	WAYNE SIMON	**F0003006**	JOHN YOUNG
F0001277	LORA SWANSON	**F0003008**	ARLICHA STEWART
F0001315	JENNIFER TIZCARENO	**F0003009**	GAYLE WINES
F0001328	BARRETT TRIMBLE	**F0003010**	PAMELA MUILENBURG
F0001330	JULIE TRIPP	**F0003012**	QING ZOU
F0001339	BRIAN TULLOCK	**F0003013**	DOUGLAS CREWS
F0001341	CHEMIN BOLDEN	**F0003014**	SHARON CRONK
F0001365	EDISON VIZUETE	**F0003017**	DONNA CICHY
F0001475	DEREK MEZZE	**F0003020**	AMY COCHRAN
F0002099	IRENE FERNANDEZ	**F0003023**	CRAIG BLICHFELDT
F0002106	THOMAS MURPHY	**F0003025**	NATHAN JOHNSON
F0002120	BONNIE KETOLA	**F0003027**	MARIA ANDREA DELOSSANTOS
F0002143	ALLISON NAITHRAM	**F0003031**	RENATA BADILLA
F0002369	NAOMI YANG	**F0003032**	MEGAN PHOMMAHAXAY
F0002959	ROBIN DYER	**F0003034**	CLAUDIA ROBERTS

F0003038	MARGARET MALIZIO
F0003058	KIMBERLY RUNNINGEN
F0003065	ARLETHA STEPE
F0003066	ROBERT FREULER
F0003068	SADIE STRONG
F0003073	MARY KIMBALL
F0003074	MICHAEL BECHTEL
F0003075	ANGELINA FALCONE
F0003077	ANTOINETTE MCPHEARSON
F0003078	PAMELA WILLIAMS
F0003080	PATRICIA BROWN
F0003081	PAUL HANTO
F0003082	PAULA FLATHER
F0003084	WALTER PECK
F0003090	LAURA BLICHFELDT
F0003103	ADJOA ATAAH
F0003105	ALIDA ROGSTAD
F0003107	SEPTEMBER FITZGERALD
F0003108	BARBARA BLACKWELL
F0003109	BEATRICE SMITH
F0003112	BHADRA VADALI
F0003114	BILLIE MITCHELL
F0003115	BOBBY HARGROVE
F0003117	CARLA PERRY HARBOUR
F0003119	SHANNON FENNELL
F0003121	CAROL ANDERSON
F0003122	CAROL FISH
F0003124	CAROL YORK
F0003125	CATHERINE SAUNDERS
F0003126	CHARLEANE GADDIE
F0003127	CHERYL HERSMAN
F0003128	CHICKEILLA CARTER
F0003129	CONNIE MURPHY
F0003130	CONSTANCE TIMM
F0003132	NORMA SMITH
F0003133	HELEN ROBINSON
F0003134	CYNTHIA JORDAN
F0003135	SHERI WILKERSON
F0003138	DONNA SHULTZ
F0003139	JAMES ROLOFF
F0003141	JUDITH PIEKARSKI
F0003142	JANE LARSEN
F0003144	KARLA KEKELA

F0003147	KEVIN WILLIAMS
F0003148	KATHLEEN LEGENDRE
F0003150	DOROTHEA CHURCHWELL
F0003150	DOROTHEA JACOBS
F0003151	FERNANDO PIZA
F0003152	DONNA RALSTON
F0003153	DICK AUSTIN
F0003154	DIANA ALMERAZ
F0003155	KELLY HUSZAR
F0003156	EVELYN VARGAS-SEE
F0003158	KAY JONES
F0003160	DAWN HALVORSON
F0003162	RUTHIE BURNEY
F0003163	MARIA IBANEZ
F0003164	EVA SCHNEIDER
F0003165	GABRIELA ZAVALA
F0003166	ILEANA IZQUIERDO
F0003167	JONI DAVIS
F0003170	KRISTINA FRANK
F0003172	LAURIE MCDONALD
F0003174	ADA-PATRICIA MOLINA-DE-PEZZAROSSI
F0003175	PATRICIA FELLERS
F0003176	DANITA THOMPSON
F0003177	BECKY GOMEZ
F0003178	DENISE EDGERTON
F0003179	TERRINA HAIRSTON
F0003180	KAREN DOWDY
F0003183	MARLA KIELER
F0003185	LATOYA JONES
F0003186	VIRGINIA RODRIGUEZ
F0003189	LISA LAYNE
F0003190	DANIEL QUICK
F0003192	SUSAN MURPHY
F0003194	ELIZABETH SPAULDING
F0003196	CHERYL GALIDA
F0003197	IGOR TSIBULEVSKIY
F0003198	JOANNE TOMIKEL
F0003199	RODNEY WALKER
F0003202	KIM WILLIAMS
F0003203	MAYME WHALEY
F0003204	MELONIE TORILLO
F0003206	MARLENE O NEAL
F0003207	DANIEL WILLIAMS

