

# **WELCOME TO BUTLER SQUARE, MINNEAPOLIS, MN**

Presented by: Jodie Zurn and/or Tom Wesley

# BUTLER SQUARE

The background is a solid blue color. On the right side, there are several white snowflake icons of varying sizes and orientations, scattered vertically. The largest snowflake is near the top right, and others are smaller and more faintly visible below it.

- Elevators
- Restrooms
- Fire Exits
- LincPass / Access Cards
- Minnetonka – WS retreat room
- Skyways
- Light rail
- UPS Shipping

# **WILDLIFE SERVICES SALES ORDER TRAINING**

The background is a solid blue color. On the right side, there are several white snowflake graphics of varying sizes and orientations, scattered vertically from top to bottom.

Presented by: FMD FOB

Dec 9<sup>th</sup>-11<sup>th</sup>, 2014

Minneapolis, MN

# **FOB STAFF INTRODUCTIONS**

Presented by: Michelle Schmid



# FOB REORGANIZATION



## ➤ 6 Teams

- AP - Financial Operations Services Team (FOST)
- AP - International Operations Accounting Team (IOAT)
- AR - Billings and Claims Team (BCT)
- AR - APHIS Accounts Receivable Team (APHIS AR Team)
- AR - Accounts Receivable Team servicing AMS, GIPSA, and FAS (ART – AMS, GIPSA, FAS)
- AR - FSIS – Food Safety Inspection Services – Collections and Debt Management

# FOB REORGANIZATION



- FOB – Michelle Schmid
  - FOST – Donna Cichy
  - IOAT – Julie Tripp
  - BCT - Kyle Nguyen
  - APHIS AR Team – Lora Swanson
  - ART – AMS, GIPSA, FAS – Edison Vizquete
  - FSIS – Donna Cichy

# TRAINING INTRODUCTION

Presented by: Kimberly Runningen



# EXPECTATIONS

- Presentations / Hands-On
- Breaks – morning and afternoon
- Lunch – approx. 1 hour
- Laptop closed during presentation
- Binder contains more details
- Timekeeper – We have a lot to cover!
  - “Parking Lot”
- Training tailored to feedback received on Pre-Training Survey
- Make Notes for the Post-Training Survey



# WS SO TRAINING

The background of the slide is a solid blue color. On the right side, there are several white snowflake icons of varying sizes and orientations, scattered across the area. The snowflakes have a six-pointed, crystalline structure with intricate branching patterns.

- APHIS Financial Introduction
- Sales Orders
- Expenses
- Collections
- Budget
- Reporting
- Debt Management

# DAY 1

- APHIS Financial Introduction
- Sales Orders
- FMMI Reporting/ Roles
- Billing
- Expenses
- Hands On

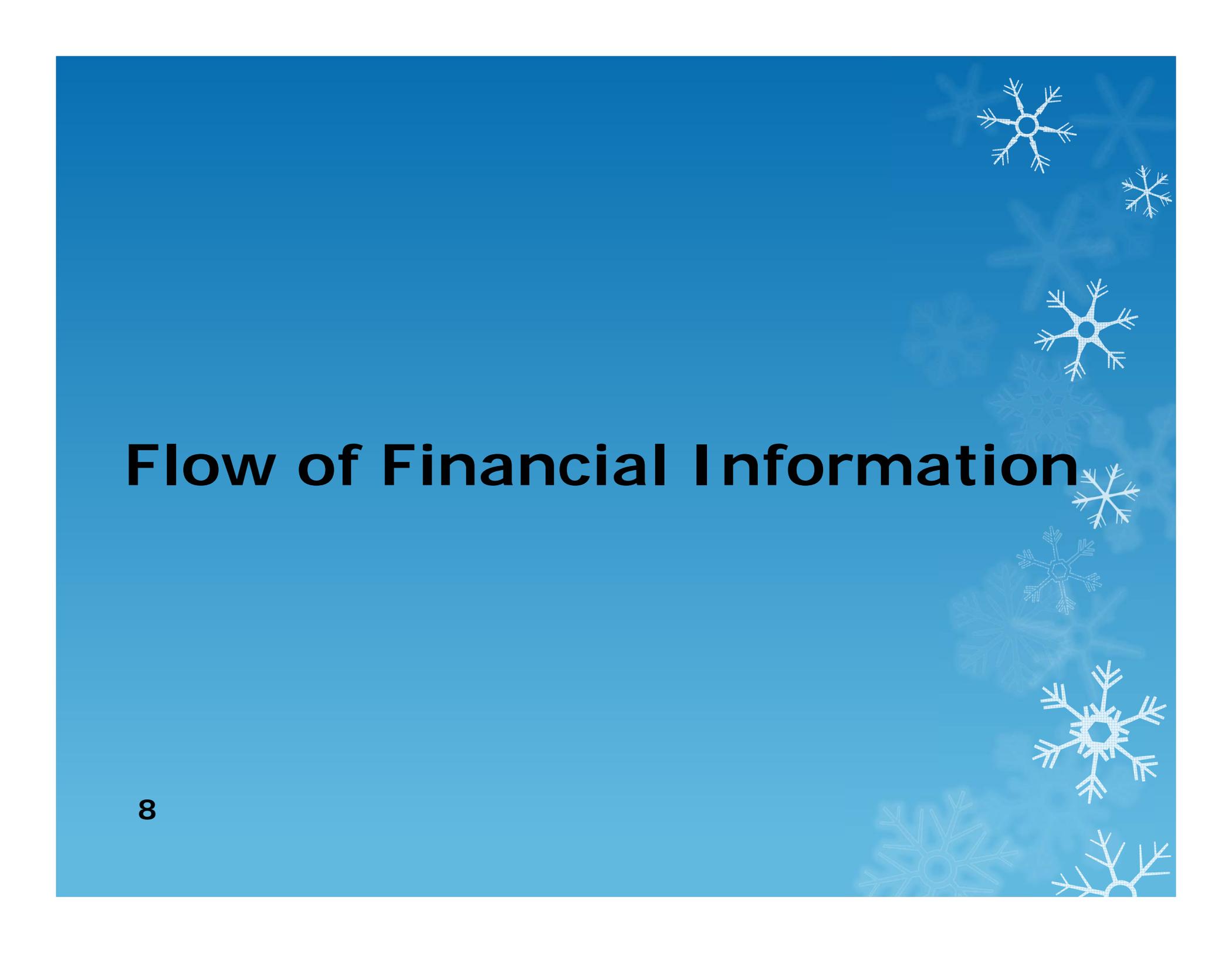


# APHIS FINANCIAL INTRODUCTION

Presented by: Carol Anderson

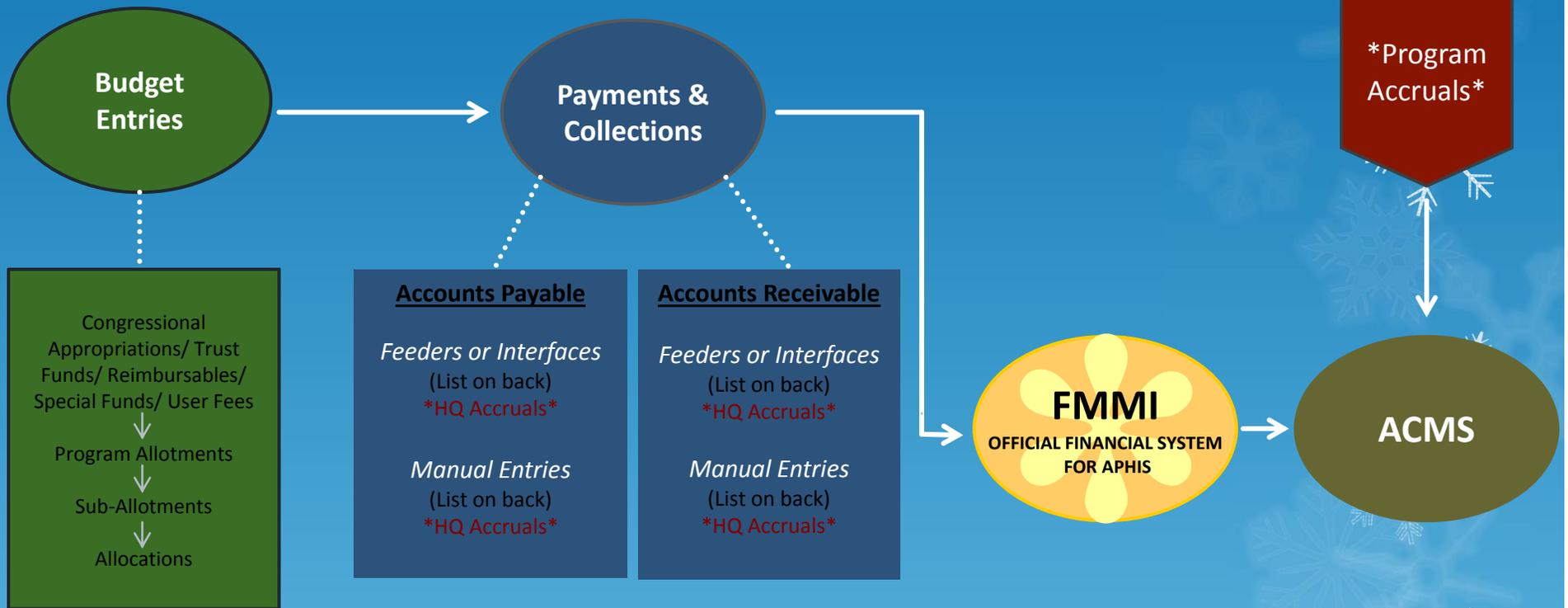


# Flow of Financial Information

The background of the slide is a solid blue color. On the right side, there are several white snowflake-like patterns of varying sizes and opacities, some appearing as faint outlines and others as more solid shapes. The patterns are arranged in a vertical, descending sequence from the top right towards the bottom right.

# APHIS

## Flow of Financial Information



# FEEDER SYSTEMS



## Accounts Payable

Payroll/WebTA

GovTrip

SmartPay2 (purchase cards)

WEX (fleet cards)

PROP

IAS

Ameresco (utilities)

Metel (telephone)

## Accounts Receivable

Lockboxes

VS User Fee System (UFS)

# FEEDER SYSTEMS

- USDA has several feeder systems (e.g., GovTrip, IAS, payroll, lockboxes) that send information to FMMI creating the documents to properly record revenue, expense and budgetary activity.

| Feeders Inbound to FMMI |                     |
|-------------------------|---------------------|
| <b>GovTrip</b>          | Real Time (web svc) |
| <b>IAS</b>              | Real Time (web svc) |
| <b>SmartPay2/WEX</b>    | 5:00 am (M-F)       |
| <b>TRVL</b>             | 5:00 pm (M-F)       |

- FMMI publishes shorthand codes (SHC) to the feeders are a set schedule.

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

# REQUIRED DATA FOR ALL DOCUMENTS

All documents require the following information to process in FMMI. Depending on the document (i.e., lockbox) only the SHC is used or maybe just the budget period and WBS.

- Budget Period 1515
- Fund AP001600AR
- Cost Center APWSER1212
- WBS (if applicable) AP.RA.RX12.72.1234
- Functional Area AP00AGREIMBURS000
- Commitment Item (BOC/RSC) 2670

# DIRECT ENTRY DOCUMENTS

## ➤ Types of Payments/Purchasing documents

|                                   |                   |
|-----------------------------------|-------------------|
| BSE                               | Honorariums       |
| Contracts                         | Indemnities       |
| Cooperative Agreements            | Patent Royalties  |
| EEO Payments                      | Postage           |
| Employee Allowances (eFabs)       | Tort Claims       |
| Employee Reimbursements (SF-1164) | Training (SF-182) |
| Fee Basis                         | Transportation    |
| Grants                            | UPS               |

## ➤ Types of Revenue/Collection documents

|  |                              |
|--|------------------------------|
| Animal Care Licensing                                      | Reimbursable Overtime (ROT)  |
| AQI User Fees (i.e., International passenger fees)         | Sale of Property             |
| Resource Related Bills (SO)                                | Trust Funds                  |
| Expenditure Refunds (i.e., Jury Duty)                      | Violations (civil penalties) |
| PPQ Import/Export Certificates (i.e., Phytosanitary Certs) | VS User Fees                 |

# Master Data Overview

The background is a solid blue color. On the right side, there is a vertical column of white snowflake graphics. These snowflakes vary in size and opacity, with some being more prominent and others appearing as faint, light blue outlines. The snowflakes are arranged in a descending pattern from top to bottom.

# MASTER DATA

Master Data is data in FMMI that Agencies will reference and use in order to execute business transactions in the system

FMMI Master Data Elements include:

- Application of Funds 6-8 characters
- Budget Period 4 characters
- Functional Area 16 characters
- Fund 10 characters
- Funds Center/Cost Center 10 characters
- Funded Program/Work Breakdown Structure (WBS) 13-18 characters
- Shorthand Code 27 characters
- Commitment Item:
  - Budget Object Code (BOC) / Revenue Source Code (RSC) 4 characters

# WBS ELEMENTS



## ➤ **WBS – Expense Project**

- Spending must occur on a Level 2 WBS element or higher.
- WBS elements for expense projects can be mapped to multiple Cost Centers.

## ➤ **WBS – Reimbursable/Trust Fund Project**

- There is a one-to-one relationship between a WBS Element to a Fund, Cost Center, and Functional Area combination.
- There is also a one-to-one relationship between a WBS and Budget Period to a Sales Order line.

# WBS STRUCTURE

## ➤ Level 1 WBS Element = WBS Project

- 10 Characters
- Example - **AP.EX.ADRV**
- Characters 1-3: A P . = Agency Identifier + a period (APHIS)
- Characters 4-6: E X . = Project Type/Agency Identifier + a period (i.e., EX = Expense; RA = Reimbursable; TF = Trust Fund)
- Characters 7-10: ADRV = Project Activity (Admin Reserve)

## ➤ Level 2 WBS Element

- Characters 11-13: Agency Defined
- Example – AP.EX.ADRV.**CR**
- Characters 11-13: . C R = Agency Defined (Civil Rights and Compliance)

# WBS STRUCTURE - CONTINUED

- Level 3 WBS Element
  - Characters 14-18: Agency Defined
  - Example – AP.EX.ADRV.CR.**OUT1**
  - Positions 14-18:            = Agency Defined  
(Thurgood Marshall College Fund)

Note: APHIS currently only goes to a Level 3 WBS Elements

# SHORTHAND CODE OVERVIEW



The Shorthand Code (SHC) is a way to shorten the length of the accounting information that feeds into FMMI. The Shorthand Code contains 27 agency defined characters and is used by feeder systems ONLY.

- The SHC will not be used for direct entry into FMMI.
- Corporate feeder systems include WebTA, GovTrip, TRVL, Smartpay2, WEX, WebTA, PACS, IAS, and lockbox collections.
- Agency feeder systems include User Fee billing systems.
- Relationships between SHC to full FMMI accounting is 1:1.
- Not all SHC's will have an associated WBS Element. For SHC's not using a WBS Element, "PUBLICUSDA" will be used as the filler, for codes that only go to Level 2 will be filled with "USDA"
- If a WBS Element is used, it must be at least a Level 2 WBS Element or higher.

# SHORTHAND CODE LAYOUT

- Shorthand Code Format:

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

- Example: 55WSWR0808REIMBURRX08731234

- Budget Period: 1515

- Cost Center: APWSWR0808

- Functional Area: AP00AGREIMBUR000

- WBS Level 2: AP.RA.RX08.73 (If no WBS fill with "PUBLICUSDA")

- WBS Level 3: AP.RA.RX08.73.1234 (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 when obligations are first incurred.

- 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)

The USDA, Budget Object Classification Codes (BOC) is posted to the web at <https://cod.nfc.usda.gov/Documents/docs/boc.pdf>

# Requesting New Accounting Codes

# SHORTHAND CODE (SHC) REQUESTS

- Completion of the [Accounting Code Request Form](#) is required to establish a new SHC and reimbursable WBS' in FMFI. Requests will be returned if any portion of the data is missing or incorrect.
- When completing the form, be thoughtful of the feeder systems and only select the items were the code should be used. There are seven USDA corporate systems that interface are used daily by programs.

|                      |                                       |
|----------------------|---------------------------------------|
| <b>GovTrip</b>       | Government Travel Transactions        |
| <b>SmartPay2/WEX</b> | Purchase/Fleet Card Processing        |
| <b>webTA</b>         | Time & attendance code                |
| <b>MASC</b>          | USDA Systems (i.e., ABCO, PACS, PROP) |
| <b>IAS</b>           | Integrated Acquisition System         |
| <b>CPAIS</b>         | Real Property System                  |
| <b>TRVL</b>          | Travel System for Relocations         |

# WBS REQUESTS

- Programs are allowed to request WBS Projects and Elements for reimbursable (AP.RA.xxxx) and trust fund (AP.TF.xxxx) purposes.
- Requests to establish a new Expense (AP.EX.xxxx) WBS Project and Element must be submitted to PPD-BPAS for approval, they will submit the request to APHIS-Master Data Requests to be added to FMMI
- All requests must be submitted on the WBS tab on the [Accounting Code Request Form](#).

# ACCOUNTING REQUEST FORM

- The Accounting Code Request Form is required to set up SHCs and WBS'. The form is Excel and contains four tabs.
  - Instructions - provides guidance for completing the rest of the form
  - SHC – must be completed to have a SHC created
  - WBS – must be completed to create a new WBS
  - GovTrip ETS Org – List of know ETS Orgs that can be used on the SHC tab

| Completion of the Accounting Code Request Form   | Work Breakdown Structure (WBS) Requests  |
|--|--|
| <p>This form should be used to request new SHCs and reimbursable WBS'. The following are step by step instructions on the information required to establish a code.</p> <ul style="list-style-type: none"> <li>• <b>USE UPPER CASE FOR ALL ALPHA CHARACTERS</b></li> <li>• <b>Due to issues with publishing SHCs to feeder systems when special characters are present, no special characters in the SHC and Description fields. The Description field allows only A-Z, 0-9 and space; therefore, commas, quotes, hyphens, etc. are forbidden.</b></li> </ul> <p><b>ETS ORG</b> – Complete this field for all required GovTrip ETS Orgs. <b>The field is 7 digits long;</b> made up of the last 7 characters from the ETS Org (GUSDAMRP34<b>0101000</b>) in GovTrip. A separate line must be included for each ETS Org required.</p> <p><b>SHC DESCRIPTION</b> – up to 27 characters - <b>Required</b> if an ETS Org has been entered. In the upload template we use, the Description field allows only A-Z, 0-9 and space; therefore, <b>commas, quotes, hyphens, etc. are forbidden.</b></p> <p><b>Do not complete/hide/remove columns C through R. They are part of the upload template format but they do not require any data.</b></p> <p><b>*FMMI SHORTHAND CODE (SHC)</b> – this code will automatically populate as the remaining master data fields are completed. (APHIS Shorthand Code Naming Structure).</p> <p><b>*Budget Period</b> – 4 characters (i.e., 1414, 14XX)</p> <p><b>*Fund</b> – 10 characters (i.e., AP001600AD)</p> <p><b>*Cost Center</b> – 10 characters (i.e., APMRFM7024)</p> <p><b>*WBS Element</b> – 13–18 characters; use an existing Work Breakdown Structure (WBS) or establish a new one by completing the WBS tab on this document. <b>EXPENSE WBS' CAN ONLY BE CREATED BY PPD-BPAS (all levels)</b></p> <p><b>*Functional Area</b> – 16 characters (i.e., AP00AGDISTRIB000)</p> | <p>Programs are only allowed to request WBS Projects and Elements for reimbursable (RA) and trust fund (TF) purposes. Requests to establish a new Expense (EX) WBS Projects and Elements must be submitted to PPD-BPAS for approval, they should forward to FFIS Codes to be added into FMFI.</p> <p>To request a new RA or TF WBS complete the WBS tab on the Accounting Code Request Form.</p> <p>The required fields are:</p> <p><b>Project Definition</b> – the first 10 characters of the WBS (i.e., AP.EX.AVIN).</p> <p><b>Level</b> – 1/2/3; WBS level as described in the Master Data Policy document. If you are creating a new WBS you must make sure that the higher levels exist or set them up if needed. For example – if you are creating a new level 3 WBS, make sure that the Level 1 and Level 2 WBS' have already been created.</p> <p><b>WBS Element</b> – Depending on the level being established this will be 10, 13 or 18 characters.</p> <p><b>Description</b> – Provide a description for the WBS, the Description field can be up to 27 characters and allows only A-Z, 0-9 and space; therefore, <b>commas, quotes, hyphens, etc. are forbidden.</b></p> |
| <p><b>40</b> →</p> <p>Instructions   SHC   <b>WBS</b>   GovTrip ETS Org</p>  |  |

# SHORTHAND CODE (SHC) TAB

SHC tab – multiple codes can be requested on one sheet.

- ETS Org – last seven characters of the GovTrip ETS Org
- SHC Description – Should always be upper case and cannot contain special characters (i.e., commas, quotes, dashes, etc.)
- FMMI SHC – this field is a formula that will populate as the rest of the FMMI elements are completed (i.e., budget period, fund, cost center, WBS, functional area)
- Feeder Systems - MASC is the only feeder system that must be marked to create a SHC. The others are optional and should be carefully considered before marking.

|   | A              | B   | C | D | E                           | F            | G                    | H          | I                   | J                      | K                    | L  | M       | N          | O     | P    | Q   | R     | S    | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH |  |
|---|----------------|---|---|---|-----------------------------|--------------|----------------------|------------|---------------------|------------------------|----------------------|--|---------|------------|-------|------|-----|-------|------|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|--|
| 1 | ETS Org<br>(7) | SHC Description<br>(max length - 27 spaces) |   |   | FMMI SHC (Formula)          | Agcy<br>(34) | Budget<br>Period (4) | Fund (10)  | Cost Center<br>(10) | WBS Element<br>(10-18) | Functional Area (16) | SHC Description (27)<br>(Auto Fill from B) | GovTrip | SmartPayll | webTA | MASC | IAS | CPAIS | TRVL |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |  |
| 2 | 1234567        | ANY COMPANY REIMBURSABLE                    |   |   | 55WSHQ1111REIMBURRX11711234 | 34           | 1515                 | AP001600AR | APWSHQ1111          | AP.RA.RX11.71.1234     | AP00AGREIMBUR000     | ANY COMPANY REIMBURSABLE                   | X       | X          | X     | X    | X   |       |      |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |  |
| 3 |                |   |   |   | PUBLICUSDA                  | 34           |                      |            |                     |                        |                      |  | 0       |            |       | X    |     |       |      |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |  |



# WBS TAB

- WBS tab – multiple codes can be requested on one sheet, brief instructions are included on the tab.
- Project Definition – the WBS level 1, first 10 characters of the WBS (i.e., AP.RA.RX12)
- Level – indicate the level of the newly requested WBS (i.e., 1, 2, 3)
- WBS Element – The new WBS element that is being created.
- Description - special characters are not allowed (i.e., commas, quotes, dashes, etc.)

