

2015

Sales Order Training

For APHIS

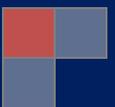


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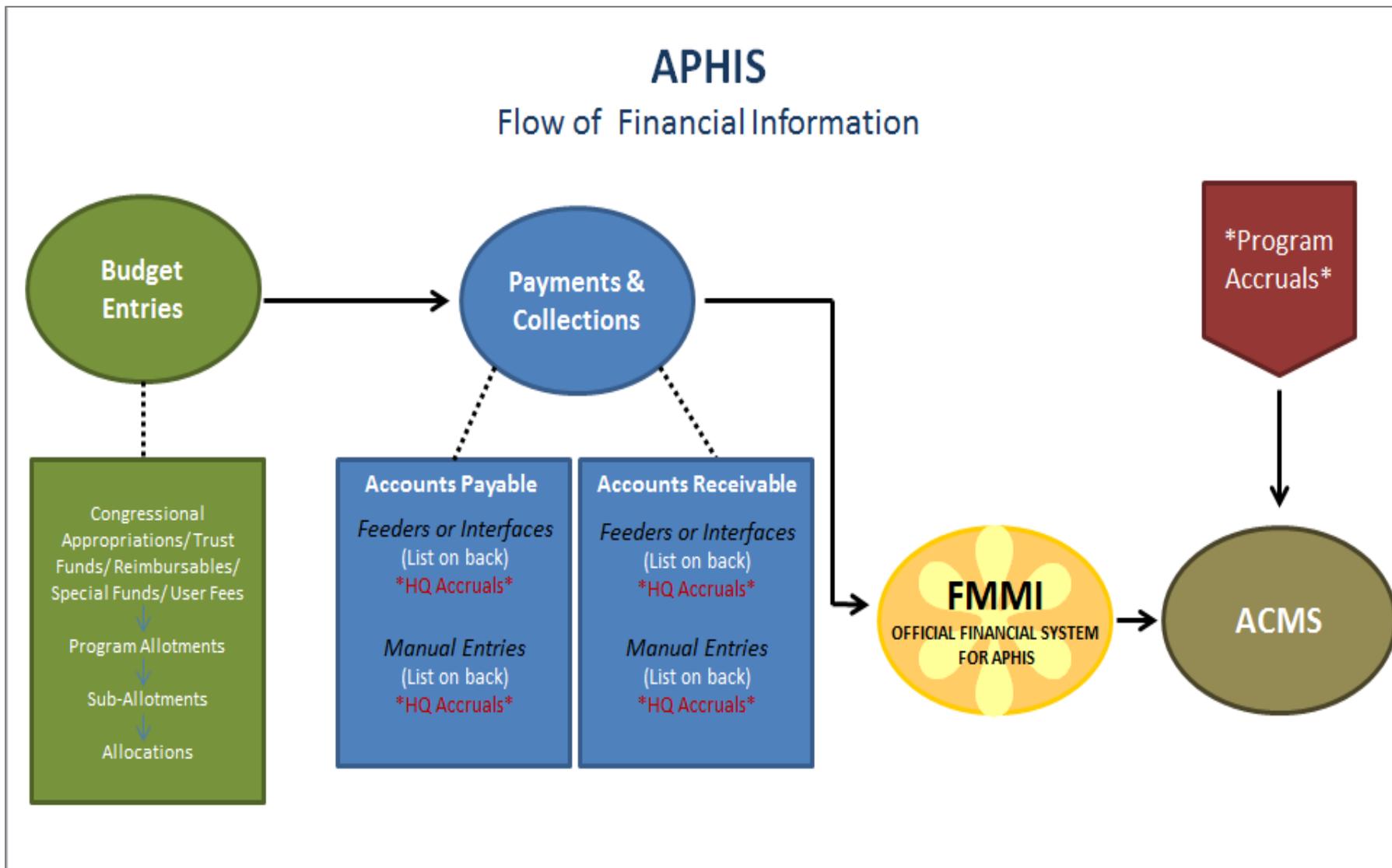
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Acronyms

ACH	Automated Clearing House
ADMIN	Administration
AFSRB	APHIS Financial Systems & Reporting Branch
AP	Account Payable
APHIS	Animal and Plant Health Inspection Service
AR	Accounts Receivable
AVC	Availability Control
BESB	Budget Execution Support Branch (<i>part of FMD, Riverdale</i>)
BI	Business Intelligence
BOC	Budget Object Code
BOBJ	Business Objects
BP	Budget Period
CM	Cost Management
CR	Change Request
DOC	Document
DPR	Down Payment Request
DP	Down Payment
ECC	ERP Central Component
FM	Funds Management
FMD	Financial Management Division
FMMI	Financial Management Modernization Initiative
FN	Foreign National
FOB	Financial Operations Branch (<i>part of FMD, Minneapolis</i>)
FOST	Financial Operations Services Team (<i>used to be part of APT before it split</i>)
GL	General Ledger
GSA	General Services Agency
HANA	High Performance Analytical Appliance
IAS	Integrated Acquisition System
INTR	Intra-USDA Reimbursable
IOAT	International Operations & Accounting Team (<i>used to be part of APT before it split</i>)
IPAC	Intra-Governmental Payment and Collection System
LIACR	Line Items – Actual Costs/Revenues
MPLS	Minneapolis
MRP	Marketing and Regulatory Programs
MRPBS	Marketing and Regulatory Programs Business Services
NFC	National Finance Center (<i>part of USDA, New Orleans</i>)
OCFO	Office of the Chief Financial Officer (<i>part of USDA, New Orleans</i>)
OH	Overhead
OMB	Office of Management & Budget
OTC	Over the Counter
PROP	Property System
RONA	Reimbursable Order No Advance