F0003210	KEMAMO HOOKANO
F0003212	OLA GAMALELDIN
F0003213	JANICE ROKOS
F0003215	AMY MIZE
F0003216	LINDA WEAVER
F0003217	IVONNE ROSENBLATT
F0003219	LEAH LEELAND
F0003220	VIKTORIA JOHNSON
F0003221	LAUREN SHEPHERD
F0003224	LASHAUN NELSON
F0003228	MARSHALL PLY
F0003229	JENNIFER RIVAS
F0003230	CHARLENE MAYO
F0003231	LATISHA BEVERLY
F0003232	SAMUEL DENHAM
F0003234	PAMELA SCHOEN
F0003236	DAPHNE O'NEAL-SAMUELSSON
F0003238	BRITTANY KINNEY
F0003239	EMILY BROWN
F0003240	MAVIS FERGUS
F0003241	ANDREA SMALL
F0003243	JON FRANCOIS
F0003244	JACQUELINE TRAN
F0003245	DAISY MARRERO
F0003246	SAMANTHA ZIEGLER
F0003247	SHERMAN TYLER
F0003249	CHRISTINA KLAUS
F0003250	MARIA RODRIGUEZ
F0003253	BENIGNO QUICHOCHO
F0003254	RAKHEE MASSON
F0003259	TIMIKA SHIELDS
F0003260	TONI PARIS
F0003261	VANESSA STAMPLEY
F0003262	GLENN ELSTUN
F0003263	MICHAEL WESLEY
F0003264	CARRIE CROY OWEN
F0003265	JACQUELINE SALAZAR
F0003266	MARNIE DAVIDSON
F0003267	JACQUELINE TVETER
F0003268	LOIS PERRY
F0003269	CHRISTINA TAYLOR
F0003272	COLLETTE ROSE
F0003273	SHEILA JACKSON

F0003274	FRED WANG
F0003275	BILLIE LENEAR
F0003276	ROBIN DICKERSON
F0003277	LARA HICOK
F0003280	CORY OGLESBY
F0003282	LATONYA JACKSON
F0003283	CHERYL AMOS
F0003284	ERIC GORINSON
F0003285	SANDRA NAVIA
F0003286	PATRICIA DONOHUE GALVIN
F0003287	VIKTORIA MALAKIE
F0003288	FREDERICK MUCCIARDI
F0003289	BOB LANBERG
F0003290	EARL THORPE
F0003291	LISA SPINELLI
F0003293	BONNIE SIMPSON
F0003294	LINDA WASHINGTON
F0003296	ANDRE NELSON
F0003305	DEBORAH HELSETH
F0003306	MELVIN COPELAND
F0003307	DOROTHY SIMMON
F0003308	CRYSTAL FRYE
F0003310	SHIRLEY ROPER
F0003312	STACEY MUSSER
F0003313	STEPHANIE DROKE
F0003314	JOHN KIDD
F0003318	TIARA BYRD
F0003320	VICKI HAYGOOD
F0003322	INGE SANOU
F0003324	ELIZABETH NOLCOX
F0003326	ERNESTO RODRIQUEZ
F0003328	MARIA TINKER
F0003329	MICHELLE CANADY
F0003331	VIRGINIA GREEN
F0003332	MELISSA ARNOLD
F0003336	JANET AMSALU
F0003337	MARCO BENAVIDEZ
F0003338	JAMIE SHULTZ
F0003339	JESSICA SHAMMAMI
F0003342	SABRINA FERGUSON
F0003346	CORI MAYHUE
F0003347	SONJA HORNE
F0003348	NICHOLAS JOWERS

F0003350	CHERYL REED
F0003354	XOCHITL MEDINA
F0003355	YVONNE MEDEIROS
F0003358	LAURA BLANCO
F0003360	JOY MONDA
F0003361	DIANNE ARNOLD
F0003366	JUSTIN GURKSNIS
F0003367	GINA WATTS
F0003368	JEAN BUTTICE
F0003369	MICHAEL CHIODI
F0003370	LAURA WEEKS
F0003371	LAUREEN GARRISON
F0003372	LINDA CHAN
F0003374	LISA BURLEY
F0003376	LISA HURST
F0003377	ELIZABETH NAPUTI
F0003378	LORRAINE WOLFE
F0003379	LOURDES KRAMER
F0003382	MARCUS BROWN
F0003384	MARIA BILOTTE
F0003385	MARIANNA BRUNKOW
F0003386	MARIANNE RODRIGUEZ
F0003387	MARIETTE AMUNDSON
F0003388	MARY WIGGETT
F0003390	PAMALA HANSON
F0003391	LAEBETZ NILES HOLMES
F0003392	PATRICIA DURAN
F0003393	PHILLIP THOMAS
F0003395	AMANDA BENNETT
F0003398	AMBER MILLER
F0003402	REGINA WOLF
F0003403	RELINDIS JOOSTEN
F0003405	RICHARD O NEILL
F0003406	ROBERTA BUSHMAN
F0003407	BERTHA HINES
F0003408	VIELKA DYER
F0003410	SALLY SWEIGART
F0003411	AMY CHRISTY
F0003413	BRENDA SCOTT
F0003414	KERRY HALLER
F0003415	SHERYL SHAW
F0003417	ADRIANNE LEFKOWITZ
F0003418	CYNTHIA MORALES