**NOTE: If you are creating a reimbursable or trust WBS, the SHC must be created at the same time. The Fund, Cost Center and Functional Area are needed to create the WBS.**

|    | A                  | B     | C                  | D                        | E | F | G | H | I | J | K | L | M | N |
|----|--------------------|-------|--------------------|--------------------------|---|---|---|---|---|---|---|---|---|---|
| 1  | Project Definition | Level | WBS Element        | Description              |   |   |   |   |   |   |   |   |   |   |
| 2  | AP.RA.RX11         | 3     | AP.RA.RX11.71.1234 | ANY COMPANY REIMBURSABLE |   |   |   |   |   |   |   |   |   |   |
| 3  |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |
| 4  |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |
| 5  |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |
| 6  |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |
| 7  |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |
| 8  |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |
| 9  |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |
| 10 |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |
| 11 |                    |       |                    |                          |   |   |   |   |   |   |   |   |   |   |

Field Completion:

- **Project Definition** – the first 10 characters of the WBS (i.e., AP.RA.SAOD).
- **Level** – 1/2/3; WBS level as described in the Master Data Policy document. If you are creating a new WBS you must make sure that the higher levels exist or set them up if needed. For example – if you are creating a new level 3 WBS, make sure that the Level 1 and Level 2 WBS' have already been created.
- **WBS Element** – Depending on the level being established this will be 10, 13 or 18 characters.
- **Description** – Provide a description for the WBS, the Description field can be up to 27 characters and allows only A-Z, 0-9 and space; therefore, **commas, quotes, hyphens, etc. are forbidden.**

# REQUEST SUBMISSIONS

- Each program has identified individuals that are authorized to request new SHCs and WBS'.
- The following are the current WS names:

|                          |                         |                          |
|--------------------------|-------------------------|--------------------------|
| Nakia Anderson,<br>HQ    | Amanda Bennett,<br>ER   | Shannon Fennell,<br>ER   |
| Julie Fierstine,<br>NWRC | Charleane Gaddie,<br>HQ | Stephanie Kozar,<br>NWRC |
| Pam Niles-Holmes,<br>ER  | Cory Oglesby, WR        | Timothy Shead,<br>WR     |
| Tammy Wagner,<br>NWRC    | Mary Wiggett, WR        |                          |

# REQUEST SUBMISSIONS (CONT.)



- Requests are emailed to APHIS-Master Data Requests (Master.Data.Requests@aphis.usda.gov)
- A unique description on the email subject line is recommended if locating the request at a later date; example: 55WSWR0808WLDMGMTWLSVGE1234
- Reimbursable agreement shorthand codes (SHC) are not automatically rolled from year to year. FMMI requires that a sales order (SO) be created in order to establish budget for the agreement. We have determined that we cannot set up a reimbursable SHC unless we have documentation that a new agreement has been signed.

# REIMBURSABLE SALES ORDER – ACCOUNTING CODE REQUEST

- We have determined that we cannot set up a reimbursable SHC unless we have documentation that a new agreement has been signed. To facilitate the establishment of the SO, WBS and SHC; the following process has been put in place.
  - A single email should be submitted to both the APHIS-Master Data Requests ([Master.Data.Requests@aphis.usda.gov](mailto:Master.Data.Requests@aphis.usda.gov)) and MRP Billings Requests ([MRP.Billing.Requests@APHIS.USDA.GOV](mailto:MRP.Billing.Requests@APHIS.USDA.GOV)) addresses.
  - The email must contain all required documents for both areas.
    - Copy of the signed agreement
    - [APHIS Sales Order Request Form](#)
    - [Accounting Code Request Form](#)
- ▶ To eliminate duplicate effort, APHIS Master Data Requests will not reject requests containing the above information as long as an approved accounting code requester is cc'd on the email.

# Maintaining Accounting Codes



# UPDATING FEEDER SYSTEMS

- If a shorthand code is not working in a feeder system (i.e., WebTA, GovTrip, IAS), it is either because the feeder was not included on the request or something unknown happened and the code is no longer working. You should verify that the SHC has been created in FMMI for the specific feeder.
  
- To update/reset a feeder system for a SHC, an **authorized accounting code requester** must send an email to APHIS-Master Data Requests ([Master.Data.Requests@aphis.usda.gov](mailto:Master.Data.Requests@aphis.usda.gov)) providing the following:
  - **Shorthand Code:** 55WSWR0808WLDMGMTWLSVGE1234
  
  - **System to be added or reset:**
    - SmartPay2/WEX
    - WebTA
    - IAS
    - GovTrip – provide the 7 character ETS Org

# DEACTIVATING OLD SHCS

- The National Finance Center (NFC) constantly request that agencies close inactive codes to reduce the amount of unnecessary data in the being held by the feeder systems (i.e., WebTA, SmartPay2, WEX, GovTrip).
- Beginning the second quarter each year, programs should be reviewing their no-year SHCs. At a minimum, SHCs more than three years old should be reviewed (i.e., 12XX and prior). Codes that are more than five years old will be automatically deactivated by the FAs unless notified otherwise by the programs.
- To deactivate SHCs a program accounting code requester should provide a list of the codes. The list should only contain the SHCs to be deactivated with no reference to any feeder systems. The lists should be submitted to APHIS-Master Data Requests ([Master.Data.Requests@aphis.usda.gov](mailto:Master.Data.Requests@aphis.usda.gov)).
- Note: SHCs will remain active for the MASC feeder for one year to allow payroll or other documents to process through.

# CLOSING WBS ELEMENTS

- Programs should deactivate reimbursable/trust WBS' when they are no longer needed. Programs must be sure there are no outstanding documents that will be using the WBS. Once it has been closed no further activity can take place.
- To close a WBS the program an accounting code requester must send an email to APHIS-Master Data Requests ([Master.Data.Requests@aphis.usda.gov](mailto:Master.Data.Requests@aphis.usda.gov)) stating that the code will no longer be needed and the accounts (SOs) have been fully reconciled.

# General Ledger Overview

The background is a solid blue color. On the right side, there are several white snowflake graphics of varying sizes and orientations, scattered vertically. Some are solid white, while others are fainter, creating a decorative winter theme.

# FMMI G/L STRUCTURE



The FMMI General Ledger follows the structure mandated by the United States Standard General Ledger (USSGL).

- The USSGL provides a uniform Chart of Accounts and technical guidance for standardizing federal accounting
- The USSGL contains five major sections:
  - Chart of Accounts
  - Accounting Descriptions
  - Accounting Transactions
  - USSGL Attributes
  - Report Crosswalks

# USSGL CHART OF ACCOUNTS

The Chart of Accounts provides the basic structure for the USSGL, incorporating both proprietary and budgetary accounts.

| Standard General Ledger (SGL) Classification | Account Type | SGL Chart of Accounts Series | Normal Balance  |
|--|--------------|------------------------------|-----------------|
| Assets                                       | Proprietary  | 1000                         | Debit           |
| Liabilities                                  | Proprietary  | 2000                         | Credit          |
| Net Costs                                    | Proprietary  | 3000                         | Credit          |
| Budgetary Accounts                           | Budgetary    | 4000                         | Debit or Credit |
| Revenues and Other Financial Sources         | Proprietary  | 5000                         | Credit          |
| Expense                                      | Proprietary  | 6000                         | Debit           |
| Memorandum Accounts (Credit Reform)          | Proprietary  | 8000                         | Debit or Credit |
| Agency Statistical/Memorandum Accounts       | Proprietary  | 9000                         | Debit or Credit |

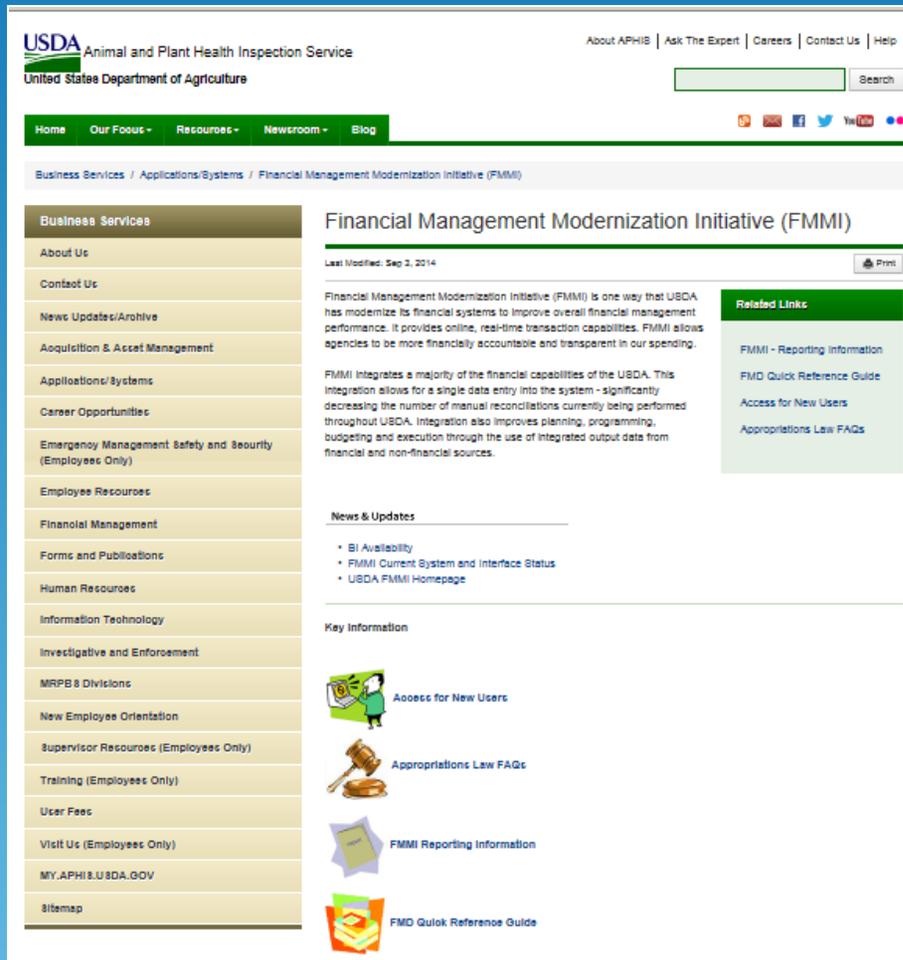
# FMMI G/L ACCOUNT STRUCTURE

- FMMI uses the four-digit USSGL accounting numbering system. FMMI also captures a lower level of detail by expanding the standard numbering system by sub-account and BOC/RSC.

| FMMI General Ledger Account Structure |             |         |             |
|---------------------------------------|-------------|---------|-------------|
| USSGL Account                         | Sub-Account | BOC/RSC | G/L Account |
| 1010                                  | 32          | 0000    | 1010320000  |
| 5200                                  | 00          | 0202    | 5200000202  |
| 6100                                  | 00          | 2670    | 6100002670  |

- This expanded numbering system allows subsidiary accounts to be created for USSGL accounts. These accounts roll up to the 4-digit USSGL accounts.

# WHERE TO FIND MORE



The screenshot shows the USDA Animal and Plant Health Inspection Service website. The header includes the USDA logo, the text "Animal and Plant Health Inspection Service" and "United States Department of Agriculture", and navigation links for "About APHIS", "Ask The Expert", "Careers", "Contact Us", and "Help". A search bar is located in the top right. Below the header is a green navigation bar with links for "Home", "Our Focus", "Resources", "Newsroom", and "Blog". The main content area is titled "Business Services / Applications/Systems / Financial Management Modernization Initiative (FMMI)". On the left is a vertical menu with various service categories. The main content area features a section for "Financial Management Modernization Initiative (FMMI)" with a "Last Modified: Sep 2, 2014" timestamp and a "Print" button. The text describes FMMI as a way to modernize financial systems, providing online, real-time transaction capabilities. A "Related Links" box contains links for "FMMI - Reporting Information", "FMD Quick Reference Guide", "Access for New Users", and "Appropriations Law FAQs". Below this is a "News & Updates" section with links for "BI Availability", "FMMI Current System and Interface Status", and "USDA FMMI Homepage". A "Key Information" section contains four icons with corresponding text: "Access for New Users", "Appropriations Law FAQs", "FMMI Reporting Information", and "FMD Quick Reference Guide".

The MRP FMMI website provides a single location for users to go for assistance.

<http://www.aphis.usda.gov/business-services/fmmi>

# MRP FMMI WEBSITE

The website covers several topics from setting up new accounts to guidance on standard processes.

Provides links main FMMI updates, new information will be added from time to time

The screenshot shows a vertical navigation menu with the following sections and links:

- News & Updates**
  - [BI Availability](#)
  - [FMMI Current System and Interface Status](#)
  - [USDA FMMI Homepage](#)
- Key Information**
  -  [Access for New Users](#)
  -  [Appropriations Law FAQs](#)
  -  [FMMI Reporting Information](#)
  -  [FMD Quick Reference Guide](#)

Appropriation Law Frequently asked Questions

Provides guidance on obtaining access to FMMI and ACMS. Including training and other guidance.

Provides general information on processes as well as "How to" videos and documents for different areas of FMMI.

Reporting information and Job Aids for BI, BOBJ, HANA and ECC Reports

# SALES ORDERS

Presented By: Pat Fucile

# SALES ORDER INTRODUCTION

**Sales Order** - 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 OH and RRB processes

## **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)



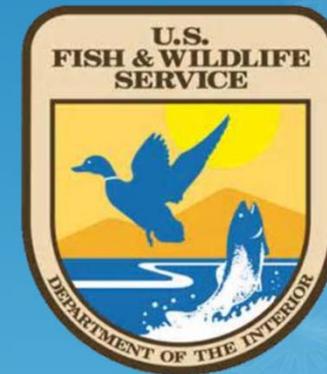
# APHIS SO TYPES



## RONA – Reimbursable Order No Advance



- Begins with 32
- FMMI Fund AP001600AR
- Non-USDA Federal Agencies
- Budget established when SO is entered
- Bills are processed through IPAC



# APHIS SO TYPES

## INTR – Inter-USDA Agency



- Begins with 36
- FMFI Fund AP001600AR
- USDA Federal Agencies
- Budget established when SO is entered
- Bills are processed through IPAC



# APHIS SO TYPES

## ROWA – Reimbursable Order with Advance

- Begins with 33
- FMMI Fund AP001600AR
- Commercial Customers
- Budget established with collection(s)
- No bill or statement to customer





# APHIS SO TYPES

## ROWE – Reimbursable Order with Exception

- Begins with 61
- FMMI Fund AP001600AR
- Commercial Customers, Universities, State and Local Govt entities
- Budget established when SO is entered
- RRB Bill Mailed Monthly or Quarterly (except WS OTC Accts – those are not mailed)



# APHIS SO TYPES

## TOWA – Trust Order with Advance

- Begins with 37
- FMFI Fund AP008226AV
- Commercial Customers (often foreign)
- Budget established with collection(s)
- 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.

# WS OTC ROWE SO DIFFERENCES



5 main differences from regular ROWEs:

- Customer Number per State
- Account Statement Customers
- Collections post to Customer Number
- RRB Bills are Not Mailed
- FIFO picks up collections, if open bill

# WS OTC ROWE SO DIFFERENCES

Customer Number Per State

**Display Reimb w/ Exception 6100008114: Overview**

Menu ▾ | Back | Exit | Cancel | System ▾ | Display document flow | Status overview | Display sold-to party | Header output preview | Orders

Reimb w/ Exception: 6100008114      Net value: 90,405.46 USD

Sold-To Party: **3365613** WILDLIFE SERVICES GEORGIA OTC / ATTN: BCT / MINNEAPOLIS ...

PO Number:      PO date: 10/29/2013

**Sales** | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. deliv date: D 10/29/2013      Deliver Plant:      Contract start:      Contract end:      Total Weight: 0 KG

Complete div.      Delivery block:      Volume: 0.000      Billing block:      Pricing date: 10/29/2013

Payment terms: 0030 Net 30      Incoterms:      Order reason:      Sales area: AP00 / AG / AG APHIS, USDA, USDA

**All items**

| Item | Material | Description | WBS Element        | Order Quantity | Un | Amount    | per | UoM | Net price | Crcy | Pint | ItCa | CnTy | CRTD | BLCK                     |                          |
|------|----------|-------------|--------------------|----------------|----|-----------|-----|-----|-----------|------|------|------|------|------|--------------------------|--------------------------|
| 10   | REIMB    | OTCS GOERGI | AP.RA.OTCS.WS.ER13 | 1              | VA | 90,405.46 | 1   | VA  | 90,405.46 | USD  | D    | AP00 | ROWE | REMB | <input type="checkbox"/> | <input type="checkbox"/> |

# WS OTC ROWE SO DIFFERENCES

## Account Statement Customers

**Display Customer: Company Code Data**

Menu ▾ ▶ Back Exit Cancel System ▾ Other Customer Display -> Change General Data Sales Area D

Customer 3365613 WILDLIFE SERVICES GEORGIA OTC MINNEAPOLIS  
Company Code USDA US Dept of Agriculture

Account Management Payment Transactions Correspondence

**Dunning data**

|                |                          |                |                          |
|----------------|--------------------------|----------------|--------------------------|
| Dunn.Procedure | 1003                     | Dunning Block  | <input type="checkbox"/> |
| Dunn.recipient | <input type="text"/>     | Leg.dunn.proc. | <input type="text"/>     |
| Last Dunned    | <input type="text"/>     | Dunning Level  | 0                        |
| Dunning clerk  | <input type="checkbox"/> | Grouping key   | <input type="checkbox"/> |

**Correspondence**

|   |   |
|---|---|
| Account Statement                                 | 2 |
| <input type="checkbox"/> Decentralized processing |   |

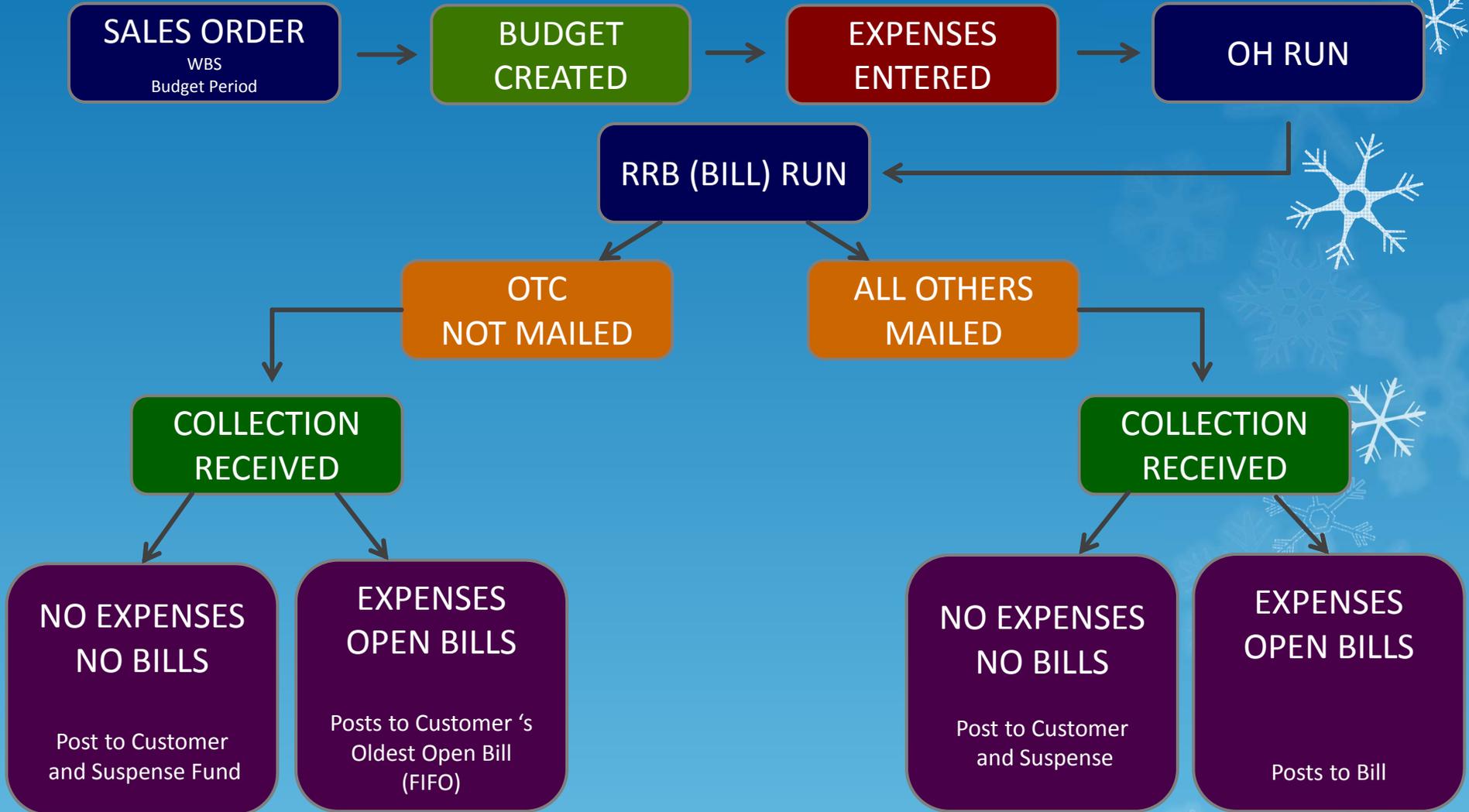


# WS OTC ROWE SO DIFFERENCES

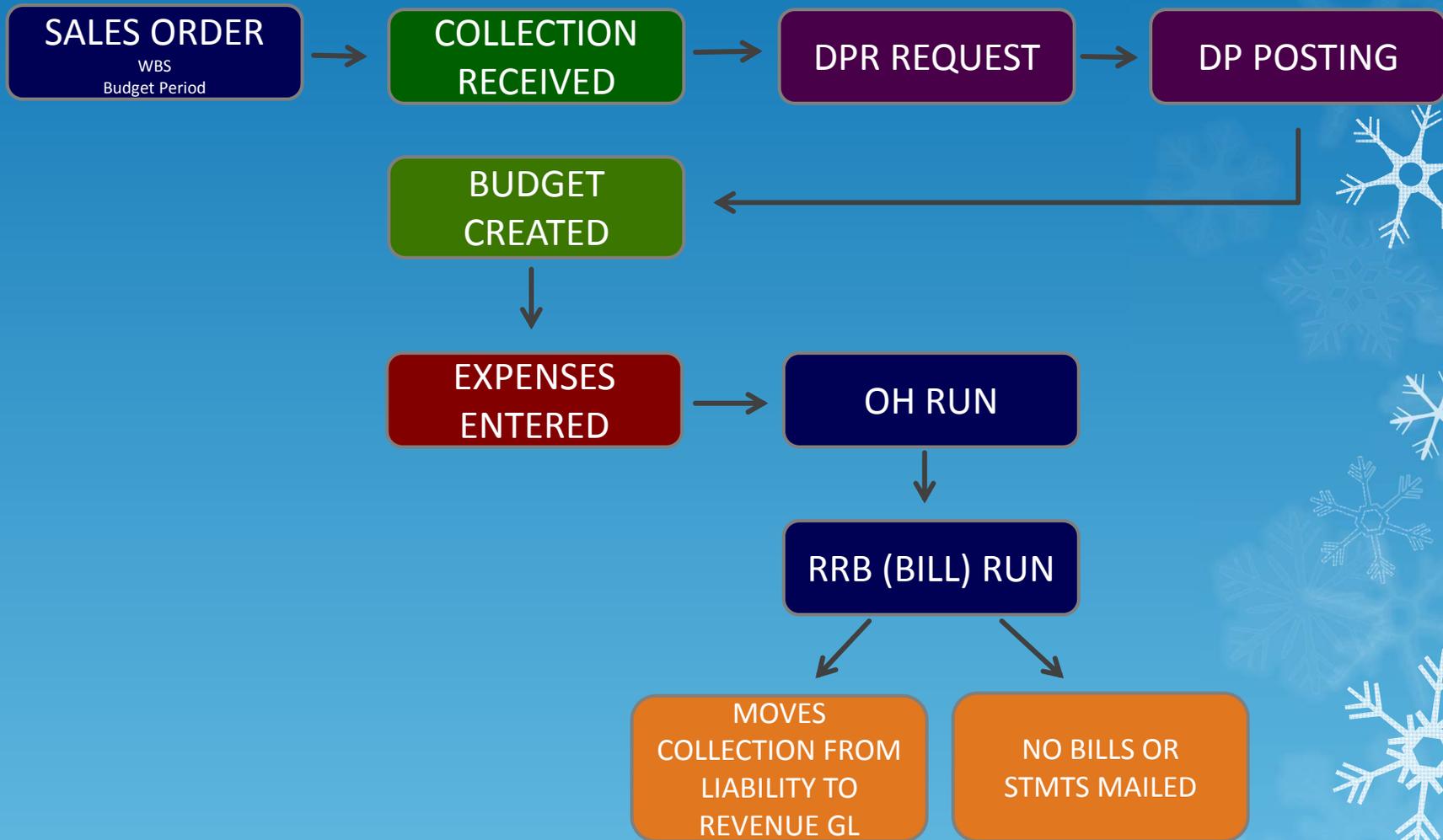


- RRB Bills are not mailed.
- Collections Post to Customer Number and Suspense Fund (AP0006501A), and stays there if no open bill.
- FIFO posts collections nightly to the oldest open bill(s).