ROR	Reimbursable Order Report
ROWA	Reimbursable Order With Advance
ROWE	Reimbursable Order With Exception
RRB	Resource Related Billing
SF	Standard Form
SHC	Short Hand Code
SO	Sales Order
SOF PTD	Status of Funds, Project to Date
SPS	Secure Payment System
SWIFT	Society for Worldwide Interbank Financial Telecommunication
TAS	Treasury Account Symbol
TAFS	Treasury Appropriation Fund Symbol
TF	Trust Fund
TOWA	Trust Order With Advance
ULO	Un-Liquidated Obligation
USDA	United States Department of Agriculture
VS	Veterinary Services
WBS	Work Breakdown Structure
WS	Wildlife Services

APHIS Financial Information Flow



Accounts Payable**Feeders or Interfaces**

WebTA/Payroll (Employee Payments)
GovTrip (Govt Travel)
SmartPay 2 (Purchase Cards)
WEX (Fleet Cards)
PROP (Property)
IAS (Procurement)
Ameresco (Utilities)
Metel (Telephone)

Manual Entries

IPAC*
VADRs*
ePRES (foreign payments)
SPS (same day payments)
Employee Reimbursements (SF-1164s)
eFABS (Allowances)
Misc Pay
BSE
Coop Agreements
EEO Payments
Training (SF-182)
Fee Basis
Grants
Honorariums
Indemnities
Patent Royalties
Postage
Tort Claims
Transportation
UPS
Contracts
Adjustments

Accounts Receivable**Feeders or Interfaces**

Lockboxes
VS User Fee System

Manual Entries

ACH
FedWire
IPAC
Pay.gov
Lockbox Rejects
Sales Orders
Billings (non-SO related)
Modifications
Transfers
Refunds
Write Offs

SO Jobs FOB Runs

Overhead
RRB Billing

***Feeders being developed**

Master Data Overview

FMMI Master Data Elements

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

Budget Period (BP)

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

Example

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

Application of Funds

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

Examples of Application of Funds:

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

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

Funds

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

OMB Recognized Category Programs

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

Examples of Funds:

- AP001600AD – General Direct-**Cat A**

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

Fund/Cost Centers

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

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

Examples of Fund/Cost Centers

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

Functional Areas

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

Examples of Functional Areas

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

Funded Program/Work Breakdown Structure (WBS)

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

APHIS uses up to 3 WBS level:

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

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

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

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

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

Shorthand Code (SHC)

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

Shorthand Code Format:

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

Example:

- **44**WSHQ0808EPPSODEPD0001**1234**
 - Budget Period: **1414**
 - Cost Center: AP**WSHQ0808**
 - Functional Area: AP00PDE**EPPSODE**000
 - WBS Level 2: AP.EX.**PD00.01** (If no WBS fill with “PUBLICUSDA”)
 - WBS Level 3: AP.EX.PD00.01.**1234** (If only a WBS Level 2, fill with “USDA”)

Commitment Items

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

Examples of BOCs

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

Examples of RSCs

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

Link to APHIS FMMI Master Data: [FMD Quick Reference Guide](#)

Link to the BOC Manual: <https://cod.nfc.usda.gov/Documents/toc.html> (PDF Searchable)

General Ledger Overview

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

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

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

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

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

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

ChAc	G/L account	CoCd	Long Text	D	D
USGL	1010000000	USDA	Fund Balance with Treasury		
USGL	1010220000	USDA	Disbursement Adjustment Account (Column2/ Section2)		
USGL	1010230000	USDA	Collection Account (Column2/Section3)		
USGL	1010320000	USDA	Disbursement Account (Column3/Section2)		
USGL	1010330000	USDA	Collection Adjustment Account (Column3/Section3)		
USGL	1010950000	USDA	Splitter Balancing Account		
USGL	1010980000	USDA	Cost Transfer/Overhead Offset		

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

Sales Orders Intro

Overview

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

Purpose:

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

Not Used for:

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

Sales Order Types – APHIS

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

OTC ROWE SO Differences

Purpose

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

SO Type ROWE

Differences from other ROWE SOs

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

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

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

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

Item	Material	Description	WBS Element	Order Quantity	Un	Amount	per	UoM	Net price	Crcy	Pint	ItCa	CoTy	CRTD	BLCK	O
10	REIMB	OTCS GOERGU	AP..RA..OTCS..WS..ER13	1	VA	90,405.46	1	VA	90,405.46	USD	D	AP00	ROWE	REMB		

DIFF 2: These customer numbers were set up to be **account statement customers**

(i.e. 2 filled in Account Statement box – see arrow below).

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

Display Customer Company Code Data

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

Customer 3365 613 WILDLIFE SERVICES GEORGIA OTC MINNEAPOLIS
 Company Code USDA US Dept of Agriculture

Account Management Payment Transactions Correspondence

Dunning data

Dunn.Procedure 1003 Dunning Block
 Dunn.recipient Leg.dunn.proc.
 Last Dunned Dunning Level 0
 Dunning clerk Grouping key Dunning areas..