F0003419	ROSA RUIZ
F0003420	MARIE COSTALES
F0003422	KARI HOFFMAN
F0003426	GLADYS SOLANO
F0003427	ALEJANDRO ZUCARO
F0003428	JOY LOWE
F0003431	ALLISON BOEHM
F0003432	PATRICK JOHNSON
F0003433	STEPHANIE CARR
F0003434	RICHARD LEWIS
F0003436	PATSY BACA
F0003437	MONICA GURROLA
F0003438	SUMMER BAILEY
F0003439	CARRI MARKS
F0003440	DIONNE MURRAY
F0003441	MELANIE ADAMS
F0003443	LA VONNE MARSHALL
F0003445	LINDA SMITH
F0003446	RHONDA AMEY
F0003447	HECTOR CABANTOG
F0003448	JULIE KAISER
F0003450	JEAN MONTAGUE
F0003451	ARRIA CHEELEY
F0003452	ARACELY GALAN
F0003454	CARLEEN PEREZ
F0003455	PENNY KESLER
F0003456	KIMBERLY HILL
F0003459	DAVID ALEXANDER
F0003461	MONTGOMERY JENSEN
F0003462	LISA HOPKINS
F0003464	PIA HERRING
F0003465	LLOYD PEYMBROECK
F0003466	DENISE PRICE
F0003467	MARLIES MCQUILLEN
F0003468	ERIC LONGEN
F0003470	MINH DANG
F0003472	JULIA BARON
F0003473	RESA PERRY
F0003475	DEBORAH LEVITAN
F0003476	MARGIE NAPIER
F0003477	MICHELE MCKAY
F0003478	KATHERINE JOHNSON
F0003481	GAIL THOMPSON

F0003482	ANGEL CESPEDES
F0003484	SUSAN GAMBLE
F0003485	SAMUEL GUY
F0003486	CAROLDINE RABB-NUOMAH
F0003489	JOY MURRAY
F0003490	ANTOINE GERMEILLE
F0003491	VALERIE NWAOJEI
F0003497	SHANNON ROGERS
F0003498	AMY PEREZ
F0003499	PATRICIA LANE
F0003500	DOREEN LEWIS
F0003504	LISA LAMBING
F0003506	JILL HAND
F0003507	RHONDA GRAHAM
F0003509	WILLIAM MALAVE
F0003513	DAPHNE REID
F0003519	ANGELA ATKINSON
F0003520	MATTHEW TRAVIS
F0003521	RALPH O'NEAL
F0003524	ENRIQUE DIAZ
F0003526	MARY WATERBURY
F0003528	EMILY BRAMHALL
F0003529	MICHELLE BATTLE
F0003530	ELIZABETH RIVERA-TIRADO
F0003531	SHIRLEY ICKES
F0003532	KIMBERLY WILLIAMS
F0003533	DARYL SEEMAN
F0003534	KELLI LUNDY
F0003535	XOCHILT MIRANDA
F0003537	CHAELINA DUCKERY
F0003539	ELIZABETH POGGIALI
F0003540	TRACI JONES
F0003544	MONIQUE GARCIA
F0003545	ROBERT WHEELER
F0003546	MICHELLE RODRIGUEZ
F0003548	RICHARD HEIMLICH
F0003550	CHERYL BOONE
F0003551	MAMIE SMITH
F0003553	SAMUEL ERDAHL
F0003554	LEIGH EAGLE
F0003556	SANDRA WALLACE
F0003557	SANDRA TORREZ
F0003558	SARA MATCHIE