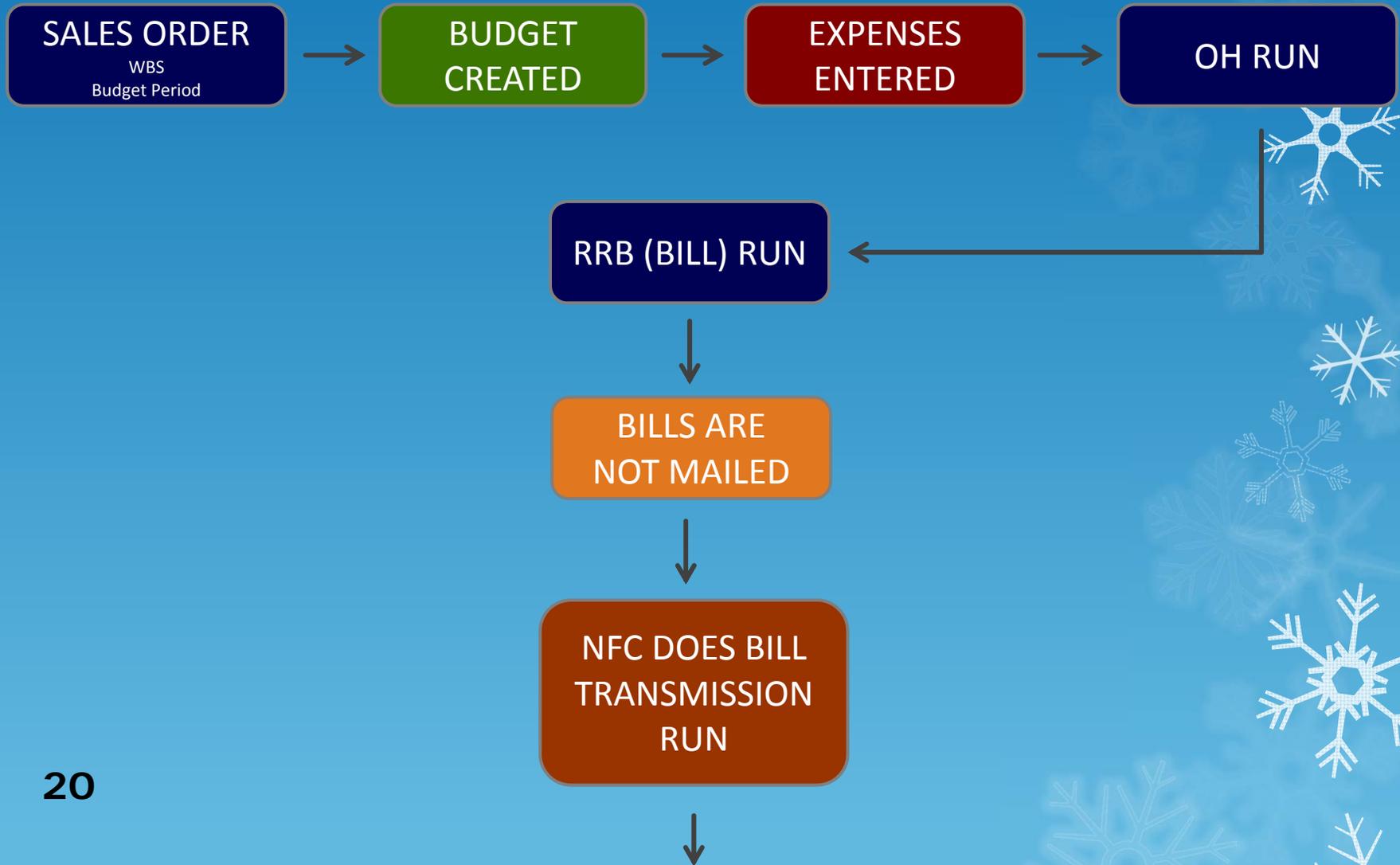
# APHIS ROWE SALES ORDER SO → COLLECTIONS



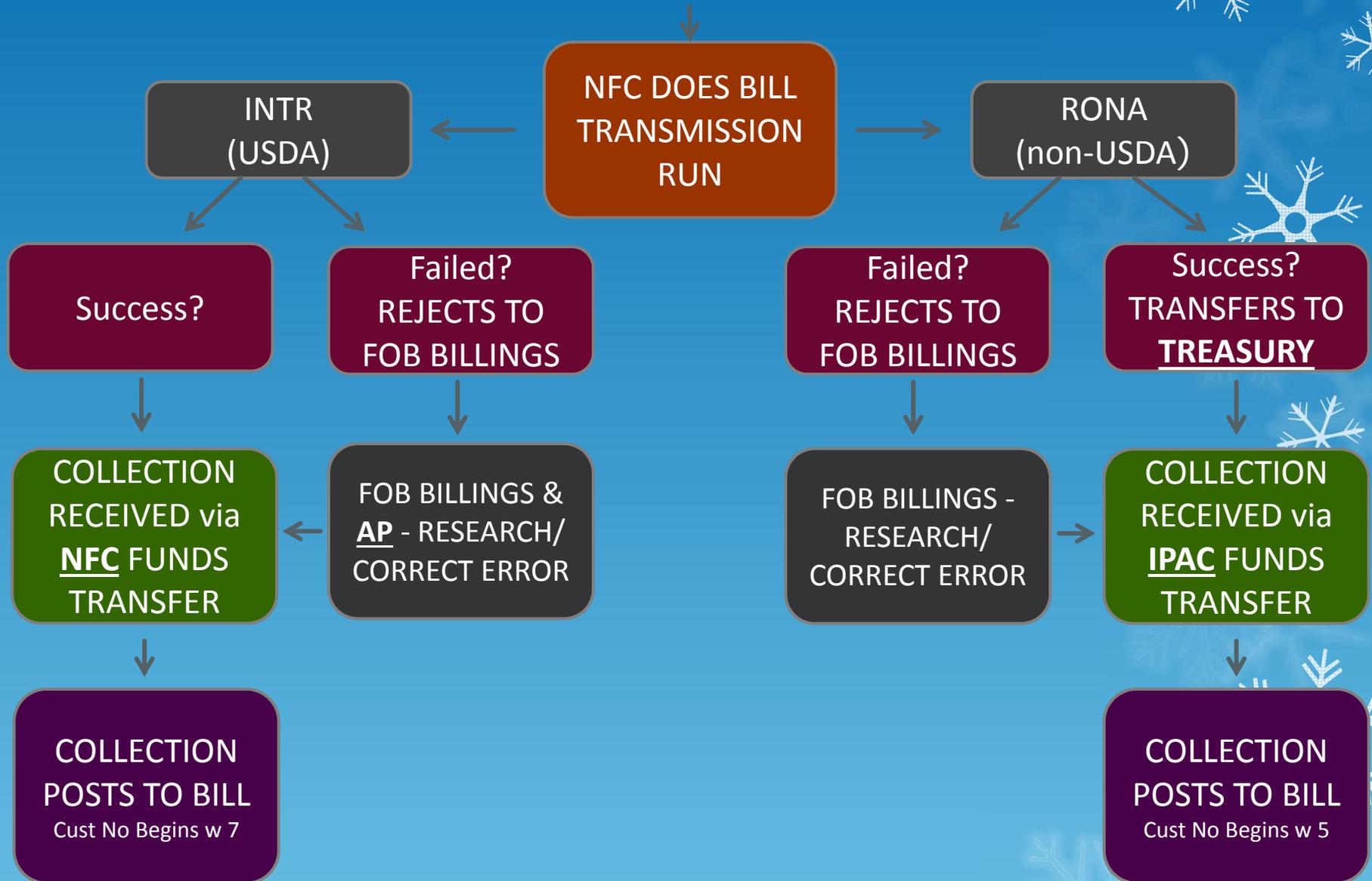
**APHIS  
ROWA SO**  
SO → RRB (Bill) RUN



# APHIS INTR vs RONA SALES ORDERS SO → COLLECTIONS (Part 1)

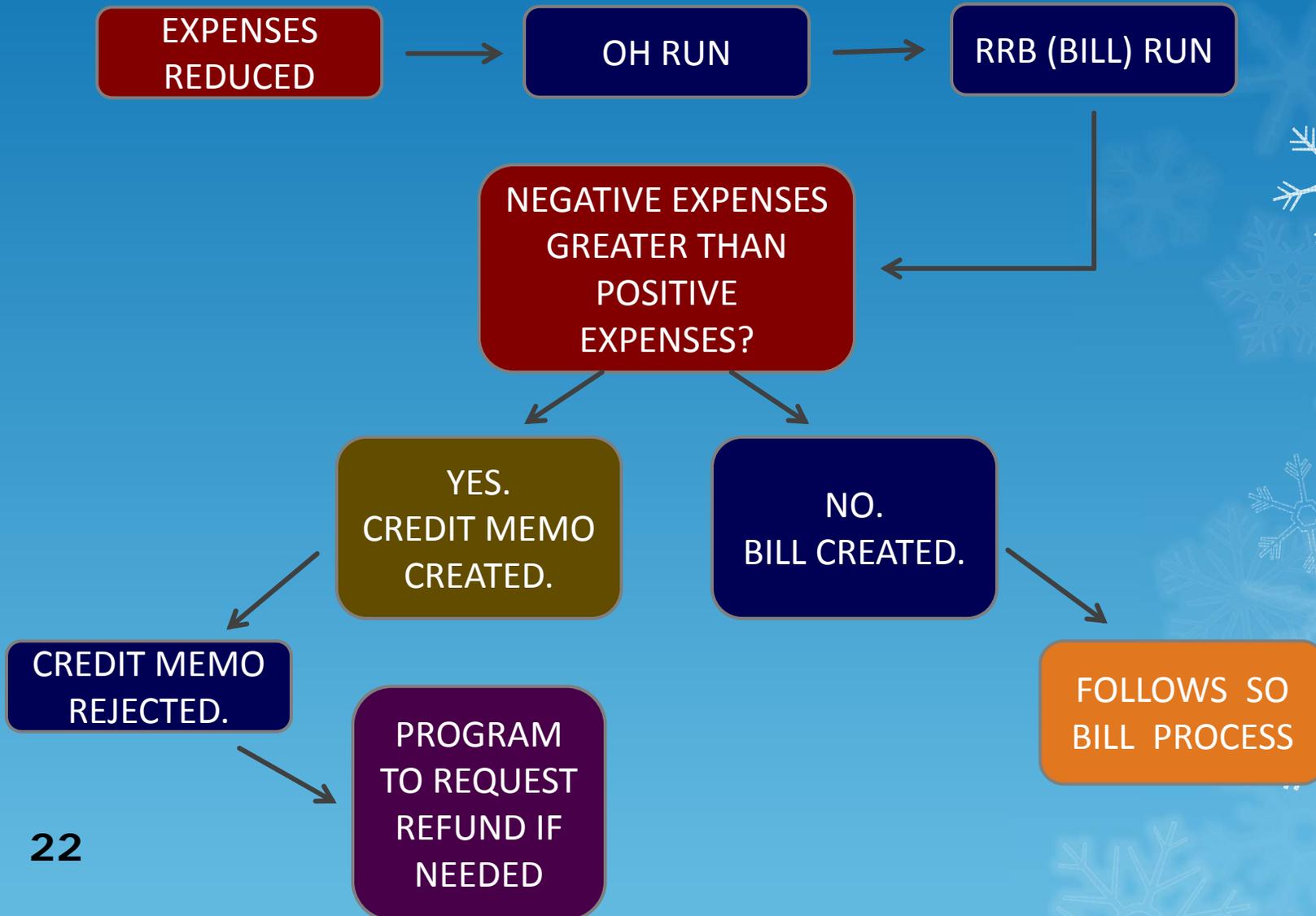


# APHIS INTR vs RONA SALES ORDERS SO → COLLECTIONS (Part 2)



# APHIS SO CREDIT MEMO PROCESS

Expenses Reduced → Refund



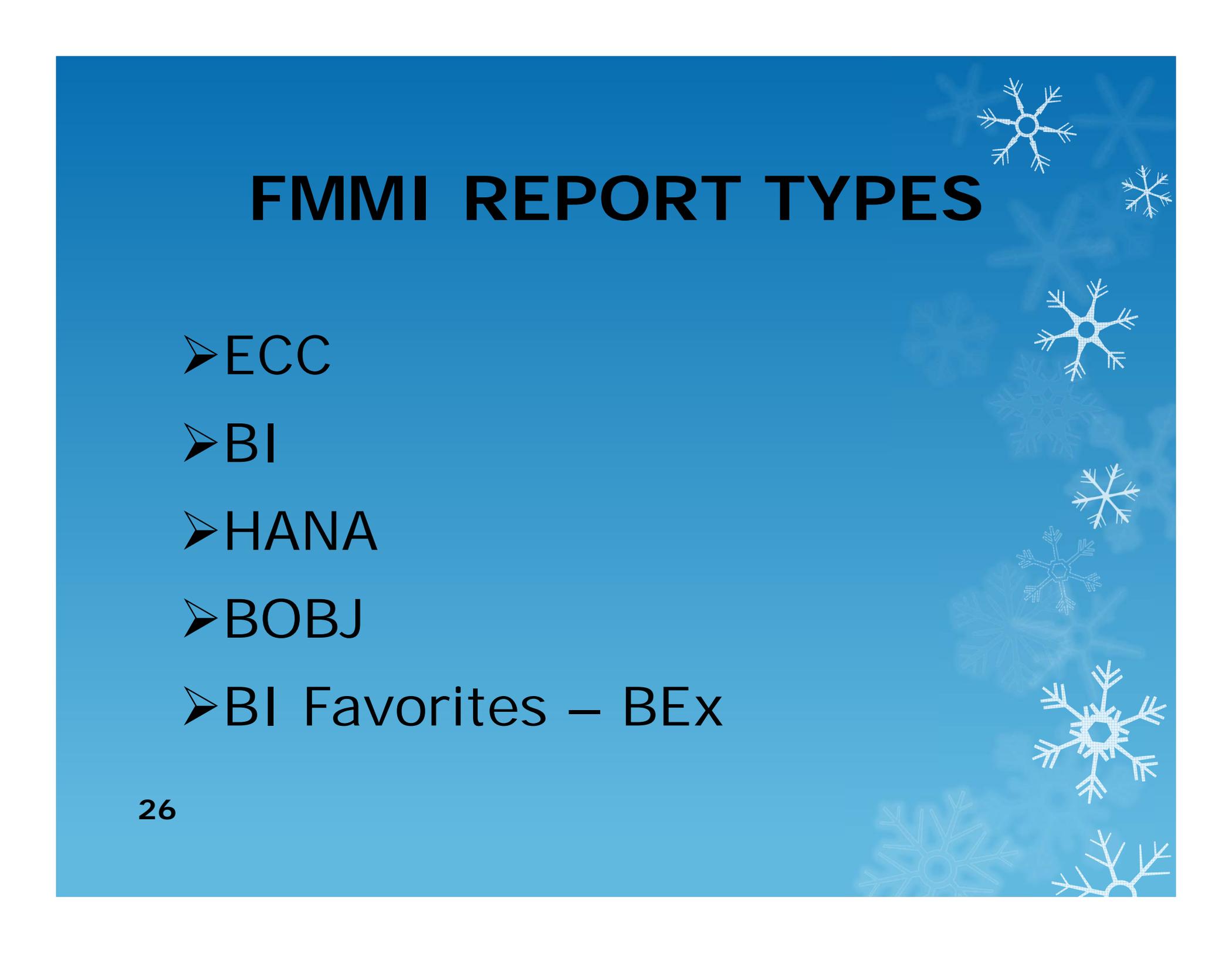
# FMMI REPORTING

Presented By: Lora Swanson

# ROLES IN FMMI

- Path = Role Assignment
- Role Request Consideration - A123/Internal Controls, Separation of Duties
- The binder 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](mailto:aphis-mrpbsfmdsecurity@aphis.usda.gov)>.
- The below links may help you decipher roles needed:
  - [FMMI User Roles Detail](#)
  - [FMMI Roles Overview](#)

# FMMI REPORT TYPES



- ECC
- BI
- HANA
- BOBJ
- BI Favorites – BEx

# FMMI REPORT TYPES

## ECC

- Real Time
- Drill Down Capabilities
- Similar to Excel

Report Type Example = ECC – located under “Reports”

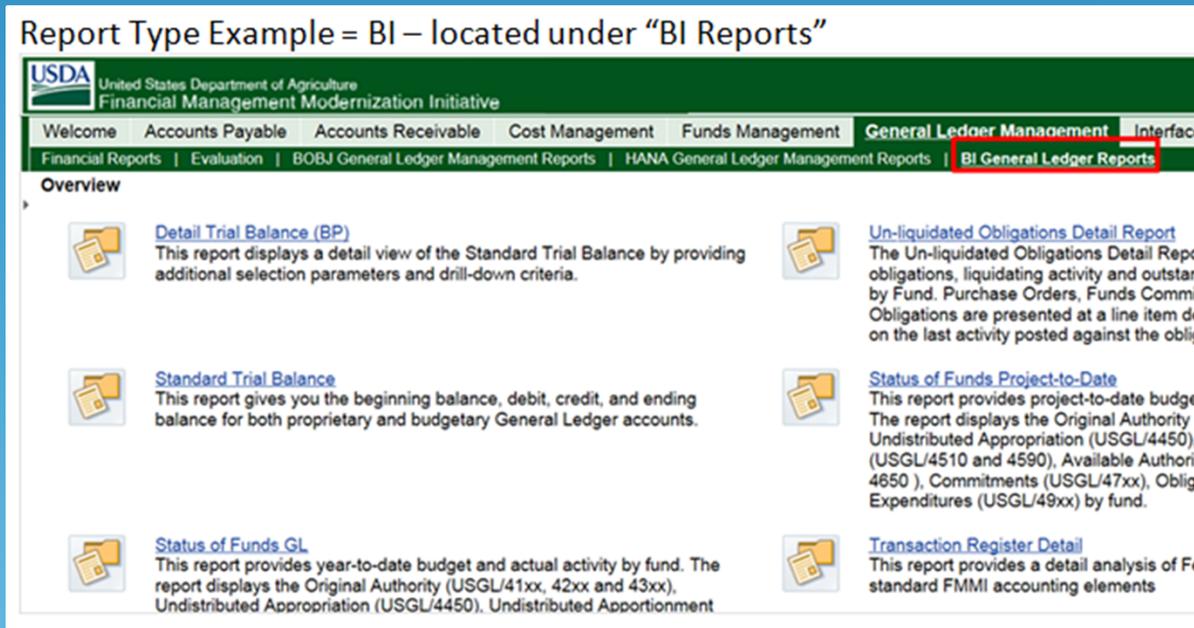
The screenshot displays the USDA Financial Management Modernization Initiative web application. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', and 'General Ledger Management'. The 'Cost Management' menu is expanded, showing 'Agency Cost Management Master Data Maintenance', 'Cost Management Administration', 'Cost Management Evaluation', and 'Cost Management Reports' (highlighted in red). The main content area shows the 'Line Items - Actual Costs/Revenues' report. The left sidebar lists 'Business Activity' with a tree view including 'Cost Management', 'Project Systems', and 'Line Items - Actual Costs/Revenues'. The main report area is titled 'Display Project Actual Cost Line Items' and features a 'Menu' dropdown, 'Save as variant', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Selection options', and 'Get' buttons. A small 'Enter profile' dialog box is open, showing a 'Database prof.' field.