Correspondence

Account Statement 2 
 Decentralized processing

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

Address Control Data Payment Transactions

Preview

Name

Title
 Name WILDLIFE SERVICES GEORGIA OTC

Search Terms

Search term 1/2 WILDLIFE S

Street Address

Street 2 100 N 6TH STREET, STE 510C 
 Street/House number ATTN: BCT
 Postal Code/City 55 403-0000 MINNEAPOLIS
 Region MN Minnesota

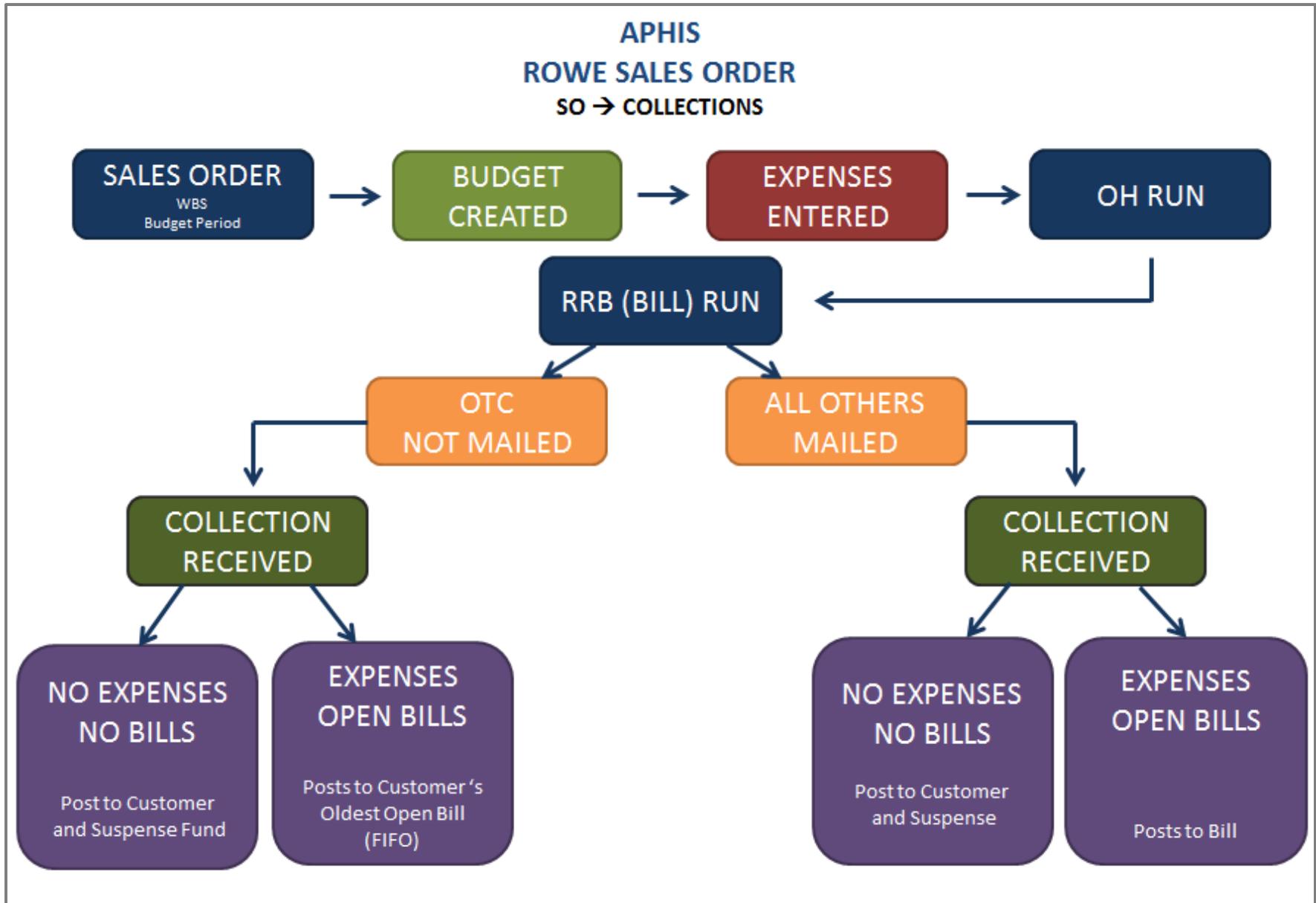
DIFF 4: Bills are generated by Resource Related Billing (RRB) monthly but are **not mailed** to the state offices. RRB captures all eligible (billable) expenses posted to the SOs WBS and BP.