F0003559	SHARON BRAVO
F0003560	SHERRY PARSONS
F0003563	ANA NATARENO
F0003566	STEVEN TANAKA
F0003568	SUZY KENT
F0003569	TANIA HEPBURN
F0003570	TERESA ERDMAN
F0003571	TERRI LIMKEMAN
F0003572	THERESA KERBER
F0003573	TIMOTHY SOLINGER
F0003574	TWILA SEAMAN
F0003575	VALERIE PUTMAN
F0003576	VIVIENNE BENSON
F0003577	WILLIAM HUGHES
F0003579	YOKO HONMA
F0003580	VALORIE MARTIN
F0003582	XIMENA MIRANDA
F0003583	SHARON ORTIZ
F0003584	JOYCE NOLTE
F0003585	GREGORY WILKES
F0003588	KIESHA BELL
F0003592	JOANN BOTTE
F0003593	TAMMY WAGNER
F0003595	VICKIE BOVEE
F0003596	PALOMA BUTRON
F0003597	JODY SHREVE
F0003598	DEBRA HALVORSON
F0003599	LUCY CURRIE
F0003600	CONNIE OSMUNDSON
F0003603	CANDICE SUKO STASTNY
F0003604	CHERRYL TOPE
F0003605	DEBORAH MOORE
F0003606	CYNTHIA ROSS
F0003610	ELLEN WASHBURN
F0003612	ANA SANCHEZ
F0003613	JOHN BEAMON
F0003614	JOSEPH CLOPTON
F0003615	DEBORAH SMITH
F0003616	KITTY STARK
F0003617	ELAINE LOWELL
F0003618	JUDITH BERGANINI
F0003619	ANN PETERS
F0003621	CHERYL TOWELL

F0003622	JOAN WITHYCOMBE
F0003623	JULIA BLAS
F0003625	CHARIS GUINTO
F0003626	DAWN SMITH
F0003627	JAAP VAN DUIJN
F0003628	DEBRA LISK
F0003629	CAROL WALL
F0003630	JODI WILKENING
F0003631	CHRISTOPHER POTEETE
F0003632	BARBRA DAVIS
F0003633	DONNA JOHNSTON
F0003634	CHERYL BOVEE
F0003636	KIMBERLY MOTT
F0003637	JUANITA CRAWFORD
F0003638	TANYA HAIRSTON
F0003639	MARGARET FERRISS
F0003642	DEBRA PEREZ
F0003643	EMERLINDA HERNANDEZ
F0003645	KENNETH HORNER
F0003647	NORMA MORENO
F0003651	SHARI EWELL
F0003652	ROSA NAVA
F0003655	JANICE SIMONS
F0003656	CHARLES SMITH
F0003657	KAREN RAY
F0003658	DAWN WANCZYK
F0003659	CARLOS MARTINEZ
F0003660	CORINNE NYGREN
F0003662	TRACY JOHNSON
F0003663	MAYDENE CAMPBELL
F0003664	MARY MAGGI
F0003666	LENORA MACNEVIN
F0003667	FONDA TANNER
F0003670	DEBORAH STALMAN
F0003672	LORI STEWART
F0003673	KARLA MARTINEZ GARCIA
F0003674	ADRIANNE JACKSON
F0003675	CAROL MURPHY
F0003676	JUNE WEISBECK
F0003677	JAMIE CARSRUD
F0003678	SANDRA MARTINEZ
F0003680	DIANE HASHIMOTO
F0003681	FAITH TAYLOR

F0003683	ALLISON MATTHEWS
F0003684	SUSANA MAHNCKE
F0003687	THERESE MINDEMANN
F0003688	LAWRANCE LAW
F0003689	TIMOTHY UDING
F0003690	JESSICA LITTLE
F0003691	GLORUSTINE TYNES
F0003694	SHANNON GILLINGHAM
F0003696	KELLY SMITH
F0003697	JOANNE NELSON
F0003733	PIERE MARTIN
F0003734	MARCELA LOYO
F0003738	STEPHANIE STEVENS
F0003739	BERTA ALTIZER
F0003740	TINA JENKINS
F0003742	SHARON PHILLIPS
F0003743	DIANNA HERBERT
F0003744	NORMA LOPEZ
F0003745	RUBY LOADER
F0003747	KATHLEEN MURRAY
F0003748	DARLENE SCOTT
F0003800	MARGAUX NENICHKA
F0003801	MARTHA GARZA
F0003813	KENNETH BARTH
F0003814	CHRISTINA WILLIAMS
F0003815	JESSIE SHEFFERD
F0003817	KATHLEEN MOODY
F0003818	SHIN CHRISTENSEN
F0003819	ROBERT CAYWOOD
F0003820	CAROL TUSZYNSKI
F0003821	HOWARD STOLLER
F0003822	CHERRI GOLDEN
F0003823	JULIE FIERSTINE
F0003824	TAMMIE LONG
F0003827	MAUREEN HARDISTY
F0003879	SARITA WHEELER DANIELS
F0003883	JEANINE GORAL
F0004238	IRA HUNTER
F0004402	JENNIFER NURNBERGER
F0004511	BECKY NYE
F0004512	TRANG DINH
F0004513	JONEKA GIVENS
F0004514	KRAIG PETERSON