# FMMI REPORT TYPES

## 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”



USDA United States Department of Agriculture  
Financial Management Modernization Initiative

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

Financial Reports | Evaluation | BOBJ General Ledger Management Reports | HANA General Ledger Management Reports | **BI General Ledger Reports**

**Overview**

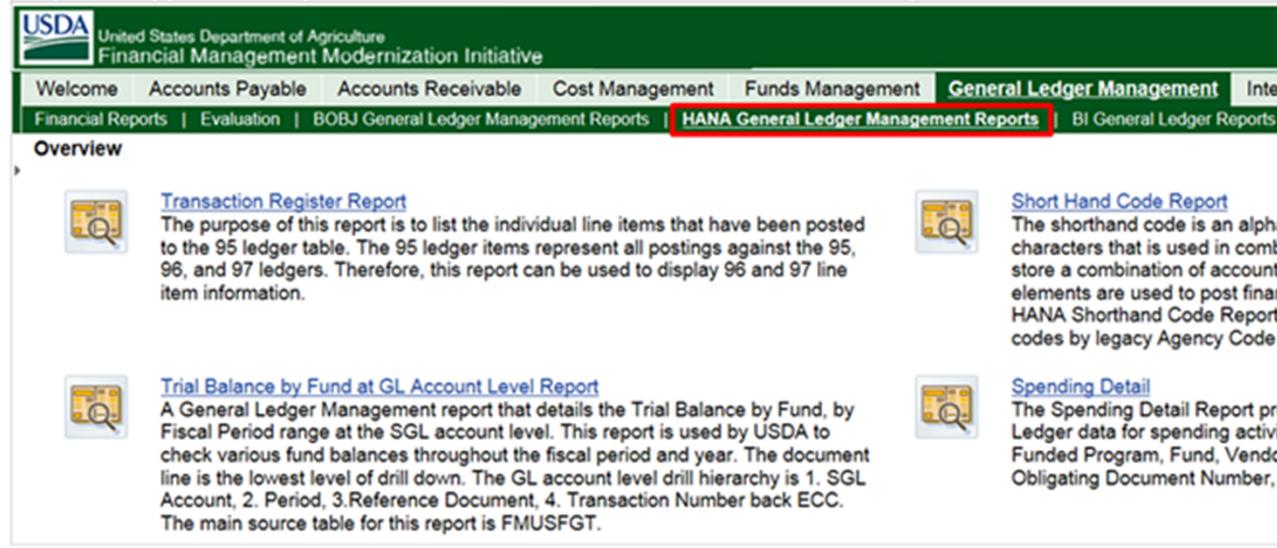
- [Detail Trial Balance \(BP\)](#)  
This report displays a detail view of the Standard Trial Balance by providing additional selection parameters and drill-down criteria.
- [Standard Trial Balance](#)  
This report gives you the beginning balance, debit, credit, and ending balance for both proprietary and budgetary General Ledger accounts.
- [Status of Funds GL](#)  
This report provides year-to-date budget and actual activity by fund. The report displays the Original Authority (USGL/41xx, 42xx and 43xx), Undistributed Appropriation (USGL/4450), Undistributed Apportionment
- [Un-liquidated Obligations Detail Report](#)  
The Un-liquidated Obligations Detail Report displays obligations, liquidating activity and outstanding by Fund. Purchase Orders, Funds Commitment Obligations are presented at a line item detail on the last activity posted against the obligation.
- [Status of Funds Project-to-Date](#)  
This report provides project-to-date budget and actual activity by fund. The report displays the Original Authority (USGL/4450), Undistributed Appropriation (USGL/4450), (USGL/4510 and 4590), Available Authority (USGL/4650), Commitments (USGL/47xx), Obligations (USGL/48xx), Expenditures (USGL/49xx) by fund.
- [Transaction Register Detail](#)  
This report provides a detail analysis of Federal Financial Management Information System (FFMIS) standard FMMI accounting elements

# FMMI REPORT TYPES

## 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”



The screenshot displays the USDA Financial Management Modernization Initiative (FMMI) website. The header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". The navigation menu contains several tabs: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Internal". The "General Ledger Management" tab is selected, and the "HANA General Ledger Management Reports" link is highlighted with a red box. Below the navigation menu, the "Overview" section lists four report types, each with a magnifying glass icon and a brief description:

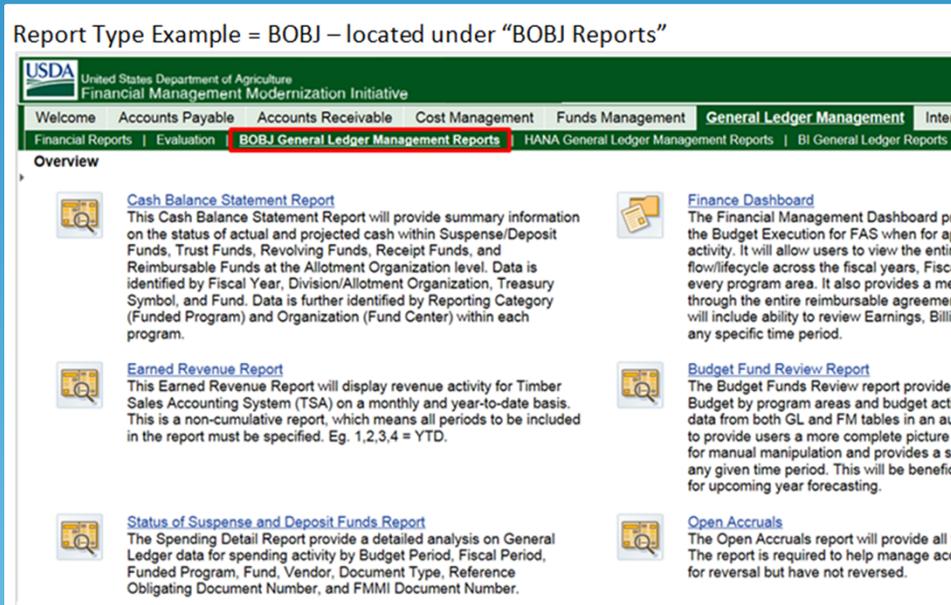
- Transaction Register Report**: The purpose of this report is to list the individual line items that have been posted to the 95 ledger table. The 95 ledger items represent all postings against the 95, 96, and 97 ledgers. Therefore, this report can be used to display 96 and 97 line item information.
- Short Hand Code Report**: The shorthand code is an alpha characters that is used in combination with a combination of account elements are used to post financial transactions. HANA Shorthand Code Report codes by legacy Agency Code.
- Trial Balance by Fund at GL Account Level Report**: A General Ledger Management report that details the Trial Balance by Fund, by Fiscal Period range at the SGL account level. This report is used by USDA to check various fund balances throughout the fiscal period and year. The document line is the lowest level of drill down. The GL account level drill hierarchy is 1. SGL Account, 2. Period, 3. Reference Document, 4. Transaction Number back ECC. The main source table for this report is FMUSFGT.
- Spending Detail**: The Spending Detail Report provides General Ledger data for spending activities by Funded Program, Fund, Vendor, and Obligating Document Number.

# FMMI REPORT TYPES

## BOBJ

- Not Real Time, 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”



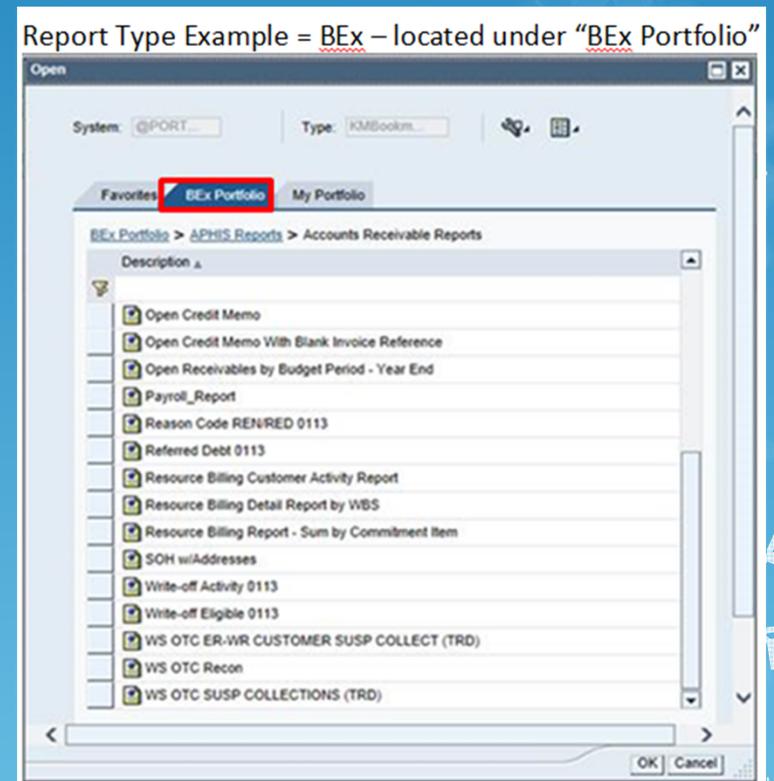
The screenshot displays the USDA Financial Management Modernization Initiative website. The navigation menu includes: Welcome, Accounts Payable, Accounts Receivable, Cost Management, Funds Management, General Ledger Management, and Inter. Under the General Ledger Management menu, the following items are listed: Financial Reports, Evaluation, **BOBJ General Ledger Management Reports** (highlighted in red), HANA General Ledger Management Reports, and BI General Ledger Reports. The main content area is titled "Overview" and lists several report types with brief descriptions:

- Cash Balance Statement Report**: This report provides summary information on the status of actual and projected cash within Suspense/Deposit Funds, Trust Funds, Revolving Funds, Receipt Funds, and Reimbursable Funds at the Allotment Organization level. Data is identified by Fiscal Year, Division/Allotment Organization, Treasury Symbol, and Fund. Data is further identified by Reporting Category (Funded Program) and Organization (Fund Center) within each program.
- Finance Dashboard**: The Financial Management Dashboard provides the Budget Execution for FAS when for an activity. It will allow users to view the entire flow/lifecycle across the fiscal years, Fiscal every program area. It also provides a met through the entire reimbursable agreement will include ability to review Earnings, Billir any specific time period.
- Earned Revenue Report**: This report will display revenue activity for Timber Sales Accounting System (TSA) on a monthly and year-to-date basis. This is a non-cumulative report, which means all periods to be included in the report must be specified. Eg. 1,2,3,4 = YTD.
- Budget Fund Review Report**: The Budget Funds Review report provides Budget by program areas and budget activ data from both GL and FM tables in an aut to provide users a more complete picture c for manual manipulation and provides a sr any given time period. This will be benefici for upcoming year forecasting.
- Status of Suspense and Deposit Funds Report**: The Spending Detail Report provide a detailed analysis on General Ledger data for spending activity by Budget Period, Fiscal Period, Funded Program, Fund, Vendor, Document Type, Reference Obligating Document Number, and FMMI Document Number.
- Open Accruals**: The Open Accruals report will provide all th The report is required to help manage acc for reversal but have not reversed.

# FMMI REPORT TYPES

## BI Favorites - BEx

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





# SALES ORDERS

Presented by: Pat Fucile

# DISPLAY SALES ORDER (SO)

Displaying a SO in FMMI provides a process to verify information pertaining to the sales order.

- Header Section
- Line Item Detail
- Doc Flow

The screenshot shows the USDA Financial Management Modernization Initiative (FMMI) interface. The top navigation bar includes 'Accounts Receivable' and 'AR Evaluation'. The left sidebar menu has 'Display Sales Order' selected. The main content area is titled 'Display Sales Order: Initial Screen' and contains a search form with the following fields:

- Order:
- Search Criteria:
  - Purchase Order No.:
  - Sold-to party:
  - Delivery:
  - Billing Document:
  - WBS Element:
- Search:

# REQUEST NEW SALES ORDER

Presented By: Barrett Trimble

# REQUEST NEW SALES ORDER



## SO, WBS, and SHC Request

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

1. Copy of Signed Agreement
2. Completed [APHIS Sales Order Request Form](#) (including the TAS, if IPAC)
3. Completed [Accounting Code Request Form](#)

# VERIFY NEW SALES ORDER, WBS, AND SHC



## New SO Data Entry Verification

### Display Sales Order

1. Header
2. Contract Data Tab
3. Account Assignment Tab

# VERIFY NEW SALES ORDER, WBS, AND SHC

## New Shorthand Codes Verification

The screenshot displays the USDA Financial Management Modernization Initiative software interface. At the top, the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative" are visible. Below this, a navigation bar contains several menu items: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface Table Maintenance". The "Interface Table Maintenance" menu item is highlighted with a red box. Below the navigation bar, a sub-menu is open, showing "Shorthand Code Requests" and "Shorthand Code Evaluation", with the latter also highlighted by a red box. The main content area is titled "View Shorthand Code" and contains a tree view under "Business Activity". The "Shorthand Code Table" item is expanded, and the "View Shorthand Code" sub-item is highlighted with a red box. Below the tree view, a window titled "Shorthand Codes: Add/Modify/View" is open, showing a "Menu" dropdown and several buttons: "Save as Variant...", "Back", "Exit", "Cancel", "System", "Execute", "Get Variant...", and "Program Documentation".

# VERIFY NEW SALES ORDER, WBS, AND SHC

## New WBS Elements Verification

(Where Applicable)

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome Accounts Payable Accounts Receivable **Cost Management** Funds Management General Ledger Management

Agency Cost Management Master Data Maintenance | Cost Management Administration | Cost Management Evaluation **Cost Management Reports**

**WBS Master Data Report**

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, Current Fiscal Year Report

**Project Info System: WBS Elements Initial Screen**

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Other se

Enter profile

Database prof. 000000000001

# TAS OVERVIEW AND EXAMPLES

Presented by: Pat Fucile

# TAS OVERVIEW



**TAS = Treasury Account Symbol**

Agency Code + the Funding Source

**Example: 12X1600**

12 = USDA

X = No-Year Funding

1600 = Salaries and Expenses, APHIS



# TAS EXAMPLE - DOT

| Interagency/Intra-agency Agreement         |                         |  |                           |
|--|-------------------------|--|---------------------------|
| Parties to the Agreement                   |                         |  |                           |
| BUYER                                      |                         | SELLER                                     |                           |
| 1A. Department                             | Dept. of Transportation | 1B. Department                             | U.S. Dept. of Agriculture |
| 2A. Agency                                 | Maritime Administration | 2B. Agency                                 | APHIS Wildlife Services   |
| 3A. Office                                 | JRRF MAR 615.5          | 3B. Office                                 | Eastern Region            |
| 4A. OBLIGATION NUMBER                      | DTMA91X15R24            | 4B. AGREEMENT NUMBER                       | 15-7251-2717-IA           |
| 5A. Agency Location Code (ALC)             | 69170001                | 5B. Agency Location Code (ALC)             | 12403400                  |
| 6A. Data Universal Numbering Sys. # (DUNS) | 628421726               | 6B. Data Universal Numbering Sys. # (DUNS) | 929-33-2450               |
| 7A. Tax Identification # (TIN)             | 37-153-1429             | 7B. Tax Identification # (TIN)             | 41-0696271                |
| 8A. Treasury Approp. Fund Symbol (TAFS)    | 69X1710                 | 8B. Treasury Approp. Fund Symbol (TAFS)    | 12X1600                   |
| 9A. Trading Partner Code                   | 697000                  | 9B. Trading Partner Code                   |                           |
| 10A. Accounting Classification Code        | see below               | 10B. Accounting Classification Code        | see below                 |

# TAS EXAMPLE - MIPR

| 10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS. |               |                 |  |                  | 11. GRAND TOTAL<br>\$216,304.00 |  |
|---|---------------|-----------------|--|------------------|---------------------------------|--|
| 12. TRANSPORTATION ALLOTMENT <i>(Used if FOB Contractor's plant)</i>  |               |                 | 13. MAIL INVOICES TO <i>(Payment will be made by)</i><br>DFAS Columbus<br>Marine Corps Vendor Pay<br>PO Box 369022<br>Columbus, Ohio 43236-9022 US |                  |                                 |  |
| 14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.             |               |                 |  |                  |                                 |  |
| ACRN  | APPROPRIATION | LIMIT / SUBHEAD | SUPPLEMENTAL ACCOUNTING CLASSIFICATION   | ACCTG STA DODAAD | AMOUNT                          |  |
| AA  | 1751106       | BSS1            | 252 60169 067443 2D M50169 5MPFEFV1FEHR  | 067443           | \$216,304.00                    |  |
| SDN M5016915MPFEFV1   |               |                 |  |                  |                                 |  |

In this example, the 5 stands for the 5 in FY 2015

# TAS EXAMPLE – NPS, DOI, FWS

| ACCOUNT DATA   | BUYER                                    | SELLER   |
|--|--|--|
| 7. Agency Location Code  | 7a. 14-10-0099                           | 7b. 12-40-3400   |
| 8. BPN Number (DUNS #) ESN   | 8a. 021875125                            | 8b. 929332450  |
| 9. Treasury Account Symbol (TAS)   | 9a. 1441036                              | 9b. 1241600  |
| 10. Standard General Ledger  | 10a. 6100.253H0                          | 10b. 1310900.0200  |
| 11. Cost Structure/Account   | 11a. PX.P0159748B                        | 11b. BP 14XX: AP.RA.NX11.72.0046: \$25954;<br>AP.RA.POOL.WS.ER11: \$2855; AP.WS.IDCT.11: \$2855;                 |
| 12. Business Event Type Code   | 12a. DISB                                | 12b. COLL AP.RA.OVHD.AG: \$1336  |
| 13. Requisition Number for Buyer/Project Account for Seller:                 | 13a. 0040165424                          | 13b.   |
| 14. Contract Line Number for Buyer/ Proposal Number or other data for Seller | 14a. N/A                                 | 14b. N/A   |
| 15. Buyer provide Expiration of Funding Source (Date or indefinite)          | 15a. 1 January 2014 to 30 September 2017 | 15b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 15a |

In this example, the 4 stands for the 4 in FY 2014

# TAS EXAMPLE – USDA IAA

## IAA Order

IAA Number FAS 15-101 - 0000 - \_\_\_\_\_ Servicing Agency's Agreement  
 GT&C #                      Order # Amendment/Mod # Tracking Number (Optional) 15-3000-0482-IA

| 28. Order Line/Funding Information   |          |     |           |      |      |   |      |     |  | Line Number _____  |     |     |      |      |   |      |     |
|--|----------|-----|-----------|------|------|---|------|-----|--|--|-----|-----|------|------|---|------|-----|
| Requesting Agency Funding Information  |          |     |           |      |      |   |      |     |  | Servicing Agency Funding Information   |     |     |      |      |   |      |     |
| ALC  | 12401240 |     |           |      |      |   |      |     |  | 12403400   |     |     |      |      |   |      |     |
| Component  | SP       | ATA | AID       | BPOA | EPOA | A | MAIN | SUB |  | SP   | ATA | AID | BPOA | EPOA | A | MAIN | SUB |
| TAS Required by 10/1/2014  |          |     | 012       | 2015 | 2015 |   | 2900 | 000 |  |  |     | 012 | 2015 | 2015 |   | 1600 | 000 |
| OR Current TAS format  |          |     | 1252900   |      |      |   |      |     |  | 1251600  |     |     |      |      |   |      |     |
| BETC   |          |     | DISB      |      |      |   |      |     |  | COLL   |     |     |      |      |   |      |     |
| Object Class Code (Optional)   |          |     | 2559      |      |      |   |      |     |  |  |     |     |      |      |   |      |     |
| BPN  |          |     | 041114245 |      |      |   |      |     |  |  |     |     |      |      |   |      |     |
| BPN + 4 (Optional)   |          |     |           |      |      |   |      |     |  |  |     |     |      |      |   |      |     |
| Additional Accounting Classification/Information (Optional)                  |          |     | PO#       |      |      |   |      |     |  | 1515/ AP001600AR / AP00AGREIMBUR000 / APMRFM6027 / AP.RA.FMRA.03               |     |     |      |      |   |      |     |
| Requesting Agency Funding Expiration Date<br><u>09-30-2015</u><br>MM-DD-YYYY |          |     |           |      |      |   |      |     |  | Requesting Agency Funding Cancellation Date<br><u>09-30-2020</u><br>MM-DD-YYYY |     |     |      |      |   |      |     |

# RESOURCE RELATED BILLING

Presented By: Pat Fucile

# 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 FMFI, which is GL based. OCFO maintains this table for all of USDA.
- RRB captures all billable expenses. Non billable expenses include things like depreciation expense and accruals.

# LINE ITEMS – ACTUAL COSTS/REVENUES REPORT (LIACR)

The LIACR Report provides the FMFI expense documents posted to WBS Elements.

➤ Layout = 1\_USDA\_RRB2

The screenshot displays the USDA Financial Management Modernization Initiative web application interface. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', and 'Funds M'. Below this, a sub-navigation bar shows 'Cost Management Evaluation', 'Cost Management Reports', and 'BI Cost Management Reports'. The main content area is titled 'Line Items - Actual Costs/Revenues' and features a 'Business Activity' tree on the left with 'Line Items - Actual Costs/Revenues' selected. The main panel is titled 'Display Project Actual Cost Line Items' and contains an 'Enter profile' section with a 'Database prof.' field set to '000000000001'.

# OBLIGATIONS/PAYMENTS OVERVIEW

The background is a solid blue color with several white snowflake graphics scattered across it. The snowflakes vary in size and opacity, with some being more prominent than others. They are primarily located on the right side of the slide.

Presented by: Lora Swanson

# FMMI OBLIGATIONS/PAYMENTS REQUIREMENTS



## **Manually Entered**

- Require Full FMMI Master Data (if not previously obligated)

## **Feeder System Entered**

- Require SHC and BOC

# 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.

# FEEDER SYSTEMS OVERVIEW

## List of APHIS Feeder Systems

- GovTrip Government Travel
- SmartPay2 / WEX Purchase/ Fleet Cards
- WebTA/Payroll Employee Payroll/ Other Employee Pay
- MASC Other systems not specifically identified  
(i.e., ABCO, PACS, PROP)
- IAS Purchasing
- CPAIS Real property system
- TRVL Travel Relocations

# 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.

# IPAC OVERVIEW

- NFC processes all IPAC transactions for the USDA, both intra-agency (i.e. USDA = INTR = NFC Transfers Funds) and interagency (i.e. non-USDA = RONA = Treasury Transfers Funds) into FMFI.
- IPAC Collections = Sales Orders
- 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.

# IPAC EXAMPLE

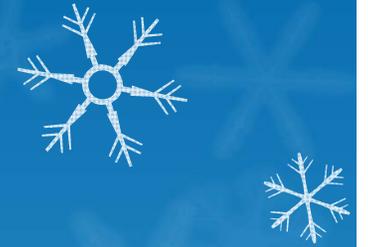
RECEIVED BY YOUR ALC  
 ALL TRANSACTIONS RECEIVED BY: 12401000  
 INCLUDES THIRD PARTY SUBMITTER DATA

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                  |                    |
| Lane 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                   |                                  | Requisition 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                      |                                  | Miscellaneous Information          |                                |                    |
| Jacket Number: 030000 / Print Order: 79171 / |                                  | BAC: 341010 Cycle No: 1 Ref. Info. |                                |                    |
| Requisition: 14-00048 / DOD Line             |                                  |                                    |                                |                    |
| of Accounting:                               |                                  |                                    |                                |                    |

# OVERHEAD

Presented by: Lora Swanson



# WS SO OVERHEAD (OH)

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

$$\begin{array}{r} \text{Total Eligible OH Expenses for Period} \\ \times \quad \underline{\text{OH Rate}} \\ \hline = \quad \text{Overhead Charged on Account for Period} \end{array}$$

# WS SO OH CONTINUED

## WS SO OH Rates

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

- 0% OH = all OH was waived in the agreement (this is rare and requires Administrator (or designee) approval).
- 5.15% = WS waived their OH in this agreement as this amount is solely for MRPBS.
- 16.15% = regular OH is included in this agreement.
- 27.15% = 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.

# WS SO OH CONTINUED

## 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.).

## 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 (i.e. spreads truck cost to multiple projects).

**\*Note:** All portions of the FMMI WS SO OH rate are often referred to as just OH or Indirect Costs, but may also contain PJs.

# WS OH RECONCILIATION (i.e. Eligible Expenses)

## Instructions

- **STEP 1:** To obtain the total eligible OH expenses for the period, run the **LIACR Report** for the appropriate
  - WBS Element
  - Posting Date Range
  - 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

# WS OH CHARGED

## Instructions

- **STEP 1:** To obtain the total OH charged for the period, run the LIACR Report for the appropriate:
  - WBS Element
  - Cost Element 6100980000 (OH GL)
  - Posting Date Range
  - 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

\***NOTE:** OH charges show as CT doc types in FMMI.

# WS OH SPLIT

## Instructions

- **STEP 1:** To obtain the OH split for the period, run the LIACR Report as follows:
  - AP.RA.\* and AP.WS.\*
  - Cost Element 6100980000 (OH GL)
  - Posting Date Range
  - 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.

# WS OH SPLIT

## OH Sender/Receiver Table

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.