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

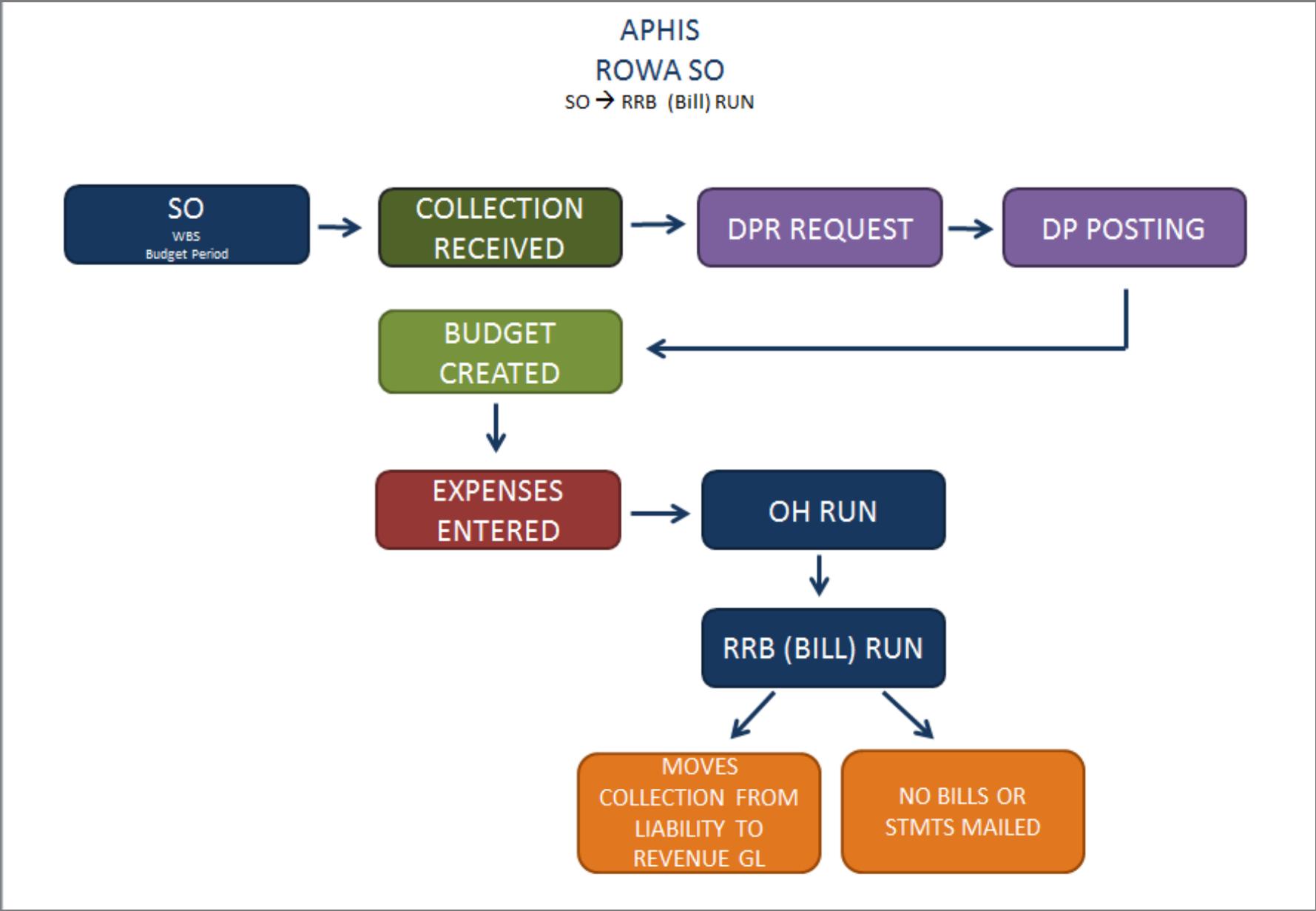
If there are more unapplied funds on the customer number than there are expenses on the bill created by RRB, the remaining funds will sit on the customer number and suspense fund until the next round of RRB captures billable expenses. If this happens there could be one collection that is partially applied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