F0004515	DAVID SANTELMAN
F0004516	SHAWN ADAMEK
F0004517	SHANNON BONA
F0004519	MATTHEW SANDERSON
F0004522	SOEURETTE DUNN
F0004559	PATRICIA FUCILE
F0004567	YAJAIRA TORRES
F0004707	CHARLEEN FRENCHMAN
F0005069	TAUNYA SAID
F0005100	GARY HOWARD
F0005122	KRISTA DUPRE
F0005129	BONNIE SILVERNALE
F0005134	GARY LEFEBVRE
F0005137	KATRINA SOPCYK
F0005141	NITA HIRYAK
F0005168	PENNY STRANG
F0005175	HERBERT SUBER
F0005237	MELANIE ROUSE
F0005243	BETH WOOD
F0005246	MICHELLE BAHR
F0005252	PRISCILLA ASKREN
F0005257	LORINDA PURCELL
F0005258	REBECCA WILLIAMS
F0005268	SHARON BARTLETT
F0005275	KRISTI EWING
F0005300	AZIZA CLARK
F0005340	WANDA MCNEIL
F0005341	SANDRA LEHBERGER
F0005348	ROBERT GREEN
F0005379	YVONNE BALLARD
F0005391	ANNE DUNIGAN
F0006024	CHARLES SINGER
F0006057	MANDY HIGHT
F0006151	MELISSA BEAUCHAMP
F0006210	JAIME REDMOND
F0006354	DARNELL BURRELL
F0006363	JOHN BROWN
F0006391	PATRICIA KITTLE
F0006397	KIMTA NGUYEN
F0006399	THI TRAN
F0006473	JOANNE GARRETT
F0006475	VIKRAM KUNREDDY
F0006487	BETTYANN SINGH

F0008406	TIMOTHY SHEAD
F0008600	TONY QUAN
F0008890	PATRICIA DE GRAFF
F0008918	BEARIAT BEYENE
F0008922	BRUCE ADAMIC
F0009064	MICHAEL JOHNSON
F0009072	ADRIAN VILLALOBOS
F0009123	ALYSSA PIERCE
F0009129	TAYRN GUDE
F0009139	STEPHANIE KOZAR
F0009171	EDWARD SMITH
F0018227	SUSAN DE HOND
F0018251	BONNIE BRADSHAW
F0018269	BECKY ROBERTS
F0018296	PETER QUICHOCHO
F0018302	MELINDA MILLER
F0019131	ALAIN FREDERIQUE
F0019148	KRISTIAN DIXON
F0019177	SUN YOUNG PARK
F0019271	AMY SLOAN
F0019285	KATHRYN COLLINS
F0019364	NANCY BEAVERS
F0019446	SARAH TIPLER-SMART
F0019470	DANIEL MARJANEN
F0019480	KMORNWAN APINUN
F0019578	TRAVIS HARRISON
F0019581	BRIAN KURZHAL
F0019585	PATRICK CUFF
F0019597	PEGGY HEINES
F0019622	LEAH WETCH
F0019623	DEBORAH KATERS
F0019644	BUCK RICHARDSON
F0019706	CRYSTAL LAMARR
F0019772	TIFFANY STOLEE
F0019778	SHIRLEY DEAVER
F0019796	SIPORAH JACKSON
F0019819	DION CUNNINGHAM BIJOU
F0019821	CHAUNTINA COLEMAN HOGUE
F0019872	NICOLE REIN
F0019913	ALISHA THOMAS
F0019945	MARK HICKS
F0019989	NICOLE CIANO NUNEZ
F0020019	AMIE CHURCHILL