The screenshot shows the SAP FMMI interface for 'OH Receiver Budget Address' overview. The top navigation bar includes 'Accounts Receivable' and 'Overhead Allocation Processing'. The left sidebar shows 'Split OH Table Maintenance' and 'myPortal Favorites'. The main area displays a dialog structure with 'OH Receiver Budget Address' selected, showing fields for Business Area (AP00), Sales Doc. Type (ROWE), Costing Sheet (ZWS15), Overhead key (R2715), and Funds Center (APWSER2323). Below these fields is a table with the following data:

| Seq. No | Recv Fund Ctr | Recv Fund  | Recv CstCn | Recv Func Area  | Recv WBS           | % OH Rate |
|---------|---------------|------------|------------|-----------------|--------------------|-----------|
| 1       | APMR000000    | AP001600AR | APMR000000 | AP00AGREIMBUR00 | AP.RA.OVHD.AG      | 3         |
| 2       | APWSER2323    | AP001600AR | APWSER232  | AP00AGREIMBUR00 | AP.WS.IDCT.23      | 13.15     |
| 3       | APWSER2323    | AP001600AR | APWSER232  | AP00AGREIMBUR00 | AP.RA.POOL.WS.ER23 | 11        |

# WS OH EARNED

## Instructions

- **STEP 1:** To obtain the OH earned by WBS Element, run the LIACR Report as follows:
  - WBS Element (i.e. AP.RA.POOL.WS.ER36)
  - Cost Element 6100980000 (OH GL)
  - 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 and BP(s)

\***Note:** OH earned shows as a negative expense in FMMI. This is where you see it in the SOF PTD as well, as a negative expense.

# WS OH SPENT

## Instructions

- **STEP 1:** To obtain the OH spent by WBS Element, run the LIACR Report as follows:
  - WBS Element (i.e. AP.RA.POOL.WS.ER36)
  - 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 and BP(s)

**\*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 OH AVAILABLE

## Instructions

- **STEP 1:** To obtain the OH availability by WBS Element, run the LIACR Report as follows:
  - WBS Element (i.e. AP.RA.POOL.WS.ER36)
  - 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 and BP(s)

\***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.
- Let's collaborate to make these layouts as efficient and effective (into the best format) as possible for both parties.
- See **FMMI Tips and Tricks** for more information regarding layouts.

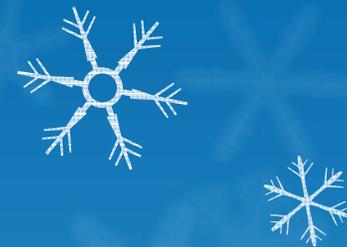
# DAY 2

- Collections
- Remittance Instructions
- Budget
- Debt Management
- Hands On

REMINDER - Notes for Post-Training Survey

# COLLECTIONS

Presented by: Kate Sopcyk



# COLLECTIONS OVERVIEW



- Approx. 240,000 payments to USDA APHIS each year (20,000 per month).
- APHIS also posts collections for 4 other USDA Agencies.
- We use semi-automated processes (i.e. lockboxes).
- APHIS Collections has 2 FTE staff members, Kate Sopcyk and Justin Rhea.

# APHIS COLLECTIONS

## FUNDS ARE RECEIVED VARIOUS WAYS

- Check to Lockbox
- WIRE
- PAY.GOV
- ACH Transfer
- IPAC



# LOCKBOXES

## What is a Lockbox?



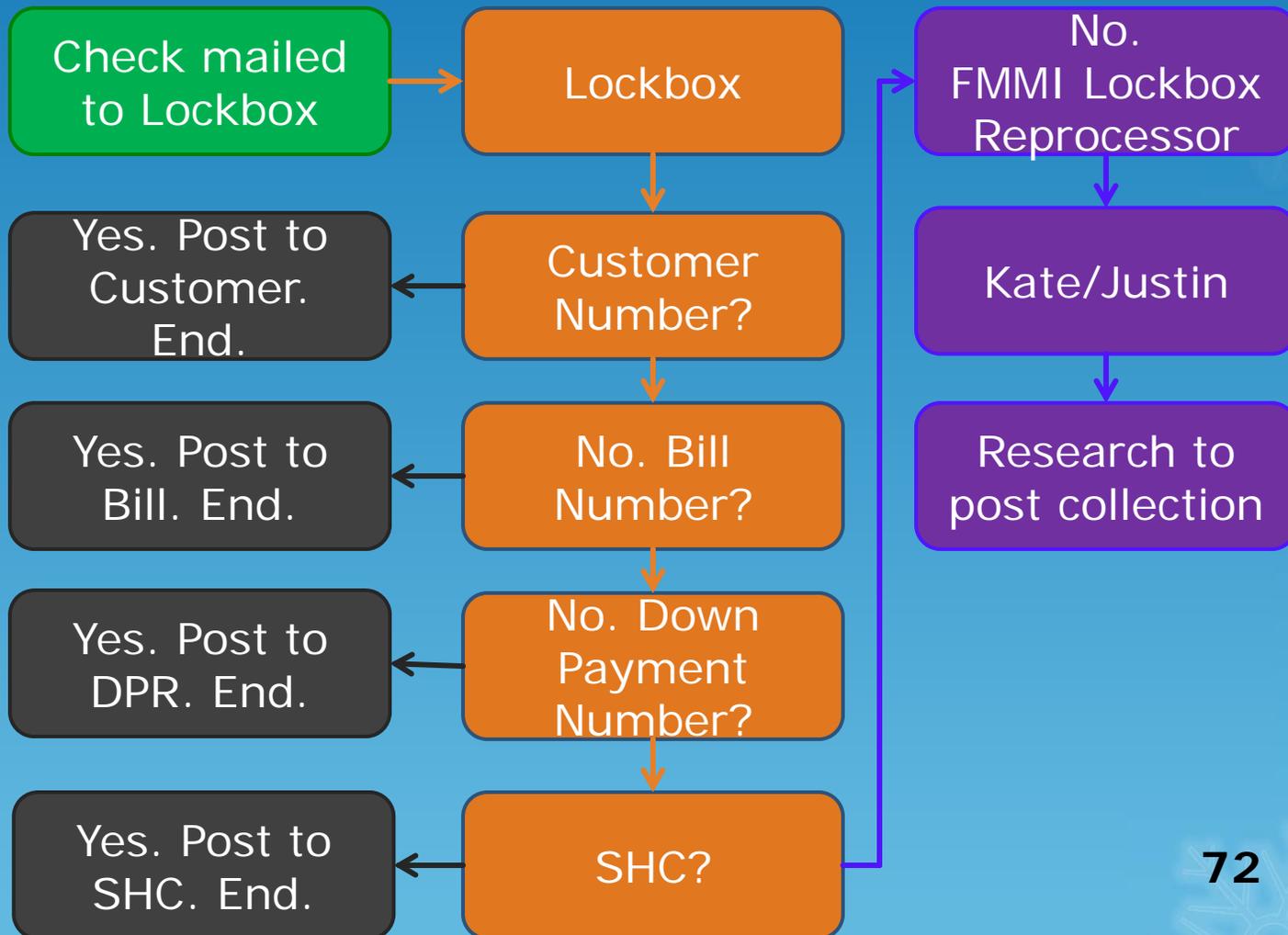
A service offered by banks to companies in which the company receives payments by mail (check or money order) to a post office box and the bank picks up the payments, deposits them into the company's account, and notifies the company of the deposits.

# APHIS GENERAL LOCKBOX

## Lockbox Collection Sort

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

# APHIS GENERAL LOCKBOX



# PROCESSING

Many of the CHECKS sent to the lockbox in St. Louis, MO are applied to the account designated by remittance.

In Minneapolis, we pull reports to see what Treasury says they have received for APHIS, which we can then post.

On average \$154,000 comes through the General lockbox a day, that is for checks/money orders only.



# LOCKBOX REPROCESSOR



## LockBox Re-processor

Menu ▾ ▶ Back Exit Cancel System ▾

Select a record for re-process



Change - Suspense

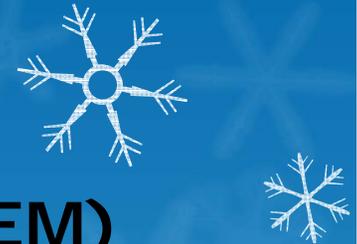
Change - C.O.D.

Exp Refund

| Assignment    | DocumentNo | Type | 215 Ref | 215 Ref DT | Posting Date | Check Num | Check Amt    | BusA | Customer | Pymt Amt | Rem Amt | R... | LBox Txt | Ref. Key 2 | Earmk Fund | Itm | Inv.ref. | FIFO |
|---------------|------------|------|---------|------------|--------------|-----------|--------------|------|----------|----------|---------|------|----------|------------|------------|-----|----------|------|
| 0003173700035 | 1201019916 |      | 411669  | 10/28/2014 | 10/28/2014   | 0002636   | 137,350.00   | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700036 | 1201019917 |      | 411669  |            | 10/28/2014   | 000106396 | 170.00       | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700038 | 1201019919 |      | 411669  |            | 10/28/2014   | 006025    | 5.00         | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700039 | 1201019920 |      | 411669  |            | 10/28/2014   | 121716    | 59,147.00    | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700040 | 1201019921 |      | 411669  |            | 10/28/2014   | 00020146  | 2,900.75     | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700042 | 1201019993 |      | 411669  |            | 10/28/2014   | 004643    | 671.75       | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700043 | 1201019994 |      | 411669  |            | 10/28/2014   | 121717    | 535.00       | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700044 | 1201019995 |      | 411669  |            | 10/28/2014   | 00051894  | 373.00       | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700045 | 1201019996 |      | 411669  |            | 10/28/2014   | 000027001 | 105.00       | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700007 | 1201019618 |      | 411669  |            | 10/28/2014   | 273164    | 62,472.25    | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700023 | 1201019824 |      | 411669  |            | 10/28/2014   | 001193    | 1,707,614.27 | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700018 | 1201019729 |      | 411669  |            | 10/28/2014   | 035543    | 10,285.00    | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700049 | 1201020000 |      | 411669  |            | 10/28/2014   | 006521    | 95.00        | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700011 | 1201019622 |      | 411669  |            | 10/28/2014   | 045346    | 150.00       | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700022 | 1201019823 |      | 411669  |            | 10/28/2014   | 162598    | 187,912.00   | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |
| 0003173700033 | 1201019914 |      | 411669  |            | 10/28/2014   | 02025812  | 110.00       | AP00 |          | 0.00     | 0.00    |      |          |            |            | 2   |          |      |



# ELECTRONIC CHECK PROCESSING (TREASURY SYSTEM)



|                     |              |                                 |          |
|---------------------|--------------|---------------------------------|----------|
| Payment ID          | Organization | Dept of Agriculture AMS 1225000 | Batch ID |
|                     | Cashflow     | USDA APHIS General              |          |
| Capture Date From   | 09/29/2014   | Settlement Type                 | ALL      |
| To                  | 10/02/2014   | Research Flag                   | ALL      |
| Effective Date From |              | Bank Account #                  |          |
| To                  |              | Bank Routing #                  |          |
| Return Reason Code  |              | Check #                         |          |
| Item Status         | ALL          | 5515/Debit Voucher #            |          |
| ACR Reason Code     | ALL          | 215/Deposit Ticket #            |          |
| Check Amount        | 58500.00     |                                 |          |

Display Total Items and Amount  Clear All

| IRN                | Account Group | Account | Account Name       | RTN       | Account # | Check Amount | Item Status |
|--------------------|---------------|---------|--------------------|-----------|-----------|--------------|-------------|
| PUSB03142749112491 | 12403400      | 03      | USDA APHIS General | 091300285 | 9-10-151  | \$58,500.00  | Settled     |

**THIS DOCUMENT HAS A GREEN BACKGROUND ON THE FACE AND AN ARTIFICIAL WATERMARK ON THE BACK - HOLD AT AN ANGLE TO VIEW.**

AGRICULTURE DEPARTMENT  
 ND Department of Agriculture  
 600 E Boulevard Ave, Dept 602  
 Bismarck, ND 58505-0020

BANK OF NORTH DAKOTA 52930637  
 1200 Memorial Hwy 77-28913  
 Bismarck, ND 58504

Date 09/17/2014 Pay Amount \$58,500.00\*\*\*

Pay \*\*\*\*FIFTY-EIGHT THOUSAND FIVE HUNDRED AND XX / 100 DOLLAR\*\*\*\*

To The Order Of  
 USDA/APHIS/WILDLIFE SERVICE  
 4101 LAPORTE AVENUE  
 FORT COLLINS, CO 80521

⑈ 5 29 30 6 3 7 ⑈ ⑆ 0 9 1 3 0 0 2 8 5 ⑆ 9 ⑈

| RECORD OF PUBLIC FUNDS RECEIVED  |                            | USDA-APHIS         |  |
|--|----------------------------|--------------------|--|
| INSTRUCTIONS: See reverse side. For detailed instructions refer to APHIS Budget and Accounting Manual. |                            | 1. TRANSMITTAL NO. | 14-18  |
| 3. TO  |                            | 2. DATE FORWARDED  | 09/26/14   |
| USDA, APHIS<br>P.O. Box 979043<br>St. Louis, MO 63197-9000   |                            | 4. FROM            | USDA/APHIS/WS/NWRC<br>4101 LaPorte Avenue<br>Fort Collins, CO 80521-2154 |
| 5. DATE RECEIVED   | 6. FOR MRP-BS-MBS USE ONLY | 7. AMOUNT          | 8. REMITTER  |
| 09/24/14   |                            | \$ 58,500.00       | ND Department of Agriculture   |
|  |                            |                    | 9. PURPOSE/ACCOUNTING CODE   |
|  |                            |                    | Customer number: 6016972 ✓   |
|  |                            |                    | DOWN PAYMENT REQUEST #: 3001380456                                       |

# AUTOMATED CLEARING HOUSE (ACH)

**Transaction Detail for:** 031100209188710000060000140921

|                       |                 |                   |
|-----------------------|-----------------|-------------------|
| Transaction Code      | 22              | 220067 09/22/2014 |
| ACH Category          | Unknown         |                   |
| Credit Ind            | Y               |                   |
| Business Date         | 09/22/2014      |                   |
| Settlement Date       | 09/22/2014      |                   |
| Trace Number          | 031100209188710 |                   |
| Original Trace Number |                 |                   |
| Payee ABA             | 051036706       |                   |
| DFI Account Number    | 540021          |                   |
| Transaction Type      | Collection      |                   |
| Addenda Count         |                 | 0                 |

|                         |                        |
|-------------------------|------------------------|
| Entry Class             | PPD                    |
| Amount                  | \$600.00               |
| Cash Flow ID            | 800540021000           |
| Cash Flow Name          | USDA APHIS             |
| Agency Account ID       | 800540021000           |
| Company/Individual Name | USDA APHIS WILDLIFE SE |
| Identification Number   | 78483                  |
| Transaction Status      | Settled                |
| Reason Code             |                        |
| Reason Description      |                        |
| Discretionary Data      |                        |

Cust# 3365613  
Special FMMI# : 6100008114

**Batch Info**

|                          |                       |
|--------------------------|-----------------------|
| Batch ID                 | 140921031100200000894 |
| Company Name             | AMERICAN TOWER C      |
| Company ID               | 9650598206            |
| Company Descriptive Date |                       |
| Effective Entry Date     | 09/21/2014            |

|                            |            |
|----------------------------|------------|
| Originator Status Code     | 1          |
| Service Class Code         | 200        |
| Company Discretionary Data |            |
| Payer ABA                  | 031100209  |
| Entry Description          | REN18SEP20 |

**Batch Record Content**

5200AMERICAN TOWER C 9650598206PPDREN18SEP20 1409212651031100200000894

**Reported Classification(s)**

| Ckey Name | Ckey Value   | Tax Class | SP | ATA | TAS       |      |      |            |  | Main | Sub | BETC | Credit Ind | Classification Total Amount |
|-----------|--------------|-----------|----|-----|-----------|------|------|------------|--|------|-----|------|------------|-----------------------------|
|           |              |           |    |     | Agency ID | BPOA | EPOA | Avail Type |  |      |     |      |            |                             |
| CG ACH    | 800540021000 |           |    |     |           |      |      |            |  |      |     |      | Y          | \$600.00                    |

1400857621

**COMPLETED**  
JJR 09-22-2014

# PAY.GOV

## Payee Details

|                |                                       |                  |    |
|----------------|---------------------------------------|------------------|----|
| Party Name     | PORTCATELLO SUPPLY DEPOT POCATELLO ID | Party Identifier |    |
| Address Line 1 |                                       | Address Line 2   |    |
| City           | POCATELLO                             | State            | ID |
| Postal Code    | 832016623                             |                  |    |

## Card Details

|             |                  |                  |        |                      |      |
|-------------|------------------|------------------|--------|----------------------|------|
| Card Number | 430023XXXXXX5446 | Card Event Type  | Sale   | Card Expiration Date | 0515 |
| Order ID    | 146986900018749  | Order Tax Amount | \$0.00 |                      |      |

## Order Level III Info

## Reported Classification(s)

| Ckey Name     | Ckey Value | Tax Class | TAS |     |           |      |      |            |      |     | BETC | Crd Ind | Classification Total Amount |
|---------------|------------|-----------|-----|-----|-----------|------|------|------------|------|-----|------|---------|-----------------------------|
|               |            |           | SP  | ATA | Agency ID | BPOA | EPOA | Avail Type | Main | Sub |      |         |                             |
| Pay.gov ALC+2 | 12403400A2 |           |     |     |           |      |      |            |      |     |      | Y       | \$131.50                    |

## Program Data: 25HKJIBT

| Agency Form Number | Agency Form Name                    | Agency Bill Name | Bill Account Number |
|--------------------|-------------------------------------|------------------|---------------------|
| Pocatello Depot    | Pocatello Supply Depot Payment Form |                  |                     |

| User Data Field | Agency Label   | User Data Content   |
|-----------------|----------------|---|
| 1               | Invoice 2      | 31374 - \$131.50  |
|                 |                | <APHIS_Payment_v1><page1><CustomerName>edward a kaschak</CustomerName><Address>21 ledgeway</Address><City>cropseyville</City><State>NY</State><ZipCode>12052</ZipCode><EmailAddress>edkaschak@gmail.com</EmailAddress><POCName>dennie hamann</POCName><Telephone>(208) 236-6920</Telephone><InvoiceNumber1>31374</InvoiceNumber1><InvoiceAmount1>\$131.50</InvoiceAmount1><InvoiceAmount2/><InvoiceNumber3/><InvoiceAmount3/><InvoiceNumber4/><InvoiceNumber5/><InvoiceAmount5/><RemittanceNetAmount>\$131.50</RemittanceNetAmount><PaygovCollection/><custom_field_2>31374 - \$131.50</custom_field_2><custom_field_4/><custom_field_5/><custom_field_6/><PostalAddressStreetNameText>21 ledgeway</PostalAddressStreetNameText><PostalCity>cropseyville</PostalCity><PostalState>NY</PostalState><PostalAddressPostalCodeIdentifier>12052</PostalAddressPostalCodeIdentifier><PartyEmailAddress>edkaschak@gmail.com</PartyEmailAddress></page1></APHIS_Payment_v1> |
| 2               | FormData       |   |
| 3               | FormAttachment | ** Not available **   |

# FEDWIRE



**Message Summary:** 1409170042921

| Type/Sub-Type | Agency Account ID | Cash Flow ID | Cash Flow Name                | Financial Transaction Type | Settlement Date | Credit Ind | Message Amount | Trace Number          |
|---------------|-------------------|--------------|-------------------------------|----------------------------|-----------------|------------|----------------|-----------------------|
| 1000          | 812403400000      |              | OCFO- NATIONAL FINANCE CENTER | Collection                 | 09/17/2014      | Y          | \$1,025.00     | 20140917B1QG06C002824 |

**Message Details**

| Tag Label | Tag Name                       | Element Name                    | Element Value                      |
|-----------|--------------------------------|---------------------------------|------------------------------------|
| 1100      | MSG-DISPOSITION                | FORMAT-VERSION                  | 30                                 |
|           |                                | TEST-PRODUCTION-CODE            | P                                  |
|           |                                | MSG-STATUS-IND                  | N                                  |
| 1110      | ACCEPTANCE-TIMESTAMP           | ACCEPTANCE-DATE                 | 0917                               |
|           |                                | ACCEPTANCE-TIME                 | 0912                               |
|           |                                | ACCEPTANCE-APPL-ID              | FT03                               |
| 1120      | OMAD                           | OUTPUT-CYCLE-DATE               | 20140917                           |
|           |                                | OUTPUT-DESTINATION-ID           | MMQFMP60                           |
|           |                                | OUTPUT-SEQUENCE-NUMBER          | 000162                             |
|           |                                | OUTPUT-DATE                     | 0917                               |
|           |                                | OUTPUT-TIME                     | 0912                               |
|           |                                | OUTPUT-FRB-APPL-ID              | FT03                               |
| 1510      | TYPE-SUBTYPE                   | TYPE-CODE                       | 10                                 |
|           |                                | SUBTYPE-CODE                    | 00                                 |
| 1520      | IMAD                           | INPUT-CYCLE-DATE                | 20140917                           |
|           |                                | INPUT-SOURCE                    | B1QG06C                            |
|           |                                | INPUT-SEQUENCE-NUMBER           | 002824                             |
| 2000      | AMOUNT                         | AMOUNT                          | 00000102500                        |
| 3100      | SENDER-DI                      | SENDER-DI-NUMBER                | 021000021                          |
|           |                                | SENDER-SHORT-NAME               | JPMORGAN CHASE                     |
| 3320      | SENDER-REFERENCE               | SENDER-REFERENCE                | 1311800260JO                       |
| 3400      | RECEIVER-DI                    | RECEIVER-DI-NUMBER              | 021030004                          |
|           |                                | RECEIVER-SHORT-NAME             | TREAS NYC                          |
| 3600      | BUSINESS-FUNCTION              | BUSINESS-FUNCTION-CODE          | CTR                                |
| 4200      | BENEFICIARY                    | BENEFICIARY-ID-CODE             | D                                  |
|           |                                | BENEFICIARY-IDENTIFIER          | 12403400                           |
|           |                                | BENEFICIARY-NAME                | USDA-APHIS                         |
|           |                                | BENEFICIARY-ADDRESS-LINE1       | 4700 RIVER ROAD                    |
|           |                                | BENEFICIARY-ADDRESS-LINE2       | US                                 |
| 4320      | REF-FOR-BNF                    | BENEFICIARY-REF                 | ATS OF 14/09/17                    |
| 5000      | ORIGINATOR                     | ORIGINATOR-ID-CODE              | D                                  |
|           |                                | ORIGINATOR-IDENTIFIER           | 9492421244                         |
|           |                                | ORIGINATOR-NAME                 | INTERNATIONAL ATOMIC ENERGY AGENCY |
|           |                                | ORIGINATOR-ADDRESS-LINE1        | WAGRAMERSTRASSE 5                  |
|           |                                | ORIGINATOR-ADDRESS-LINE2        | VIENNA AUSTRIA A-1400              |
| 6000      | ORIGINATOR-TO-BENEFICIARY-INFO | ORIGINATOR-TO-BENEFICIARY-LINE1 | 021030004 A14005674R41511-2957     |

**Reported Classification(s)**

| Ckey Class Name | Ckey Class Value | Tax Class Code | Credit Ind | Classification Total Amount |
|-----------------|------------------|----------------|------------|-----------------------------|
| CG FEDWIRE      | 812403400000     |                | Y          | \$1,025.00                  |



# REMITTANCE INSTRUCTIONS

Presented by: Kate Sopcyk



# REMITTANCE INSTRUCTIONS



Crucial Pieces to Each Payment to APHIS

- **How** the payment is sent
- **Where** the payment is sent
- **Remittance Advice** included on/with the payment

# PAYMENTS TO USDA APHIS



United States  
Department of  
Agriculture

Marketing and  
Regulatory Programs

Financial  
Management  
Division

Financial  
Operations  
Branch

## Payments to USDA APHIS Instructions

The procedures below are for payments to the 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.dbv.gov](http://www.dbv.gov).