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

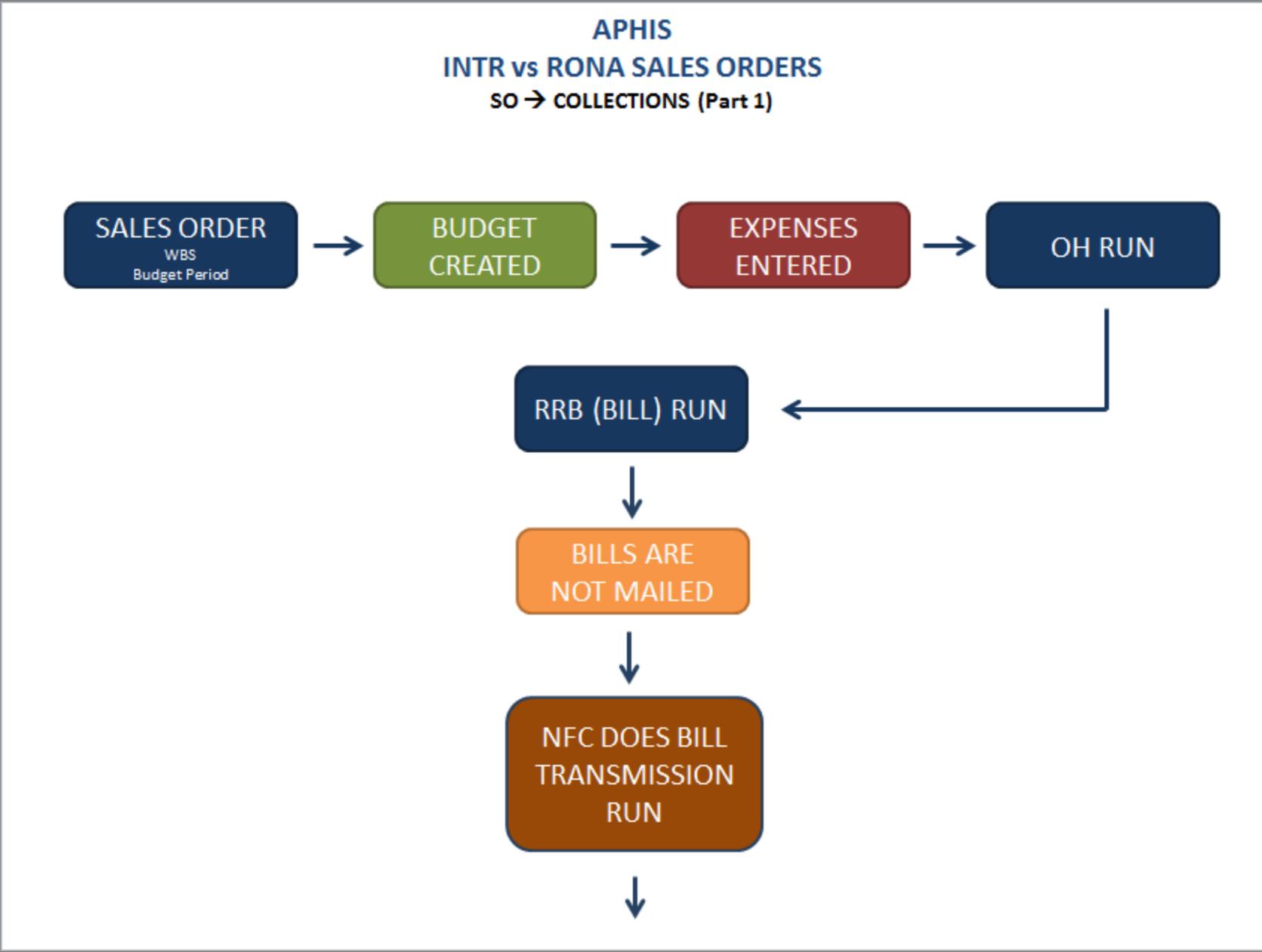
APHIS ROWE SO Flowchart