F0020031	BRENDA CLAYTON
F0020050	LELANIE KLEINSMIT
F0020076	MIN ZENG
F0020113	LEE SPAULDING
F0020115	EMILY LAW
F0020151	LEE STANFIELD
F0020333	MICHAEL JOSEPH
F0020340	KIMBERLY ALLEN
F0020367	NOLAN MEYER
F0020384	CONSTANCE JONES
F0020421	BRUCE CODER
F0020441	JUSTIN RHEA
F0020470	ADELAIDE FEUKAM
F0020483	ANDREA HAMANN
F0020526	NAKIA ANDERSON
F0020616	NICHOLAS STRATCHKO
F0020636	RANDALL SARVIS
F0020668	VERONICA KUCHTA
F0020671	KAREN SIMON
F0020787	WHITNEY TURNER
F0020845	GRACE GALBA-BRIGHT
F0020921	ALEXANDRA WILKERSON
F0020938	CHALYCE HOWARD
F0020954	BUDDY RICHARDS
F0021004	MELANIE RENELL
F0021009	LINDA CRAIG
F0021036	DANIELLE BURRELL
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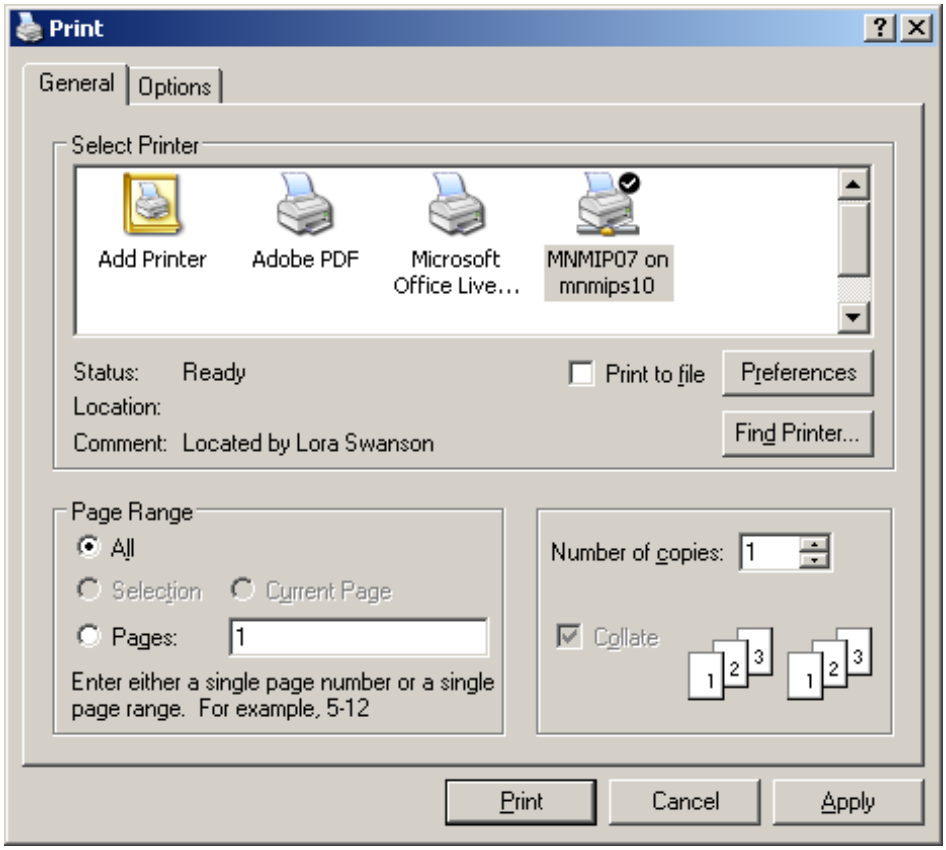

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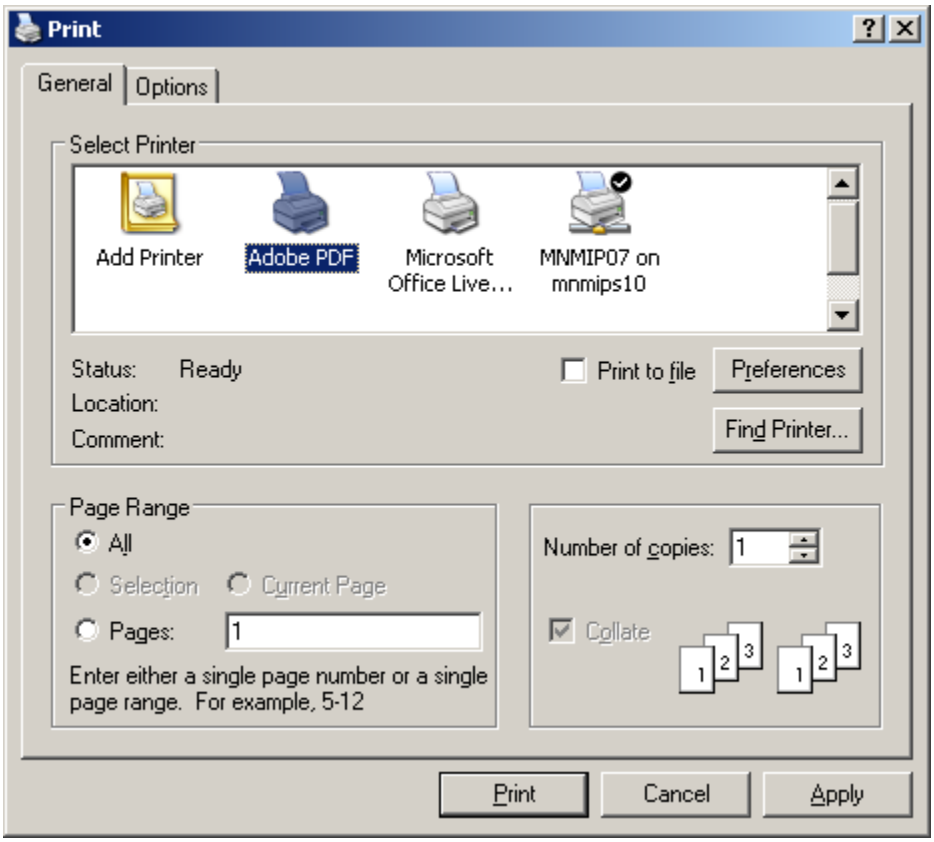