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

**Bank ACH:** are 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:** are 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](mailto:ABShelpline@usda.gov).

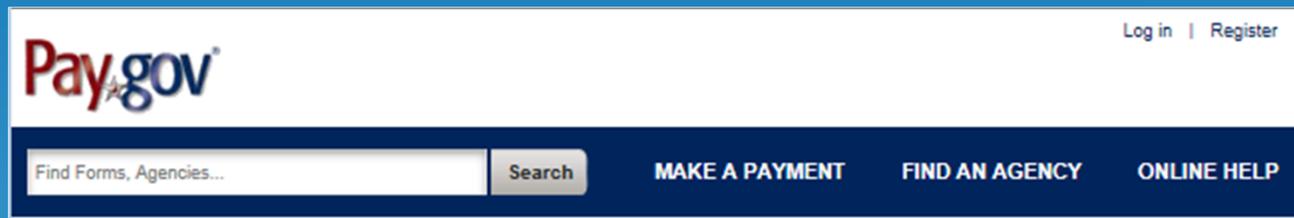
# WS REMITTANCE ADVICE



Wildlife Services Remittance Advice by Customer Type:

- **WS Advance**
  - **WBS Element** (ex. "AP.RA.xxxx.xx.xxxx")
- **WS Reimbursable (non-OTC Accounts)**
  - **Bill Number only**, if a bill exists (ex. "BD 300001234")
- **WS Reimbursable – OTC Accounts**
  - **Customer Number** (ex. "Cust No. 1234567")

# PAY.GOV



Credit Card ~ Debit Card ~ PayPal ~ ACH

Payments may be entered by internal staff or external customers.

# DOWN PAYMENT REQUEST

Form Slightly Changed to Remove "Customer Number"

USDA APHIS  
Wildlife Services

## DOWN PAYMENT REQUEST

Date:

Amount Requested: \$

WBS Element:

BP:

Down Payment Request Number:

Agreement Number:

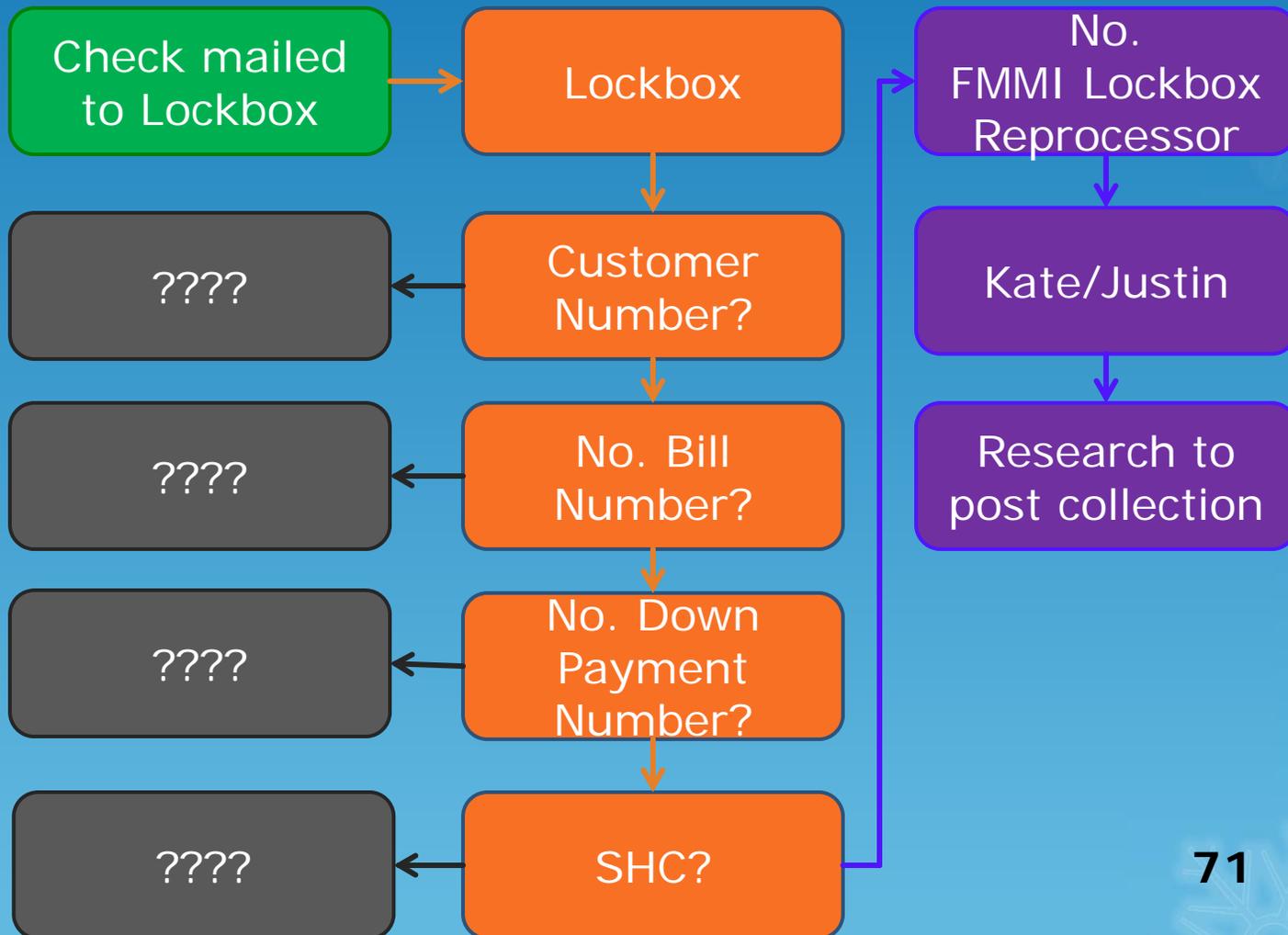
# APHIS FORM 94

## PURPOSE

- Includes Remittance Advice column, needed to ensure **proper and timely posting of collections** which do not contain remittance advice.

| 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<br>USDA, APHIS<br>P.O. Box 979043<br>St. Louis, MO 63197-9000  |                           |           | 4. FROM     |                            |                    |
| 5. DATE RECEIVED   | 6. FOR MRPBS-ASD USE ONLY | 7. AMOUNT | 8. REMITTER | 9. PURPOSE/ACCOUNTING CODE |                    |
|  |                           | \$        |             |                            |                    |
|  |                           |           |             |                            |                    |
|  |                           |           |             |                            |                    |

# APHIS GENERAL LOCKBOX



# COLLECTIONS REPORTING

Presented by: Lora Swanson



# DAILY COLLECTIONS REPORT

Run 2 ways:

- WBS Element (i.e. AP.RA.RX36.72.0072)
- Customer Number (i.e. 000336845)

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome Luisa Jou Zhang Help | Log Off

ledger Management Interface Table Maintenance Purchasing Base Role BI Favorites Ad-hoc Analysis

Vendor and Customer Master Data Request | Commercial Vendor and Customer Master Data Evaluation | Employee Vendor and Customer Master Data Evaluation | **BI Accounts Receivable Reports** | History, Back Forward

**Overview**

-  [Accounts Receivable Aging Detail](#)  
This report displays the outstanding amounts per customer at a detailed level. Past due amounts; Amounts cleared after the key due date.
-  [ATF Summary Report](#)  
Automated Trust Fund Summary Report will allow APHIS users to display the active trust fund cooperative agreements per category and also allow to view the trust fund cooperative agreements in past due aging categories (1-30 days, 31-60 days, or 61-90 days).
-  [Accounts Receivable Aging Summary](#)  
This report displays the outstanding amounts per customer aggregated from the specified key date, including: Past due amounts; Amounts cleared after the key due date.
-  [Daily Collections](#)  
The Daily Collections report provides detailed information about each accounts receivable collection.

# VIEW A BILLING DOCUMENT

View collections posted to billing documents.  
Bill Number (i.e. 3001150973)

The screenshot displays the SAP Financial Management Modernization Initiative interface. The top navigation bar includes 'Accounts Receivable' and 'AR Evaluation', both highlighted with red boxes. The left sidebar shows a tree view under 'Business Activity' with 'Manage AR Documents' expanded, and 'Display AR Document' selected and highlighted with a red box. The main content area is titled 'Display Document: Initial Screen' and contains a 'Keys for Entry View' section with input fields for Document Number, Company Code (set to 'USDA'), and Fiscal Year. The SAP logo is visible in the bottom right corner.

# SALES ORDER REPORTING

Presented by: Lora Swanson

# REIMBURSABLE ORDERS REPORT

Provides the overview and status of each SO.

➤ Layout = /WSLAYOUT

The screenshot displays the USDA Financial Management Modernization Initiative interface for the Reimbursable Orders Report. The top navigation bar includes links for Accounts Receivable, Cost Management, Funds Management, General Ledger Management, Interface Table Maintenance, Purchasing, and Grantor Management. The main content area is titled "Reimbursable Orders Report" and features a "Selection Criterion" section with input parameters for Business Area (APOO), Fiscal Year, Sales Orders, Fund (APOO1600AR), Budget Period, Funds Center (APRGR4949), Commitment Item, Functional Area, and Funded Program (AP\_RA,\*). The "Output Type" section includes radio buttons for "Without Advance", "With Advance", "WBS costs without Sales Orders", and a checked checkbox for "Complex Projects". A "Layout Variant" dropdown is set to "/WSLAYOUT".

# BUDGET

Presented by: Pat Fucile

101



# AVC TABLES

Provides overall (then and now) budget availability balances.

- 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

The screenshot displays the USDA Financial Management Modernization Initiative web application. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', and 'Funds Management'. Below this, a secondary navigation bar shows 'Reports', 'Evaluation', 'HANA Funds Management Reports', and 'BI Funds Management Reports'. The main content area is titled 'Budget Availability Control' and features a left-hand navigation tree under 'Business Activity'. The tree includes 'Analyze Financial Data', 'Budget Preparation and Planning', and 'Budget Availability Control'. The 'Budget Availability Control' option is selected and highlighted. The main display area is titled 'Display Overall Values of Control Objects' and contains a 'Menu' dropdown, 'Save As Variant...', 'Back', 'Exit', and 'Cancel' buttons. Below these are fields for 'FM Area' (set to 'USDA') and 'Control Ledger' (set to '9H'). The 'Type of Account Assignments' section has three radio buttons: 'Control Objects' (selected), 'Budget Addresses', and 'Posting Addresses'. The 'Selection of Account Assignments' section shows 'Fund' and 'Budget Code' fields with input boxes and a 'to' label.

# AVC TABLE CALCULATIONS



|                                 |               |
|---------------------------------|---------------|
| 9H Available Budget Authority   | \$27,411.00   |
| <u>/ 1 + Overhead Rate</u>      | <u>1.2715</u> |
| = ZR Available Budget Authority | \$21,558.00   |

|  |                    |
|--|--------------------|
| 9H Available Budget Authority          | \$27,411.00        |
| <u>- ZR Available Budget Authority</u> | <u>\$21,558.00</u> |
| Total Amt. Reserved for Overhead       | \$ 5,853.00        |

# 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

# OVER BUDGET ISSUES

## Reasons and Resolutions

- **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](mailto:MRP.Billing.Requests@aphis.usda.gov) (where justified)
  
- **Direct 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

# OVER BUDGET ISSUES

## Reasons and Resolutions Cont.

- **OH (indirect expenses) overspent (can be any associated OH account)**

manually recalculate **ZR AVC Table**, check **LIACR** and/or **SOF PTD**

- Expenditure Adjustment for direct expenses\*
- **Open Unneeded Obligations absorbing budget**  
check **ULO** or **SOF PTD**
  - Deobligate unnecessary open obligations
- **Accruals not reversed**
  - Follow up on non-reversed accruals

\* **NOTE:** You cannot adjust OH in FMMI; FMMI will not allow the manual use of BOC 9800. Every direct expense adjustment will create an OH adjustment when OH runs for the period the direct expense adjustment was posted.

# OVER BUDGET ISSUES

## Reasons and Resolutions Cont.

- **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](mailto:Lucy.A.Currie@aphis.usda.gov) or [MRP.Billing.Requests@aphis.usda.gov](mailto: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](mailto: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](mailto:MRP.Billing.Requests@aphis.usda.gov) if there are any additional uncleared, unnecessary DPRs

# OVER BUDGET ISSUES

## Reasons and Resolutions Cont.

➤ **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](mailto: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](mailto:MRP.Billing.Requests@aphis.usda.gov) to rerun OH for the prior period(s) missed.

# EXAMPLE - OVER BUDGET ISSUE ON OH ACCOUNT

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            | <b>\$4,100.00</b> | \$43,100.00     |

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

# EXAMPLE - OVER BUDGET ISSUE ON OH ACCOUNT CONT.

Then at some point, one SO is reduced in amount for any reason (from \$9,000 to \$7,200):

|       | 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.

# BUDGET REPORTING

Presented by: Lora Swanson

# STATUS OF FUNDS – PROJECT TO DATE

➤ Layout = /WS RMVD 4610YE

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome Luisa Jou Zhang Help Log Off

Welcome Accounts Payable Accounts Receivable Cost Management Funds Management **General Ledger Management** Interface Table Maintenance Purchasing

GL Process Approval Financial Reports Evaluation **BL General Ledger Reports**

Overview | History, Back Forward

**Detail Trial Balance (BP)**  
This report displays a detail view of the Standard Trial Balance by providing additional selection parameters and drill-down criteria.

**Status of Funds Project-to-Date**  
This report provides project-to-date budget and actual activity by fund. The report displays the Original Authority (USGL/41xx, 42xx and 43xx), Undistributed Appropriation (USGL/4450), Undistributed Apportionment (USGL/4510 and 4590), Available Authority (USGL/4610, 4620, and 4650), Commitments (USGL/47xx), Obligations (USGL/48xx) and Expenditures (USGL/49xx) by fund.

**Standard Trial Balance**  
This report gives you the beginning balance, debit, credit, and ending balance for both proprietary and budgetary General Ledger accounts.

**Open Commitments Report**  
The Open Commitments Report displays outstanding purchase requisitions and associated Purchase Orders that are direct entered into FMFI and those that are interfaced from the Integrated Acquisition System (IAS).

# ULO OVERVIEW



- 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.
- For U Drive Access or Questions/Concerns, contact Kraig Peterson, the APHIS ULO lead.

# COLLECTION MODIFICATIONS

Presented by: Lucy Currie



# REQUEST COLLECTION MODIFICATION



Email request to [Lucy.A.Currie@aphis.usda.gov](mailto:Lucy.A.Currie@aphis.usda.gov).  
Email should include:

- Incorrect Collection Posting Document Number
- Justification for Request Correct Posting Information:
  - WS Customer Type
  - Customer Number
  - WBS Element
  - BP
  - Amount

# REQUEST COLLECTION MODIFICATION

## Example

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! |

# REQUEST CUSTOMER REFUND

Presented by: Lucy Currie

# REQUEST CUSTOMER REFUND



- Email request to [Lucy.A.Currie@aphis.usda.gov](mailto:Lucy.A.Currie@aphis.usda.gov). Email should include:
  - Subject – “Customer Refund Request – Cust. No. 3301234 - \$565.25”
  - Attachment – Completed [Request for Customer Refund Form](#)

# REQUEST FOR CUSTOMER REFUND FORM



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](mailto: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

Presented by: Lucy Currie

# DEBT MANAGEMENT PROCESS



- Day 1 – bill date
- Day 30 – payment is due
- Day 31 – debt is past due – 1% APR interest
- Day 60 – debt is now 30 days past due
- Day 91 – 6% APR penalty
- Day 150 – debt is now 120 days past due and referred to Treasury Cross Servicing

# DEBT MANAGEMENT REGULATIONS

- **Debt Collection Improvement Act of 1996 - Public Law 104-134** - 120 days past due must be referred to Treasury for cross servicing
- **31 USC 7701** – TIN Required
- **7 CFR 3.34 USDA Debt Management** USDA creditor agencies must attempt to collect interest, penalties and administrative costs.
- **31 CFR 901.2 Demand for Payment**
- **31 CFR 901.6 Suspension or revocation of eligibility for loans and loan guaranties, licenses, permits, or privileges**
- **31 CFR 901.9 Interest, penalties, and administrative costs**



# AGING DETAIL REPORT



|    | A                                 | B                             | C            | D              | E                                   | F           | G            | H            | I             | J              | K              | L           | M         |
|----|-----------------------------------|-------------------------------|--------------|----------------|-------------------------------------|-------------|--------------|--------------|---------------|----------------|----------------|-------------|-----------|
| 1  | Accounts Receivable Aging Summary |                               |              |                |                                     |             |              |              |               |                |                |             |           |
| 2  |                                   |                               |              |                |                                     |             |              |              |               |                |                |             |           |
| 3  |                                   |                               |              |                | Outstanding Amount<br>Past Due Date | 1 - 30 Days | 31 - 60 Days | 61 - 90 Days | 91 - 120 Days | 121 - 180 Days | 181 - 365 Days | 1 - 2 Years | > 2 Years |
| 4  | Customer                          |                               | Document no. | Reference      | \$                                  | \$          | \$           | \$           | \$            | \$             | \$             | \$          | \$        |
| 5  | 0003000258                        | 482 FW FMF                    | 3000450845   | 0090447485     | 11,307.80                           |             |              |              |               |                |                | 11,307.80   |           |
| 6  | 0003000258                        | 482 FW FMF                    | 3000450846   | 0090447486     | 1,455.61                            |             |              |              |               |                |                | 1,455.61    |           |
| 7  | 0003000258                        | 482 FW FMF                    | 3000450847   | 0090447487     | 512.55                              |             |              |              |               |                |                | 512.55      |           |
| 8  | 0003000258                        | 482 FW FMF                    | 3000450848   | 0090447488     | 615.96                              |             |              |              |               |                |                | 615.96      |           |
| 9  | 0003000258                        | 482 FW FMF                    | Result       |                | 13,891.92                           |             |              |              |               |                |                | 13,891.92   |           |
| 10 | 0003287028                        | ACETO CORPORATION             | 1400496746   | 911657         | -68.00                              | -68.00      |              |              |               |                |                |             |           |
| 11 | 0003287028                        | ACETO CORPORATION             | Result       |                | -68.00                              | -68.00      | 0.00         | 0.00         |               |                |                |             |           |
| 12 | 0003272463                        | AFCO AVPORTS MGMT             | 1800220066   | BD723411124004 | 3,049.04                            |             |              |              |               |                |                | 3,049.04    |           |
| 13 | 0003272463                        | AFCO AVPORTS MGMT             | 1800220067   | BD723411124005 | 844.00                              |             |              |              |               |                |                | 844.00      |           |
| 14 | 0003272463                        | AFCO AVPORTS MGMT             | 1800220068   | BD723411124006 | 9,275.05                            |             |              |              |               |                |                | 9,275.05    |           |
| 15 | 0003272463                        | AFCO AVPORTS MGMT             | 3000445139   | 0090441866     | 520.73                              |             |              |              |               |                |                | 520.73      |           |
| 16 | 0003272463                        | AFCO AVPORTS MGMT             | Result       |                | 13,688.82                           | 0.00        | 0.00         |              |               |                |                | 13,688.82   |           |
| 17 | 0003363437                        | AGHALOMA FARMS                | 3000966047   | 0090952534     |                                     |             |              |              |               |                |                |             |           |
| 18 | 0003363437                        | AGHALOMA FARMS                | Result       |                | 0.00                                | 0.00        |              |              |               |                |                |             |           |
| 19 | 0006000081                        | AL DEPT OF TRANSPORTATION     | 1400076815   | 341241         | -3,999.67                           |             |              |              |               |                |                | -3,999.67   |           |
| 20 | 0006000081                        | AL DEPT OF TRANSPORTATION     | 1800193596   | BD720111099001 | 1,712.24                            |             |              |              |               |                |                |             | 1,712.24  |
| 21 | 0006000081                        | AL DEPT OF TRANSPORTATION     | 1800193597   | BD720111099002 | 2,383.00                            |             |              |              |               |                |                |             | 2,383.00  |
| 22 | 0006000081                        | AL DEPT OF TRANSPORTATION     | Result       |                | 95.57                               |             |              |              |               |                |                | -3,999.67   | 4,095.24  |
| 23 | 0006000099                        | ALABAMA DEPT OF TRANS         | 3000885622   | 0090950828     | 9,997.98                            | 9,997.98    |              |              |               |                |                |             |           |
| 24 | 0006000099                        | ALABAMA DEPT OF TRANS         | Result       |                | 9,997.98                            | 9,997.98    |              |              |               |                |                |             |           |
| 25 | 0006000103                        | ALABAMA DEPT OF TRANSPORTA    | 3000922399   | 0090912902     | 22,670.46                           |             | 22,670.46    |              |               |                |                |             |           |
| 26 | 0006000103                        | ALABAMA DEPT OF TRANSPORTA    | Result       |                | 22,670.46                           |             | 22,670.46    |              |               |                |                |             |           |
| 27 | 0006013906                        | ALABAMA DEPT OF TRANSPORTAION | 3000940654   | 0090950832     | 7,182.31                            | 7,182.31    |              |              |               |                |                |             |           |
| 28 | 0006013906                        | ALABAMA DEPT OF TRANSPORTAION | Result       |                | 7,182.31                            | 7,182.31    |              |              |               |                |                |             |           |
| 29 | 0003003838                        | ALBANY CITY AIRPORT AUTH      | 3000922943   | 0090909628     | 3,160.43                            |             | 3,160.43     |              |               |                |                |             |           |



# NEW RRB BILL FORMAT



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

**Due Date: 08/07/2014**  
 AMOUNT ENCLOSED:  
 \$

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

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**

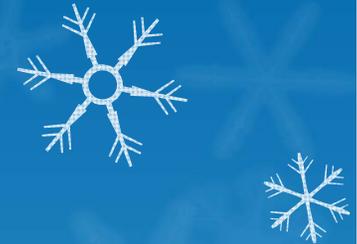
Failure to make payment by the due date will result in the assessment of late payment charges (Interest, Penalty Charges, and/or Administrative Costs) in accordance with your contract permit, or the Debt Collection Act of 1982, as amended. Postmarks are not honored. Late fees do not apply for billings 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 | 2.62           |
| Other Services         | 2.00           |
| <b>Total Charges</b>   | <b>4.52</b>    |

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

# APHIS 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.

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

Requester's name and address (optional)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.

**Social security number**  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Employer identification number**  
**4 1 - 0 6 9 6 2 7 1**

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

---

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below), and
- 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](http://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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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
- 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)



# ABS HELPLINE



- Customer Help Line
  - PHONE: 612-336-3400 or 877-777-2128
  - EMAIL: [ABSHELPLINE@USDA.APHIS.GOV](mailto:ABSHELPLINE@USDA.APHIS.GOV)
- All WS inquiries are routed to Lucy Currie

# QUESTIONS - CONTACT LUCY



[Lucy.A.Currie@aphis.usda.gov](mailto:Lucy.A.Currie@aphis.usda.gov)



612-336-3259

# DAY 3

- Close Sales Order
- FMMI Tips and Tricks
- FMMI User IDs
- Adjustments and Accruals
- Links/Resources
- Discussion Topics
- Hands On



REMINDER - Notes for Post-Training Survey

# **CLOSE A SALES ORDER**

The slide features a solid blue background. On the right side, there is a vertical column of white snowflake graphics of varying sizes and opacities, some appearing as faint outlines and others as solid shapes.