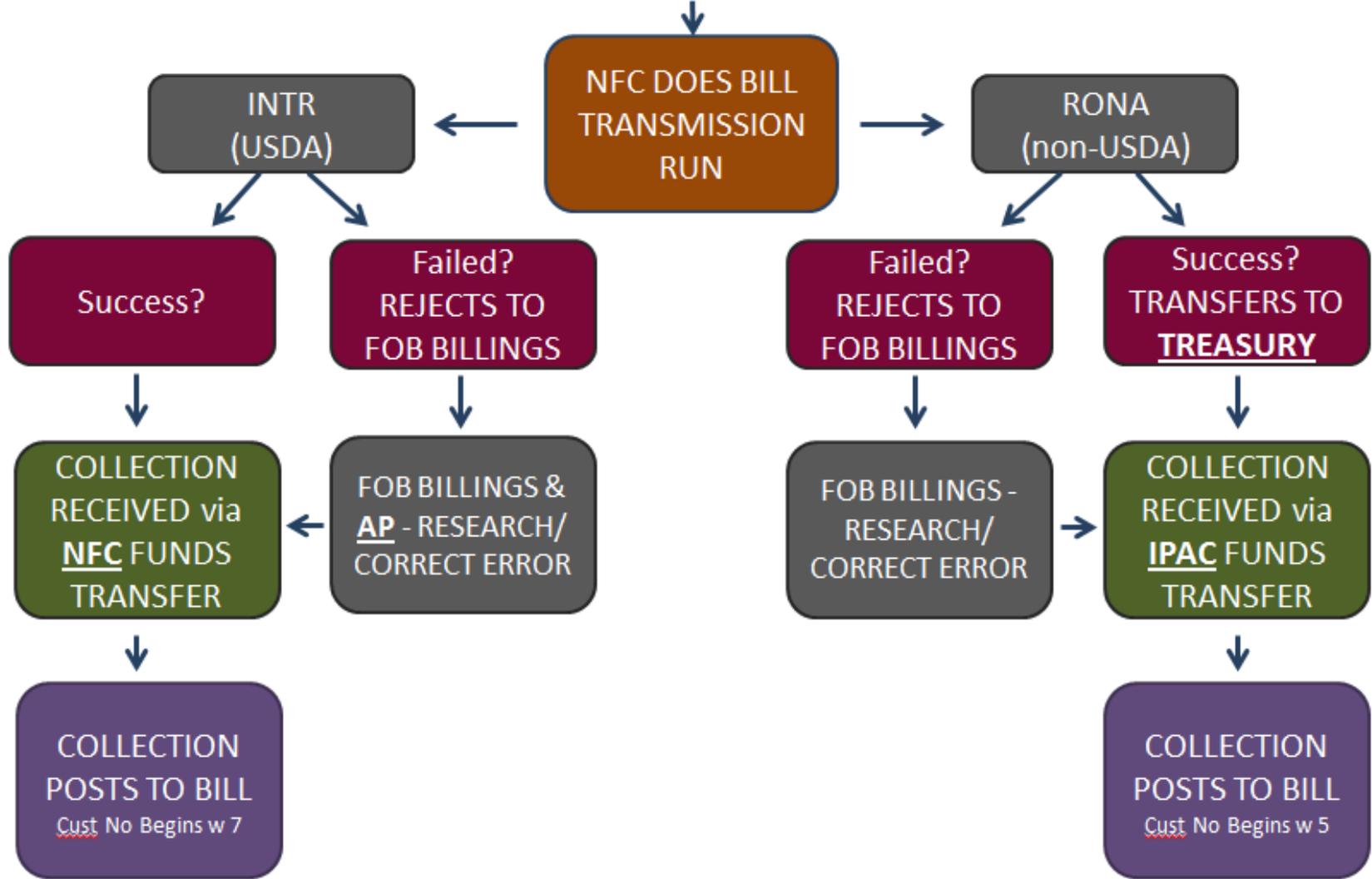
APHIS ROWA SO Flowchart



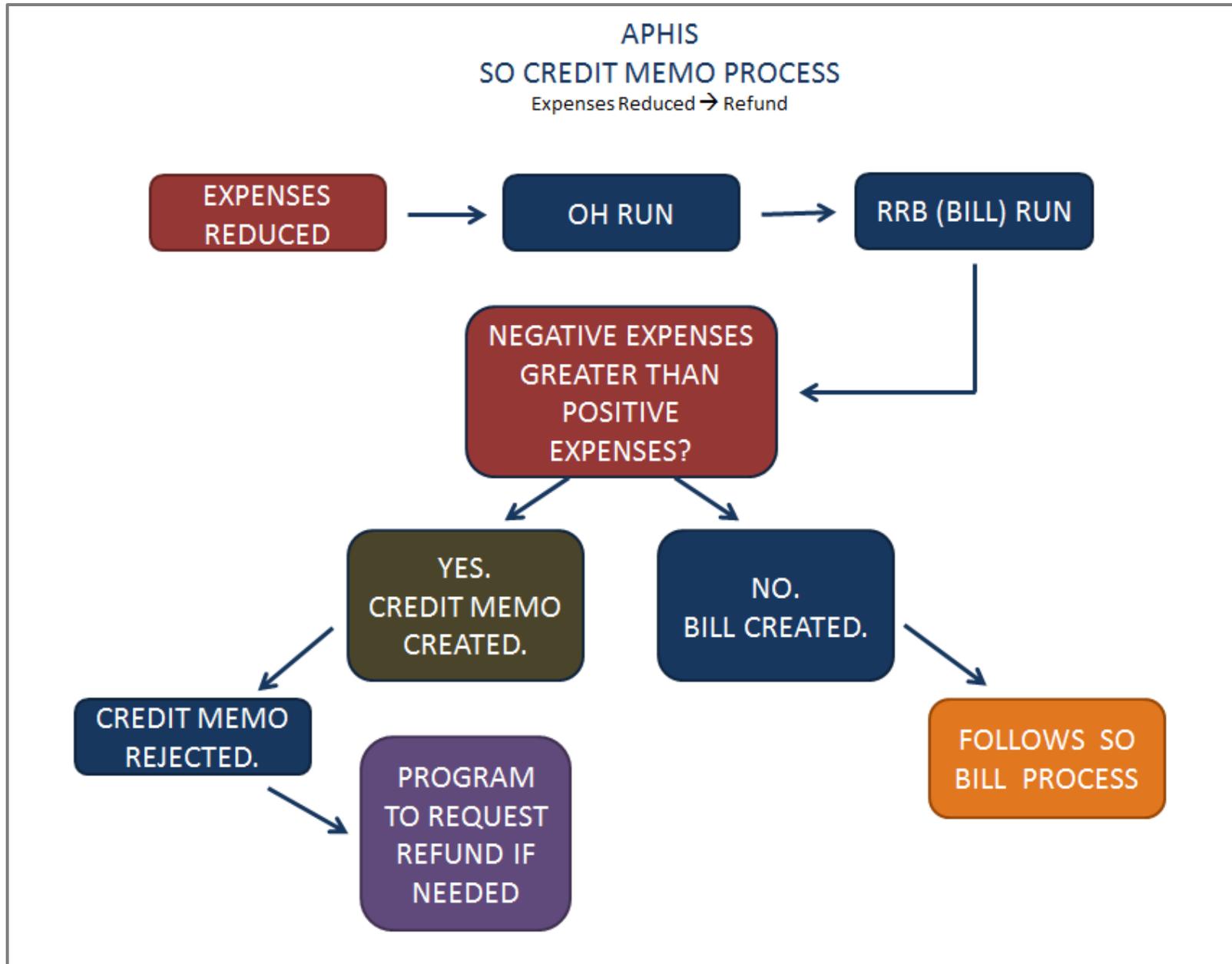
APHIS INTR vs RONA SALES ORDERS Flowchart