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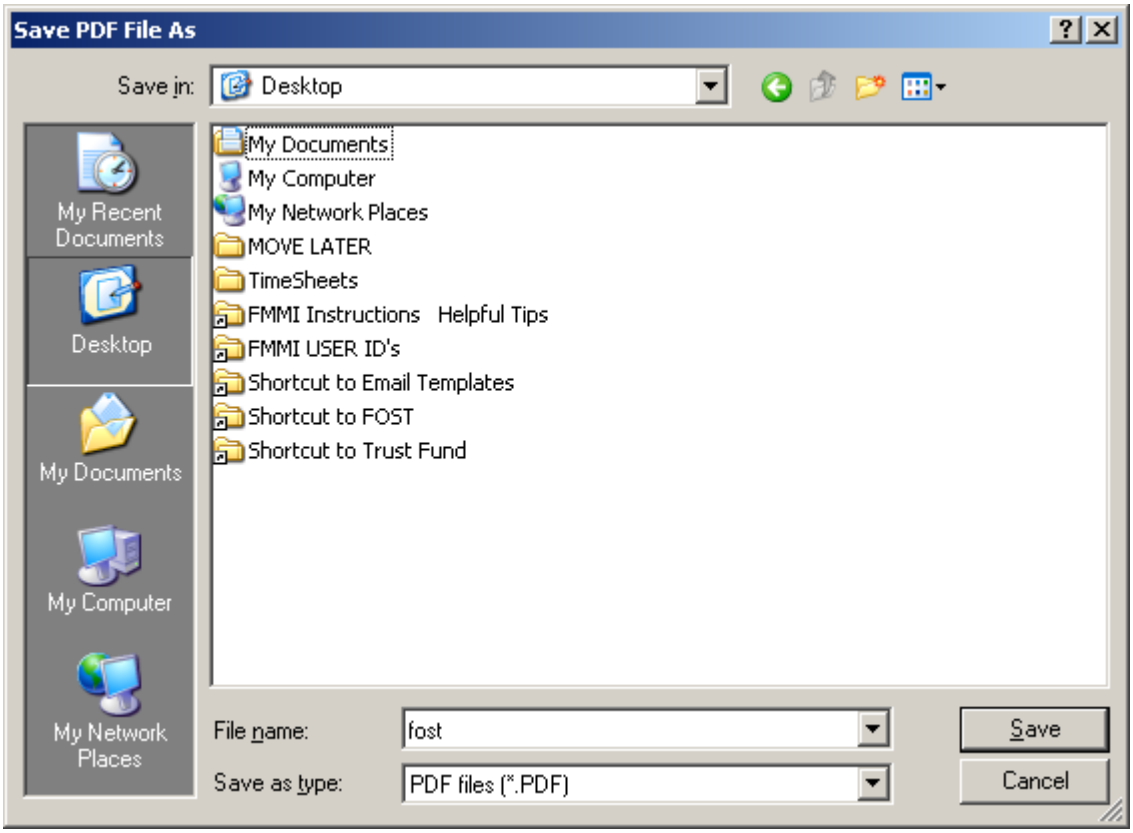

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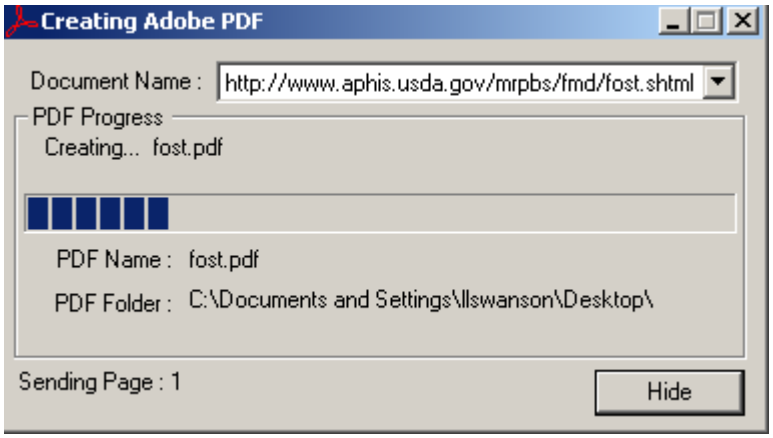