Presented by: Lora Swanson

# CLOSE A SALES ORDER



1. Ensure Zero Dollar Balance / Perform Clean Up – WBS and BP
2. Request Close of SHCs / Verify Close of SHCs
3. Request Close of WBS Element / Verify Close of WBS Element (where applicable)

# Ensure Zero Dollar Balance / Perform Clean Up – WBS and BP

## Instructions

- 1. Ensure all collections and expenses are posted correctly**  
see **Daily Collections** and **LIACR** for detailed report instructions
- 2. Verify OH was captured on all periods with expenses**  
see **LIACR** for detailed report instructions
- 3. Verify All Expenses Have Been Billed**  
see **ROR** for detailed report instructions
- 4. Request SO Line Amount be Reduced to Consumed Amount**  
see **ROR** for detailed report instructions  
➤ Email to [MRP.Billing.Requests@aphis.usda.gov](mailto:MRP.Billing.Requests@aphis.usda.gov)

# Ensure Zero Dollar Balance / Perform Clean Up – WBS and BP

## Instructions (continued)

### 5. Ensure Zero Balance

see **SOF PTD** for detailed instructions

- Advance SO – Request Refund if needed (see **Refund Request** for detailed instructions)
  - Email to [Lucy.A.Currie@aphis.usda.gov](mailto:Lucy.A.Currie@aphis.usda.gov) or [Jennifer.L.Elias@aphis.usda.gov](mailto:Jennifer.L.Elias@aphis.usda.gov)

### 6. Reconcile Account Zero Balance (WBS and BP = SO Line Item)

see **SOF PTD** for detailed instructions

# Ensure Zero Dollar Balance / Perform Clean Up – WBS and BP



## Instructions (continued)

### 7. Check Doc Flow for any uncleared items

see [View a SO, Doc Flow](#) for detailed instructions

- Research and resolve any uncleared items
  - Email to [MRP.Billing.Requests@aphis.usda.gov](mailto:MRP.Billing.Requests@aphis.usda.gov)

### 8. Request to manually clear customer line items, F32

see [Customer Line Item Display](#) for detailed instructions

- Email to [Katrina.J.Sopcyk@aphis.usda.gov](mailto:Katrina.J.Sopcyk@aphis.usda.gov) or [Justin.J.Rhea@aphis.usda.gov](mailto:Justin.J.Rhea@aphis.usda.gov)

# REQUEST CLOSE OF SHCS



## Instructions

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

# VERIFY CLOSE OF SHCS

## ➤ Status

- Active = Open
- Deactivated = Closed

The screenshot displays the USDA Financial Management Modernization Initiative interface. The top navigation bar includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". Below this, a series of menu items are listed: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface Table Maintenance". The "Interface Table Maintenance" menu item is highlighted with a red box. Below the navigation bar, the "Shorthand Code Requests" menu is expanded, showing "Shorthand Code Evaluation" highlighted with a red box. On the left side, the "View Shorthand Code" section is visible, with "Business Activity" expanded to show "Shorthand Code Table" and "View Shorthand Code" highlighted with red boxes. The main content area is titled "Shorthand Codes: Add/Modify/View" and contains a "Menu" dropdown and several buttons: "Save as Variant...", "Back", "Exit", "Cancel", "System", "Execute", "Get Variant...", and "Program Documentation".

# REQUEST CLOSE OF WBS ELEMENTS (where applicable)

## Instructions

- Designated program staff should send an email to [Master.Data.Requests@aphis.usda.gov](mailto: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.

# VERIFY CLOSE OF WBS ELEMENTS (where applicable)

## ➤ System Status

- REL ACPT = Open
- CLSD or CLSD ACPT = Closed
- REL LCKD-ALL = Locked (okay to use when minor error prevents Close status)

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome Accounts Payable Accounts Receivable **Cost Management** Funds Management Gener  
Agency Cost Management Master Data Maintenance | Cost Management Administration **Cost Management Evaluation**

**Project Builder**

Business Activity

- Display Master Data
- Display Cost Allocation Administration
- Display Cost Allocation Process
- Display Project**
  - Project Builder**
    - Display WBS Element Groups
- Display RBAA Table

**Project Builder**

Menu Exit System Display <> change Back Forward

Project Structure: Description

# CUSTOMER LINE ITEM DISPLAY

➤ Layout = /WS UNCLEAR

The screenshot shows the USDA Financial Management Modernization Initiative web application. The top navigation bar includes tabs for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Interface Table Main'. The 'Accounts Receivable' tab is active, and the 'AR Evaluation' sub-tab is selected. The main content area is titled 'Customer Line Item Display' and contains several sections: 'Customer selection' with fields for 'Customer account' and 'Company code'; 'Selection using search help' with fields for 'Search help ID' and 'Search string'; 'Line item selection' with radio buttons for 'Open items', 'Cleared items', and 'All items', and checkboxes for 'Normal items', 'Special G/L transactions', 'Noted items', 'Parked items', and 'Vendor items'; and 'List Output' with fields for 'Layout' and 'Maximum number of items'. The left navigation menu is expanded to show 'Business Activity' and 'myPortal Favorites', with 'Display Account Balance for AR Items' highlighted in red.

# REQUEST FOR F-32 MANUALLY CLEARING

## Instructions

- Determine which items need to be manually cleared to close the SO. These must be:
  - Only the items related to the SO you are trying to close.
  - Balanced to zero dollars.
- Send an email to [Katrina.J.Sopcyk@aphis.usda.gov](mailto:Katrina.J.Sopcyk@aphis.usda.gov) or [justin.j.rhea@aphis.usda.gov](mailto:justin.j.rhea@aphis.usda.gov) 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                | X                | 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                | X                | 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                   | X                | 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 TIPS AND TRICKS

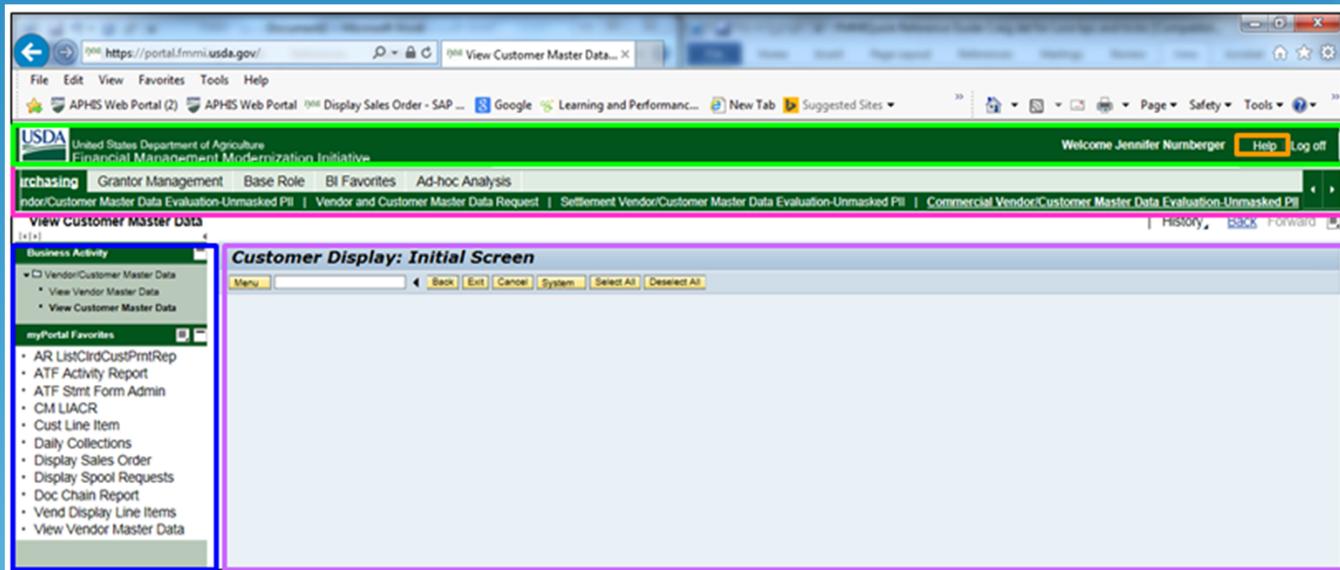
The background is a solid blue color. It is decorated with several white snowflake icons of varying sizes and orientations, scattered across the right side and bottom of the page.

Presented by: Lora Swanson

# FMMI TIPS AND TRICKS

## GENERAL

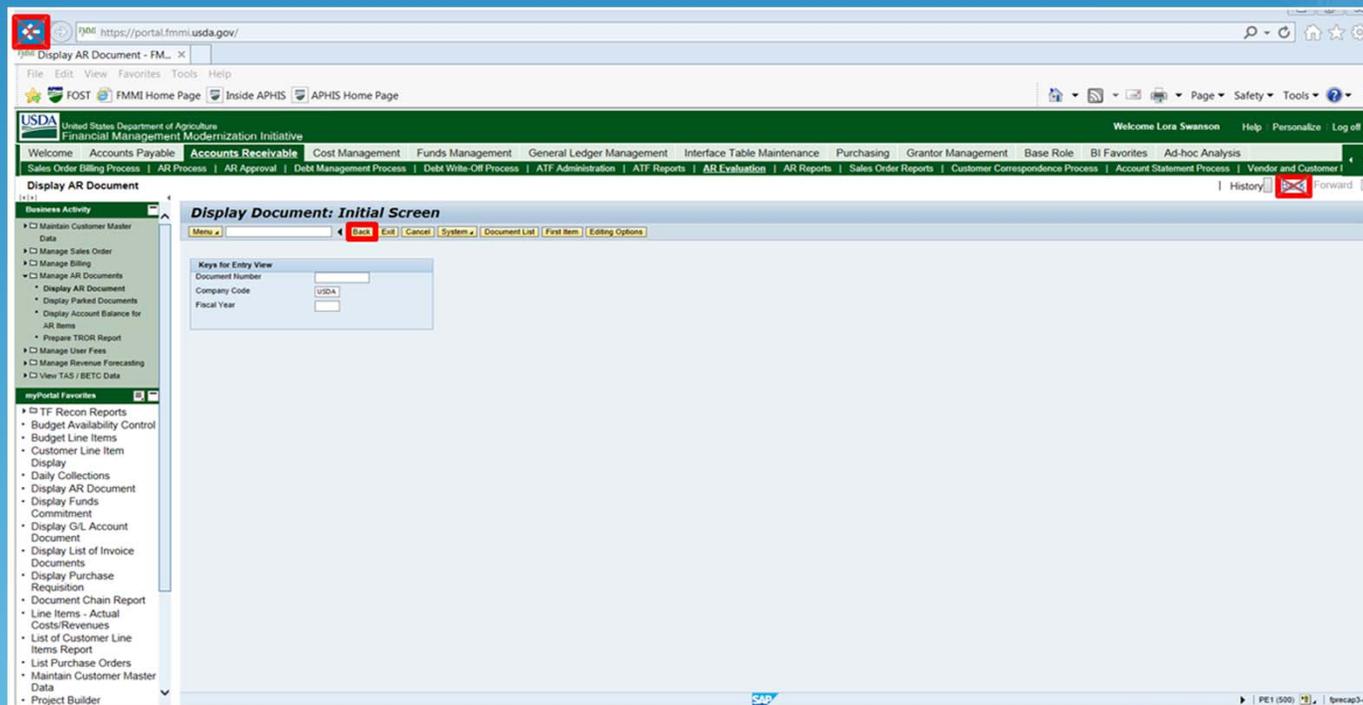
**Help Button** - Access to Job Aids  
(some may be for other agencies)



# FMMI TIPS AND TRICKS

## GENERAL

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



# FMMI TIPS AND TRICKS

## GENERAL

### FMMI 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.\*

# FMMI TIPS AND TRICKS

## GENERAL

### myPortal Favorites – Add Report or Task

The screenshot shows a web browser window displaying the FMMI myPortal interface. The browser address bar shows the URL <https://portal.fmmi.usda.gov/>. The page title is "Daily Collections - FMMI P...". The browser's address bar includes navigation buttons (back, forward, home, search) and a search icon. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes icons for FOST, FMMI Home Page, Inside APHIS, and APHIS Home Page, along with Page, Safety, and Tools menus. The page header includes the USDA logo, "United States Department of Agriculture", "Financial Management Modernization Initiative", and a welcome message "Welcome Lora Swanson" with a "Log off" link. The main navigation bar includes "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface Table Maintenance". The "Accounts Receivable" menu is expanded, showing options like "Sales Order Billing Process", "AR Process", "AR Approval", "Debt Management Process", "Debt Write-Off Process", "ATF Administration", "ATF Reports", "AR Evaluation", and "AR Reports". The "Daily Collections" menu is also expanded, showing options like "Business Activity", "Accounts Receivable Aging", "Detail", "Summary", "Reimbursable Activity Report", "Sales Order History", "ATF Summary Report", "Daily Collections", and "Customer Account Activity". The "myPortal Favorites" menu is expanded, showing options like "TF Recon Reports", "Budget Availability Control", "Budget Line Items", "Customer Line Item Display", "Daily Collections", "Display AR Document", "Display Funds Commitment", "Display G/L Account Document", "Display List of Invoice Documents", "Display Purchase Requisition", "Document Chain Report", and "Line Items - Actual Costs/Revenues". The "Daily Collections" menu item is highlighted, and a context menu is open over it, showing options like "History", "Back", "Forward", "Open in New Window", "Refresh", "Personalize", "Help", "Add to Browser Favorites", and "Add to Portal Favorites". The "Add to Portal Favorites" option is highlighted in red. The main content area shows a "Variable Entry" form with a table of "General Variables". The table has three columns: "Variable", "Current Selection", and "Description". The "Current Selection" column contains checkboxes, and the "Description" column contains text. The table lists various variables such as "Business Area", "Fiscal Year", "Document Type (Predefined Collections)", "Assignment Number", "Budget Period", "Check Number", "Commitment Item", "Cost Center", "Customer (Selection Options, Optional)", "Deposit Number", "Doc Header Txt", "Document Date", "Fiscal Period/Year", "Functional Area", "Fund", "Funded Program", "Funds Center", "Item Status (O/C)", "Payment Supplement", "Posting Date Range", and "Sales Office".

| Variable**                               | Current Selection                                | Description                               |
|--|--|---|
| * Business Area                          | <input type="checkbox"/>                         |   |
| * Fiscal Year                            | <input type="checkbox"/>                         |   |
| * Document Type (Predefined Collections) | AC, AF, DB, DL, DO, DP, <input type="checkbox"/> | AC ABCO Emp Collection, AF Depreciation I |
| Assignment Number                        | <input type="checkbox"/>                         |   |
| Budget Period                            | <input type="checkbox"/>                         |   |
| Check Number                             | <input type="checkbox"/>                         |   |
| Commitment Item                          | <input type="checkbox"/>                         |   |
| Cost Center                              | <input type="checkbox"/>                         |   |
| Customer (Selection Options, Optional)   | <input type="checkbox"/>                         |   |
| Deposit Number                           | <input type="checkbox"/>                         |   |
| Doc Header Txt                           | <input type="checkbox"/>                         |   |
| Document Date                            | <input type="checkbox"/>                         |   |
| Fiscal Period/Year                       | <input type="checkbox"/>                         |   |
| Functional Area                          | <input type="checkbox"/>                         |   |
| Fund                                     | <input type="checkbox"/>                         |   |
| Funded Program                           | <input type="checkbox"/>                         |   |
| Funds Center                             | <input type="checkbox"/>                         |   |
| Item Status (O/C)                        | <input type="checkbox"/>                         |   |
| Payment Supplement                       | <input type="checkbox"/>                         |   |
| Posting Date Range                       | <input type="checkbox"/>                         |   |
| Sales Office                             | <input type="checkbox"/>                         |   |

# FMMI TIPS AND TRICKS

## GENERAL

### myPortal Favorites – Organizing Entries

The screenshot shows the FMMI myPortal interface. The browser address bar displays <https://portal.fmmi.usda.gov/>. The page title is "Daily Collections - FMMI P...". The navigation menu includes "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface Table Maintenance". The "Daily Collections" section is active, showing a "Business Activity" sidebar and a "Variable Entry" table.

The "myPortal Favorites" menu is open, and the "Organize Entries" option is highlighted in red. Other options in the menu include "Open in New Window", "Refresh", "Customer Line Item Display", "Daily Collections", "Display AR Document", "Display Funds Commitment", "Display G/L Account Document", "Display List of Invoice Documents", "Display Purchase Requisition", "Document Chain Report", and "Line Items - Actual Costs/Revenues".

The "Variable Entry" table has the following columns: "Variable", "Current Selection", and "Description". The "Available Variants" dropdown is set to "AC; AF; DB; DL; DO; DP". The "General Variables" table is as follows:

| Variable                               | Current Selection        | Description                               |
|--|--------------------------|---|
| Business Area                          | <input type="checkbox"/> |   |
| Fiscal Year                            | <input type="checkbox"/> |   |
| Document Type (Predefined Collections) | AC; AF; DB; DL; DO; DP   | AC ABCO Emp Collection; AF Depreciation I |
| Assignment Number                      | <input type="checkbox"/> |   |
| Budget Period                          | <input type="checkbox"/> |   |
| Check Number                           | <input type="checkbox"/> |   |
| Commitment Item                        | <input type="checkbox"/> |   |
| Cost Center                            | <input type="checkbox"/> |   |
| Customer (Selection Options, Optional) | <input type="checkbox"/> |   |
| Deposit Number                         | <input type="checkbox"/> |   |
| Doc Header Txt                         | <input type="checkbox"/> |   |
| Document Date                          | <input type="checkbox"/> |   |
| Fiscal Period/Year                     | <input type="checkbox"/> |   |
| Functional Area                        | <input type="checkbox"/> |   |
| Fund                                   | <input type="checkbox"/> |   |
| Funded Program                         | <input type="checkbox"/> |   |
| Funds Center                           | <input type="checkbox"/> |   |
| Item Status (O/C)                      | <input type="checkbox"/> |   |
| Payment Supplement                     | <input type="checkbox"/> |   |
| Posting Date Range                     | <input type="checkbox"/> |   |
| Sales Office                           | <input type="checkbox"/> |   |

# FMMI TIPS AND TRICKS

## GENERAL

### 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 (i.e. limit by FMMI User ID).

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome Accounts Payable Accounts Receivable **Cost Management** Funds Management General Ledger Mana  
Agency Cost Management Master Data Maintenance | Cost Management Administration | Cost Management Evaluation | Cost Management

Line Items - Actual Costs/Revenues

**Display Project Actual Cost Line Items**

Menu ◿ ◀ Save as variant Back Exit Cancel System ◿ Execute Selection options Get **Dynamic selections** Delete

Project Management Selections (DB profile: 000000000001)

Project  to  ◿

-----

WBS Element  to  ◿

Network/order  to  ◿

Activity  to  ◿

Materials in network  to  ◿

# FMMI TIPS AND TRICKS

## GENERAL

### Save Variant

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

Variable Entry

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

| General Variables                        |                         |  |
|--|-------------------------|--|
| Variable <sup>o/v</sup>                  | Current Selection       | Description  |
| * Business Area                          |                         | <input type="checkbox"/>   |
| * Fiscal Year                            |                         | <input type="checkbox"/>   |
| * Document Type (Predefined Collections) | AC; AF; DB; DL; DO; DP; | <input type="checkbox"/> AC ABCO Emp Collection; AF Depreciation f |
| Assignment Number                        |                         | <input type="checkbox"/>   |
| Budget Period                            |                         | <input type="checkbox"/>   |
| Check Number                             |                         | <input type="checkbox"/>   |
| Commitment Item                          |                         | <input type="checkbox"/>   |
| Cost Center                              |                         | <input type="checkbox"/>   |
| Customer (Selection Options, Optional)   |                         | <input type="checkbox"/>   |
| Deposit Number                           |                         | <input type="checkbox"/>   |
| Doc Header Txt                           |                         | <input type="checkbox"/>   |
| Document Date                            |                         | <input type="checkbox"/>   |
| Fiscal Period/Year                       |                         | <input type="checkbox"/>   |
| Functional Area                          |                         | <input type="checkbox"/>   |
| Fund                                     |                         | <input type="checkbox"/>   |
| Funded Program                           |                         | <input type="checkbox"/>   |
| Funds Center                             |                         | <input type="checkbox"/>   |
| Item Status (O/C)                        |                         | <input type="checkbox"/>   |
| Payment Supplement                       |                         | <input type="checkbox"/>   |
| Posting Date Range                       |                         | <input type="checkbox"/>   |
| Sales Office                             |                         | <input type="checkbox"/>   |

OK Check

# FMMI TIPS AND TRICKS

## GENERAL

### Open/Select Variant

- Opening/selecting a variant 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.

Variable Entry

Available Variants:   Save   [Show Variable Personalization](#)

| General Variables                        |                         |   |
|--|-------------------------|---|
| Variable #                               | Current Selection       | Description                               |
| * Business Area                          |                         |   |
| * Fiscal Year                            |                         |   |
| * Document Type (Predefined Collections) | AC; AF; DB; DL; DO; DP; | AC ABCO Emp Collection; AF Depreciation f |
| Assignment Number                        |                         |   |
| Budget Period                            |                         |   |
| Check Number                             |                         |   |
| Commitment Item                          |                         |   |
| Cost Center                              |                         |   |
| Customer (Selection Options, Optional)   |                         |   |
| Deposit Number                           |                         |   |
| Doc Header Txt                           |                         |   |
| Document Date                            |                         |   |
| Fiscal Period/Year                       |                         |   |
| Functional Area                          |                         |   |
| Fund                                     |                         |   |
| Funded Program                           |                         |   |
| Funds Center                             |                         |   |
| Item Status (O/C)                        |                         |   |
| Payment Supplement                       |                         |   |
| Posting Date Range                       |                         |   |
| Sales Office                             |                         |   |

# FMMI TIPS AND TRICKS

## GENERAL

### Determining the Level of Customization of a Report

- Google the Transaction Code (i.e. SAP CJI3) to determine if it is standard SAP

The screenshot displays the SAP FMMI interface. The top navigation bar includes 'Welcome Lora Swanson' and 'Help | Log off'. The main menu shows 'Cost Management' as the active tab. The left sidebar contains a tree view with 'Business Activity' expanded to 'Line Items - Actual Costs/Revenues'. The main content area is titled 'Display Project Actual Cost Line Items' and features a 'Menu' bar with options like 'Save as variant', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Selection options', 'Get', 'Dynamic selections', 'Delete selection criterion', 'Selection screen help', and 'Other set. version'. Below this, there are sections for 'Project Management Selections (DB profile: 000000000001)', 'Cost Elements', 'Posting Data', and 'Settings'. The 'Posting Data' section shows a date range from 11/01/2014 to 11/30/2014. The 'Settings' section shows a layout of '//FOST' and 'FOST WBS DOC DOC DATE TYPE'. A status bar at the bottom right indicates the system is PE1 (500), user is F0001277, and the transaction code is CJI3.