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



APHIS SO CREDIT MEMO PROCESS Flowchart

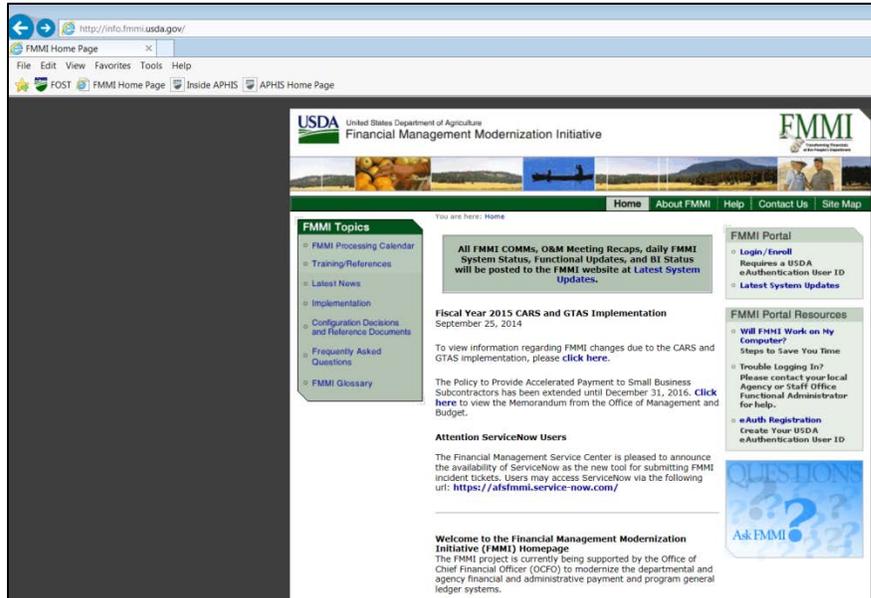


FMMI Intro

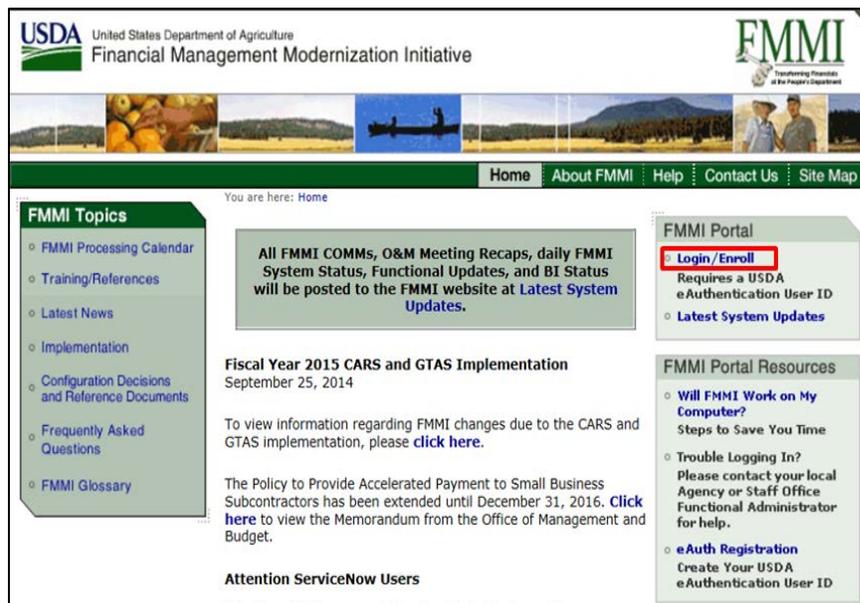
Accessing FMMI

Instructions

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



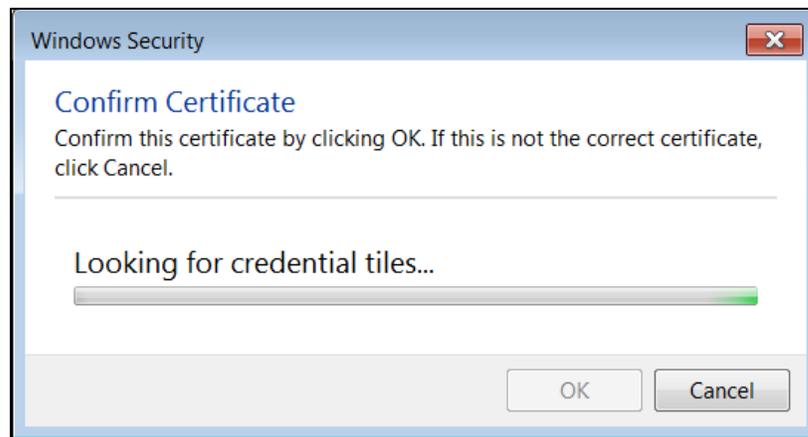
2. Click on **Login/Enroll**



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



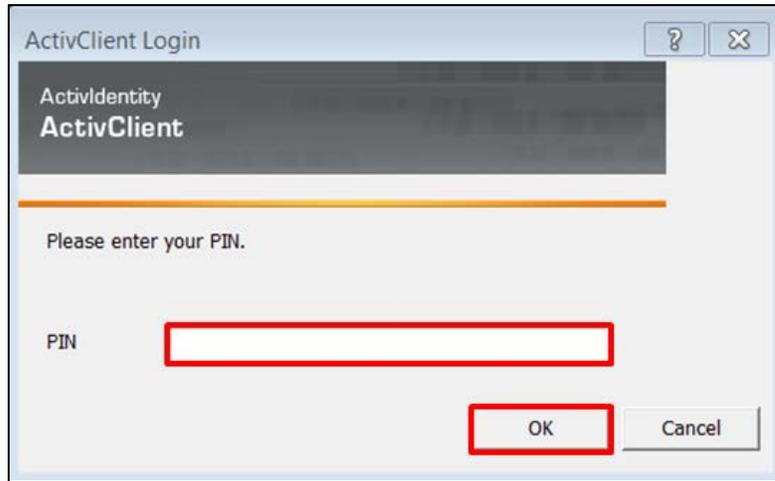
4. The following screen will appear. Wait for it to process.