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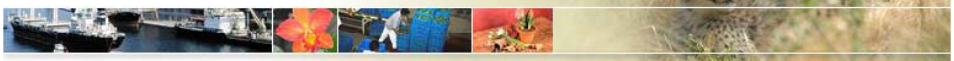

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Financial Management Division (FMD) - Financial Operations Branch - Financial Operations Services Team

Printable Version

The Financial Operations Services Team: Acts as liaison to field and headquarters offices, as well as the Comptroller Operations Division (COD), on financial and accounting data; Provides monthly statements for cooperative trust fund agreements; Assists in payment research and problem-solving; Expedites same-day-payments and wire transfers via the Secured Payment System (SPS); and, Processes various payments not processed through established payment systems at COD. Payments processed by FOST include: Employee Reimbursements (SF 1164), Indemnity Claims, Cooperative Agreements, Fee Basis, Bovine Spongiform Encephalopathy (BSE), UPS, Employee Training (SF 182), Transportation, Honorariums, Patent Royalties, Torts, Grants, Leases, Postage, and Miscellaneous. The micro purchase thresholds for payments without an agreement or purchase order are set at $3,000 for goods and services, $2,500 for services covered under the Service Contract Act, $2,000 for construction, and $350 for telecommunications repair service (no telecommunications recurring services). All payments over the micro purchase threshold must be accompanied by a valid agreement or purchase order.

Last Modified: June 30, 2011

- Contact Us
- FOST Assigned Duties (PDF)(Employees Only)
- Overview
- Obligations & Payments
- Trust Funds
- FOST Forms
- FAQ's (Employees Only)
- FFIS and Brio Computer Based Training (CBT) (Employees Only)
- FFIS/Brio/Finance QuickTips (Employees Only)

- Return to FMD
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FMMI Frequently Used Icons

FMMI

Frequently Used Icons

Enter / Execute	Select/Choose /OK / Enter
Warning	Error/Hard-Stop Error
Save	Cancel
Copy/Adopt	Create
Display	Change
Execute	Delete
Selection Criteria	Detail(s)
Find	Find Next
Drop-Down List	Print
Search	Search/Select
Sort (descend.)	Sort (ascend.)
Select a Tab	Multiple Selection
Insert Line	Delete Line
Help	Help/Information or System/User Status
Select All	Deselect All
Block	Unblock
Previous Item	Next Item
Refresh	Filter
Expand Section	Collapse Section
Collapse	Expand
Expand Item	Collapse Item
Move Up	Move Down
Move to Top	Move to Bottom
Move to Right	Move to Left
Cut	Have a nice day!

Fold Here

FMMI

Transforming Financials at the People's Department

Financial Management Modernization Initiative

FMMI Website

info.fmmi.usda.gov

This bookmark lists several commonly used FMMI icons. It is not intended as an exhaustive list of all icons in FMMI.

USDA

WS SO Cheat Sheet

SO Details	Display SO, Line Items, Doc Flow • SO Number **or** WBS Element
SO Progress	Reimbursable Order Report (/ZWSLAYOUT) • Fund, Fund Center, **and** WBS Element
Billed Expenses Details	Line Items – Actual Costs/Revenue Report (1_USDA_RRB2) • WBS Element **and** Posting Date Range
Billed Expenses Exceptions	DP-98 File
Bills	View a Billing Document or SO Doc Flow • Billing Doc Number **or** SO Number or WBS Element
Collections	Daily Collections Report • Funded Program (WBS) **or** Customer Number
Budget Full	Budget Availability Control - AVC Tables • 9H **and** Funded Program (WBS)
Budget Less Indirect Expenses	Budget Availability Control - AVC Tables • ZR **and** Funded Program (WBS)
Budget Availability Only	SOF PTD (/WS RMVD 4610YE) • Fund **and** Fund Center
OH Reconciliation	Line Items – Actual Costs/Revenue Report (/WS OH RECON) • WBS Element **and** Posting Date Range
OH Charged	Line Items – Actual Costs/Revenue Report (/WS OH CHRGD) • WBS Element **and** Cost Element 6100980000 **and** Posting Date Range
OH Split	Line Items – Actual Costs/Revenue Report (/WS OH SPLIT) • WBS Elements (up to 4 per 1 account) • Cost Element 6100980000 • Posting Date Range
OH Earned	Line Items – Actual Costs/Revenue Report (/WS OH SPLIT) • WBS Element **and** Cost Element 6100980000
OH Spent	Line Items – Actual Costs/Revenue Report (/WS OH SPENT) • WBS Element
OH Avail	Line Items – Actual Costs/Revenue Report (/WS OH AVAIL) • WBS Element *Use in combination with SOF PTD. LIACR does not capture commitments or obligations.
Customer Acct Details	Customer Line Item Display (/WS UNCLEARD) • Customer Number • Status = All Items • Type = check all boxes