# FMMI TIPS AND TRICKS

## ECC Variable Entry Screen

### Multiple Selections

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

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome Accounts Payable Accounts Receivable **Cost Management** Funds Management General Ledger Mana  
Agency Cost Management Master Data Maintenance | Cost Management Administration | Cost Management Evaluation | Cost Management

Line Items - Actual Costs/Revenues

**Display Project Actual Cost Line Items**

Menu  Save as variant Back Exit Cancel System Execute Selection options Get Dynamic selections Delet

Project Management Selections (DB profile: 000000000001)

Project  to

-----

WBS Element  to

Network/order  to

Activity  to

Materials in network  to

# FMMI TIPS AND TRICKS

## ECC Reporting

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

| WBS Element        | SP   | Pr | Posting Date | Doc. Date  | DocumentNo | Doc. | Cost Elem. | Cost element descr.                      | Value Trans | Document Header Text Name |
|--------------------|------|----|--------------|------------|------------|------|------------|--|-------------|---------------------------|
| AP RA.RX42.72.0217 | 140X |    | 7/04/2014    | 04/30/2014 | 3018009567 | 2P   | 6100001101 | Base Pay - US Non-Wage Board-Full-Time F | 15.96       | C 0207                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018001109 | 2P   | 6100001101 | Base Pay - US Non-Wage Board-Full-Time F | 5.32        | C 0607                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018001161 | 2P   | 6100001101 | Base Pay - US Non-Wage Board-Full-Time F | 5.32        | D 0607                    |
| AP RA.RX42.72.0217 | 140X |    | 04/12/2014   | 04/17/2014 | 3018529339 | 2P   | 6100001101 | Base Pay - US Non-Wage Board-Full-Time F | 5.32        | D 0606                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018009276 | 2P   | 6100001101 | Base Pay - US Non-Wage Board-Full-Time F | 16.96       | D 0207                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018009567 | 2P   | 6100001274 | TSP - Government-Basic Contribution      | 0.16        | C 0207                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018001109 | 2P   | 6100001274 | TSP - Government-Basic Contribution      | 0.05        | C 0607                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018001161 | 2P   | 6100001274 | TSP - Government-Basic Contribution      | 0.05        | D 0607                    |
| AP RA.RX42.72.0217 | 140X |    | 04/12/2014   | 04/17/2014 | 3018529339 | 2P   | 6100001274 | TSP - Government-Basic Contribution      | 0.05        | D 0606                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018009276 | 2P   | 6100001274 | TSP - Government-Basic Contribution      | 0.16        | D 0207                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018009567 | 2P   | 6100001275 | TSP - Government-Matching Contribution   | 0.48        | C 0207                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018001109 | 2P   | 6100001275 | TSP - Government-Matching Contribution   | 0.16        | C 0607                    |
| AP RA.RX42.72.0217 | 140X |    | 04/12/2014   | 04/17/2014 | 3018529339 | 2P   | 6100001275 | TSP - Government-Matching Contribution   | 0.16        | D 0606                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018001161 | 2P   | 6100001275 | TSP - Government-Matching Contribution   | 0.16        | D 0607                    |
| AP RA.RX42.72.0217 | 140X |    | 04/27/2014   | 04/30/2014 | 3018009276 | 2P   | 6100001275 | TSP - Government-Matching Contribution   | 0.48        | D 0207                    |

# FMMI TIPS AND TRICKS

## BI Reporting

### Save Layout

- Saving layouts allow users to run their typical reports without having to reconfigure the final format of the report each time. Users can make changes to the layouts and/or resave the layouts **after** running the reports.

Daily Collection Report

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

| Columns             | Deposit Number | Check Number | Document Type | Collection Document | Document Header     | Customer   |
|---------------------|----------------|--------------|---------------|---------------------|---------------------|------------|
| Key Figures         |                |              |               |                     |                     |            |
| Rows                |                |              |               |                     |                     |            |
| Deposit Number      | 341872         | 005152       | DL            | 1400730816          | DOWNTON DEVELOPMENT | 0003363845 |
| Check Number        |                | Result       |               |                     |                     |            |
| Document Type       | 341882         | 007008       | DL            | 1400815048          | FORNSTROM FARM ACCO | 0003363845 |
| Collection Document |                | Result       |               |                     |                     |            |
| Document Header     | 341953         | 005224       | DL            | 1400886208          | DOWNTOWN DEV AUTHOR | 0003363845 |
| Customer            |                | Result       |               |                     |                     |            |
| Document Date       | Overall Result |              |               |                     |                     |            |

# FMMI TIPS AND TRICKS

## BI Reporting

### Open/Select Layout

- Opening/selecting a layout 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

Daily Collection Report

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

| Columns             | Deposit Number | Check Number | Document Type | Collection Document | Document Header     | Customer   |
|---------------------|----------------|--------------|---------------|---------------------|---------------------|------------|
| Key Figures         |                |              |               |                     |                     |            |
| Rows                |                |              |               |                     |                     |            |
| Deposit Number      | 341872         | 005152       | DL            | 1400730816          | DOWNTON DEVELOPMENT | 0003363845 |
| Check Number        |                | Result       |               |                     |                     |            |
| Document Type       | 341882         | 007008       | DL            | 1400815048          | FORNSTROM FARM ACCO | 0003363845 |
| Collection Document |                | Result       |               |                     |                     |            |
| Document Header     | 341953         | 005224       | DL            | 1400886208          | DOWNTOWN DEV AUTHOR | 0003363845 |
| Customer            |                | Result       |               |                     |                     |            |
| Document Date       | Overall Result |              |               |                     |                     |            |

# FMMI TIPS AND TRICKS

## BI Reporting

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)

|                    | Authority** | Undistributed Appropriation** | Undistributed Apportionment** | Budget Authority** | Commitments** | Obligations** | Expenditures** | Disbursements** | Total Commitments and Obligations** | Available Authority** |
|--------------------|-------------|-------------------------------|-------------------------------|--------------------|---------------|---------------|----------------|-----------------|-------------------------------------|-----------------------|
| AP RA WSFA PA      | 0.00        |                               |                               |                    |               | 0.00          | 2,902.89       |                 | 2,902.89                            | 0.00                  |
| AP RA NA42 71 0005 | 0.00        |                               |                               |                    |               | 0.00          | 5,903.03       |                 | 5,903.03                            | 5,903.03              |
| AP RA NA42 71 0011 | 0.00        |                               |                               |                    |               | 0.00          | 3,447.64       |                 | 3,447.64                            | 3,447.64              |
| 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                          |                               | 144,842.28         |               | 0.00          | 0.00           |                 | 144,842.28                          | 176,066.26            |
| AP RA NA42 71 0332 | 0.00        | 0.00                          |                               | 131,421.24         |               | 0.00          | 0.00           |                 | 131,421.24                          | 160,915.25            |
| AP RA NA42 72 0109 | 0.00        |                               |                               | 0.00               | 0.00          | 25,139.00     | 940.50         | 154,726.62      | 180,806.32                          | 370,620.92            |
| AP RA NA42 72 0154 | 0.00        |                               |                               | 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          | 0.00          | 2,856.75       | 167,643.07      | 170,499.82                          | 21,301.31             |
| AP RA NX42 72 0048 | 0.00        |                               |                               | 0.00               | 0.00          | 0.00          | 9,230.16       |                 | 9,230.16                            | -16.14                |
| AP RA NX42 72 0088 | 0.00        |                               |                               | 0.00               | 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          | 0.00          | 500.36         |                 | 500.36                              | 0.00                  |
| AP RA OVTC WS ER42 | 0.00        |                               |                               | 0.00               | 0.00          | 0.00          | 13,190.64      |                 | 13,190.64                           | 19,478.86             |
| AP RA OVHD WS EE42 | 0.00        |                               |                               | 0.00               | 0.00          | 0.00          | 42,866.53      |                 | 42,866.53                           | 0.00                  |
| AP RA OVHD WS ER42 | 0.00        |                               |                               | 0.00               | 0.00          | 0.00          | -1.78          |                 | -1.78                               | 0.00                  |
| AP RA POOL WS ER42 | 0.00        |                               |                               | 0.00               | 0.00          | 0.00          | 881.86         | -65,948.33      | -65,066.47                          | -141.75               |

# FMMI TIPS AND TRICKS

## BI Reporting

### Subtotals

Users can either bring in subtotals or remove subtotals. Users must have two or more characteristics in the report for this to work.

The screenshot shows the USDA Financial Management Modernization Initiative BI Reporting interface. The main report is titled 'Status of Funds Project-to-Date'. The report displays a table with columns for Authority, Undistributed Appropriation, Undistributed Apportionment, Budget Authority, Commitments, Obligations, Expenditures, Disbursements, Total Commitments and Obligations, and Available Authority. The table is filtered by 'Funded Program' (AP.RA.WSFA.PA) and 'Budget Period' (12XX). A context menu is open over the cell containing '1111' in the 'Budget Period' column, showing options like 'Back', 'Filter', 'Change Drilldown', 'Distribute and Export', 'Properties', 'Calculations and Translations', and 'Sort Budget Period'. The 'Properties' and 'Calculations and Translations' options are highlighted in red.

| Authority**        | Undistributed Appropriation** | Undistributed Apportionment** | Budget Authority** | Commitments** | Obligations** | Expenditures** | Disbursements** | Total Commitments and Obligations** | Available Authority** |
|--------------------|-------------------------------|-------------------------------|--------------------|---------------|---------------|----------------|-----------------|-------------------------------------|-----------------------|
| AP.RA.WSFA.PA      | 11XX                          |                               |                    |               | 0.00          | 0.00           | 2,103.40        | 2,103.40                            | 0.00                  |
|                    | 12XX                          |                               |                    |               |               | 0.00           | 879.49          | 879.49                              | 0.00                  |
|                    | Result                        |                               |                    |               | 0.00          | 0.00           | 2,982.89        | 2,982.89                            | 0.00                  |
| AP.RA.NA42.71.0001 | 1111                          |                               | 0.00               |               |               | 0.00           | 5,863.83        | 5,863.83                            | 5,863.83              |
|                    | Result                        |                               | 0.00               |               |               | 0.00           | 5,863.83        | 5,863.83                            | 5,863.83              |
| AP.RA.NA42.71.0017 | 1111                          |                               |                    | 0.00          |               |                | 3,447.64        | 3,447.64                            | 3,447.66              |
|                    | Result                        | 0.00                          |                    | 0.00          |               | 0.00           | 3,447.64        | 3,447.64                            | 3,447.66              |
| AP.RA.NA42.71.0018 | 1111                          | 0.00                          | 0.00               |               |               |                | 15,967.83       | 15,967.83                           | 15,967.85             |
|                    | Result                        | 0.00                          | 0.00               |               |               |                | 15,967.83       | 15,967.83                           | 15,967.85             |
| AP.RA.NA42.71.0019 | 1111                          | 0.00                          | 0.00               |               |               |                | 30,726.00       | 30,726.00                           | 30,726.00             |
|                    | Result                        | 0.00                          | 0.00               |               |               |                | 30,726.00       | 30,726.00                           | 30,726.00             |
| AP.RA.NA42.71.0331 | 1212                          | 0.00                          | 0.00               |               | 0.00          | 0.00           | 47,004.35       | 47,004.35                           | 50,561.62             |
|                    | 1313                          | 0.00                          | 0.00               |               | 0.00          | 0.00           | 49,580.42       | 49,580.42                           | 67,233.82             |
|                    | 1414                          | 0.00                          | 0.00               |               | 0.00          | 0.00           | 48,257.51       | 48,257.51                           | 58,270.82             |
|                    | Result                        | 0.00                          | 0.00               |               | 0.00          | 0.00           | 144,842.28      | 144,842.28                          | 176,066.26            |
| AP.RA.NA42.71.0332 | 1212                          | 0.00                          | 0.00               |               | 0.00          | 0.00           | 41,989.76       | 41,989.76                           | 48,096.94             |
|                    | 1313                          | 0.00                          | 0.00               |               | 0.00          | 0.00           | 44,847.95       | 44,847.95                           | 64,581.68             |
|                    | 1414                          | 0.00                          | 0.00               |               | 0.00          | 0.00           | 44,583.53       | 44,583.53                           | 48,236.63             |
|                    | Result                        | 0.00                          | 0.00               |               | 0.00          | 0.00           | 131,421.24      | 131,421.24                          | 160,915.25            |
| AP.RA.NA42.72.0109 | 1313                          | 0.00                          |                    | 0.00          | 0.00          | 0.00           | 62,776.82       | 62,776.82                           | 180,878.10            |

# FMMI TIPS AND TRICKS

## GENERAL – Variants and Layouts

### Public vs Private

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

### Before vs After

- **Variants** are always **before** running the report.
- **Layouts** are as follows:
  - **ECC** – before or after
  - **BI** - after

# MISCELLANEOUS

Presented by: Lora Swanson



# RESEARCHING FMMI USER IDS

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome CAROL ANDERSON Help | Log Off

Welcome Accounts Payable Accounts Receivable Cost Management **Funds Management** General Ledger Management

Administration | Reports **Evaluation** HANA Funds Management Reports | BI Funds Management Reports

Display Funds Center | History, Back Forward

Business Activity

- Display FM Master Data
  - Display Application of Funds
  - Display Fund
  - Display Funds Center**
  - Display Funded Program
  - Display Functional Area
  - Display Commitment Item
  - Display Fund Group
  - Display Funds Center Group
  - Display Funded Program Group
  - Display Functional Areas Groups
  - Display Commitment Item Group
  - Display Funds Center Hierarchy
  - Display Commitment Item Hierarchy
- Budget Execution and Distribution
- Budget Preparation and Planning

myPortal Favorites

Display Funds Center in FM Area

Menu | Back Exit Cancel System FM area

Funds Center

FM Area USDA

160

FMD User IDs can be found in Appendix C in the back pocket of the binder.

# ADJUSTMENTS AND ACCRUALS



## Adjustments

- Recodes financial transactions
- Permanent
- 2 sided, must equal zero
- No affect on cash

## Accruals

- Represents financial transactions
- Temporary
- 1 sided
- Affects cash

# ADJUSTMENTS/ACCRUALS DEBIT OR CREDIT?

## 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.

| Standard General Ledger (SGL) Classification | Account Type | SGL Chart of Accounts Series | Normal Balance  |
|--|--------------|------------------------------|-----------------|
| Assets                                       | Proprietary  | 1000                         | Debit           |
| Liabilities                                  | Proprietary  | 2000                         | Credit          |
| Net Costs                                    | Proprietary  | 3000                         | Credit          |
| Budgetary Accounts                           | Budgetary    | 4000                         | Debit or Credit |
| Revenues and Other Financial Sources         | Proprietary  | 5000                         | Credit          |
| Expense                                      | Proprietary  | 6000                         | Debit           |
| Memorandum Accounts (Credit Reform)          | Proprietary  | 8000                         | Debit or Credit |
| Agency Statistical/Memorandum Accounts       | Proprietary  | 9000                         | Debit or Credit |

# EXPENDITURE ADJUSTMENT EXAMPLE

## B2 EXPENDITURE ADJUSTMENT FORM

| FMMI Doc Number <u>105681041</u>                                      |         |            |   |      |                  |                    | Documentation Storage   |     |   |                 |
|---|---------|------------|---|------|------------------|--------------------|---|-----|---|-----------------|
| Document Type: <u>SU</u>  |         |            |   |      |                  |                    | Location: _____   |     |   |                 |
| GL Transaction/Var: <u>B2 TO</u>                                      |         |            |   |      |                  |                    | Reference <u>\$ .05 Budget Error on SO</u> 35 Character Limit                         |     | * The amounts on the back-up must match the amounts on this document. |                 |
| Doc.Header Text <u>Fix Budget-Frm 13 To 14XX</u> 25 Character Limit   |         |            |   |      |                  |                    |   |     |   |                 |
| Line  | Amount  | Fund       | Budget Period   | BOC  | Fund/Cost Center | WBS Element        | Functional Area   | D/C | Line Item Text-50 Character Limit                                     | Trading Partner |
| 001   | \$ 0.05 | AP001600AR | 13XX  | 2500 | APWSER2323       | AP.RA.RX23.72.0651 | AP00AGREIMBUR000  | C   | Fix \$ .05 Budget Error on SO-prvntng colictn trnsfr                  | COM             |
| 002   | \$ 0.05 | AP001600AR | 14XX  | 2500 | APWSER2323       | AP.RA.RX23.72.0651 | AP00AGREIMBUR000  | D   | Fix \$ .05 Budget Error on SO-prvntng colictn trnsfr                  | COM             |
| 003   |         |            |   |      |                  |                    |   |     |   |                 |
| 004   |         |            |   |      |                  |                    |   |     |   |                 |
| 005   |         |            |   |      |                  |                    |   |     |   |                 |
| 006   |         |            |   |      |                  |                    |   |     |   |                 |
| 007   |         |            |   |      |                  |                    |   |     |   |                 |
| 008   |         |            |   |      |                  |                    |   |     |   |                 |
| 009   |         |            |   |      |                  |                    |   |     |   |                 |
| 010   |         |            |   |      |                  |                    |   |     |   |                 |
| 011   |         |            |   |      |                  |                    |   |     |   |                 |
| 012   |         |            |   |      |                  |                    |   |     |   |                 |
| 013   |         |            |   |      |                  |                    |   |     |   |                 |
| 014   |         |            |   |      |                  |                    |   |     |   |                 |
| 015   |         |            |   |      |                  |                    |   |     |   |                 |
| 016   |         |            |   |      |                  |                    |   |     |   |                 |
| 017   |         |            |   |      |                  |                    |   |     |   |                 |
| 018   |         |            |   |      |                  |                    |   |     |   |                 |
| 019   |         |            |   |      |                  |                    |   |     |   |                 |
| 020   |         |            |   |      |                  |                    |   |     |   |                 |
| \$ -  |         |            |   |      |                  |                    | \$ 0.05 D   |     |   |                 |
|   |         |            |   |      |                  |                    | \$ 0.05 C   |     |   |                 |
| <b>Prepared By</b>  |         |            | <b>Entered By</b>   |      |                  |                    | <b>Approved By</b>  |     |   |                 |
| * The Prepared By prepares the hard copy document.                    |         |            | * The Entered By enters the document in FMMI.                         |      |                  |                    | * The Approved By approves the hard copy document and the document processed in FMMI. |     |   |                 |
| * The Preparer, and Data enterer (Entered by) can be the same person. |         |            | * The Preparer, and Data enterer (Entered by) can be the same person. |      |                  |                    | * The Approver and the Preparer cannot be the same person.                            |     |   |                 |
| Signature: _____  |         |            | Signature: <u>TRANG DINH</u>  |      |                  |                    | Signature: <u>JENNIFER</u>  |     |   |                 |
| Printed name: <u>Lora Swanson</u>                                     |         |            | Printed Name: <u>Ashley Dinh</u>                                      |      |                  |                    | Printed name: <u>Jennifer Nurnberger</u>  |     |   |                 |
| Date: <u>4-Dec-14</u>   |         |            | Date: <u>5-Dec-14</u>   |      |                  |                    | Date: <u>12/5/2014</u>  |     |   |                 |
| Telephone Number: <u>612-336-3392</u>                                 |         |            | Telephone Number: <u>612-336-3213</u>                                 |      |                  |                    | Telephone Number: <u>612-336-3234</u>   |     |   |                 |

# HELPFUL LINKS/ RESOURCES

## USSGL

Searchable PDF (ctrl+ F)

| <b>600000</b> | <b>EXPENSES</b>  |        |
|---------------|--|--------|
| 610000        | Operating Expenses/Program Costs   | Debit  |
| 619000        | Contra Bad Debt Expense - Incurred for Others  | Credit |
| 619900        | Adjustment to Subsidy Expense  | Credit |
| 631000        | Interest Expenses on Borrowing From the Bureau of the Fiscal Service and/or the Federal Financing Bank | Debit  |
| 632000        | Interest Expenses on Securities  | Debit  |
| 633000        | Other Interest Expenses  | Debit  |
| 633800        | Remuneration Interest  | Debit  |

USSGL Link:

<http://fms.treas.gov/ussgl/index.html>

# FMMI USSGL

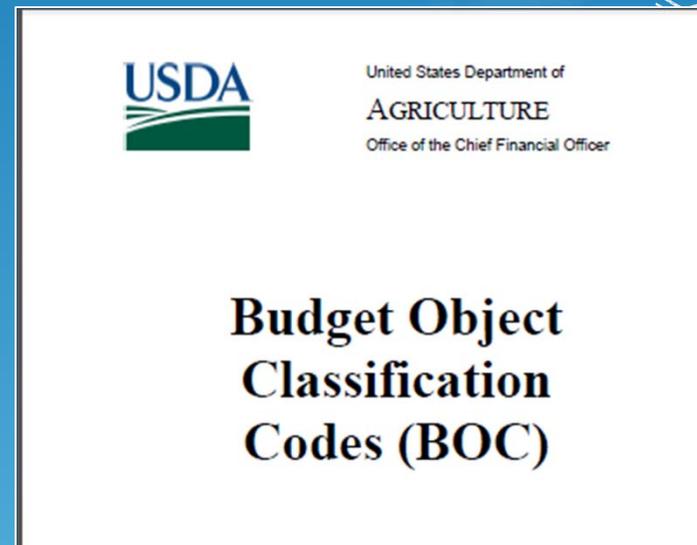
| G/L Account Group        | Number Ranges           |
|--------------------------|-------------------------|
| Assets                   | 1000000000 – 1999999999 |
| Liabilities              | 2000000000 – 2999999999 |
| Net Position             | 3000000000 – 3999999999 |
| Budgetary              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

# HELPFUL LINKS/ RESOURCES

## BOCS / RSCS

### Searchable PDF (ctrl+ F)

|      |  |    |
|------|--|----|
| 2000 | Supplies and Materials.....  | 5  |
| 2610 | Supplies – Energy Related.....                                     | 5  |
| 2620 | Scientific and Experimental Supplies.....                          | 5  |
| 2630 | IT-Related Supplies.....   | 35 |
| 2640 | Commodities.....   | 36 |
| 2650 | Cost of Materials Used in Production.....                          | 36 |
| 2660 | Subscriptions, Pamphlets, and Documents.....                       | 36 |
| 2670 | Supplies and Materials – General.....                              | 37 |
| 2680 | GSA – FEDSTRIP Supplies.....                                       | 37 |
| 2690 | Materials and Parts.....   | 37 |
|      | Equipment.....   | 37 |
| 3100 | Equipment.....   | 38 |
| 3110 | Machinery and Equipment (Other) – Capitalized and Accountable..... | 39 |
| 3120 | Machinery and Equipment – Capitalized and Accountable.....         | 39 |



**BOC/RSC Manual Link:**

**<https://cod.nfc.usda.gov/Documents/toc.html>**

# DISCUSSION TOPICS

The background is a solid blue color. On the right side, there is a vertical column of white snowflake graphics. The snowflakes vary in size and opacity, with some being solid white and others being semi-transparent. They are arranged in a descending pattern from top to bottom.

Facilitated by: Lora Swanson or Connie Barnes

# DISCUSSION TOPICS



- OTC SOs / Remittance Instructions
- 5<sup>th</sup> Bill
- ACMS
- Indirect Charges – OH and PJC
- Conversion Errors
- DP 98 File
- Exceptions/ Customizations



FMD FOB  
Minneapolis, MN