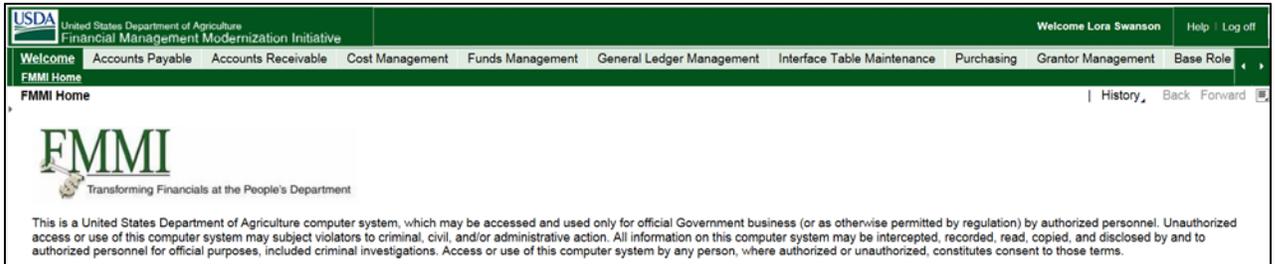
5. The following screen will appear and choose the PIV Authentication option. Click on **OK** to proceed.



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



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



FMMI Report Types

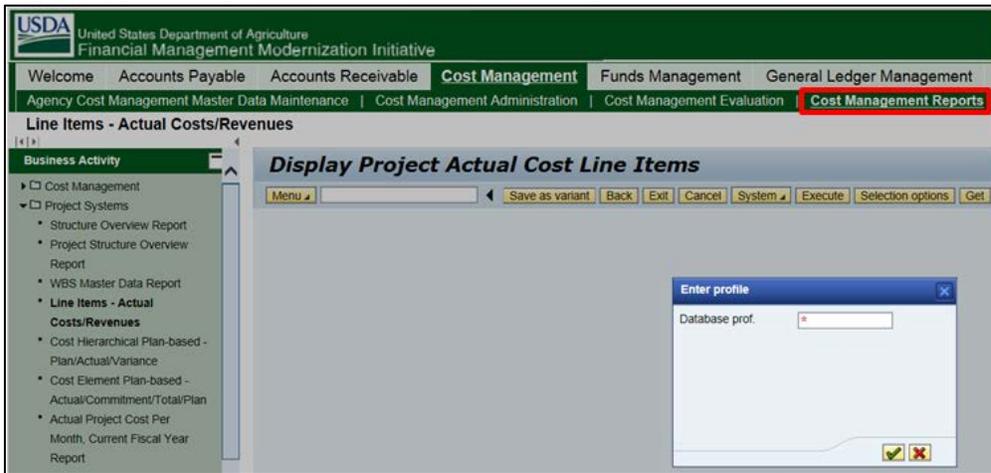
Determining FMMI Report Type

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

FMMI Report Types

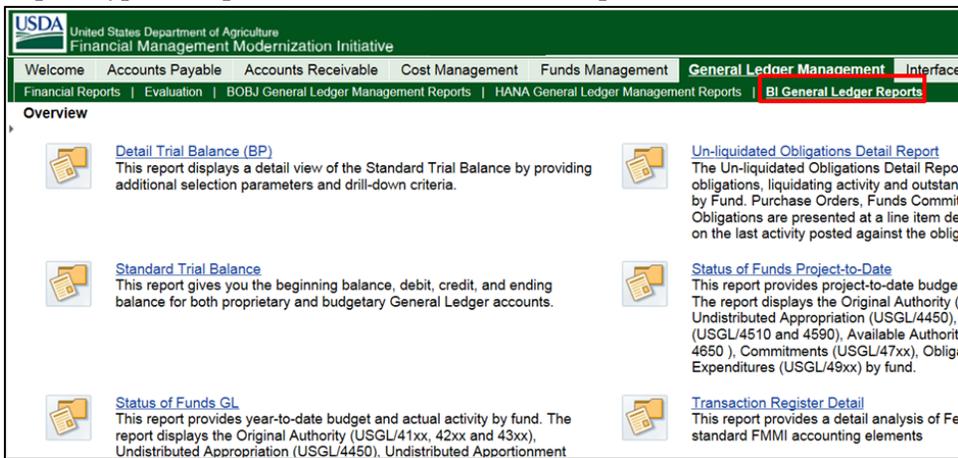
- **ECC**
 - Real Time
 - Drill Down Capabilities
 - Similar to Excel

Report Type Example = ECC – located under “Reports”



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

Report Type Example = BI – located under “BI Reports”



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

Report Type Example = HANA – located under “HANA Reports”

The screenshot shows the USDA Financial Management Modernization Initiative web application. The navigation menu includes: Welcome, Accounts Payable, Accounts Receivable, Cost Management, Funds Management, **General Ledger Management**, and Inter. Under 'General Ledger Management', the sub-menu includes: Financial Reports, Evaluation, **BOBJ General Ledger Management Reports**, **HANA General Ledger Management Reports**, and BI General Ledger Reports. The 'HANA General Ledger Management Reports' section is expanded to show an 'Overview' of reports:

- 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 data. 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 detailed ledger data for spending activity by Funded Program, Fund, Vendor, and Obligor Document Number.

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

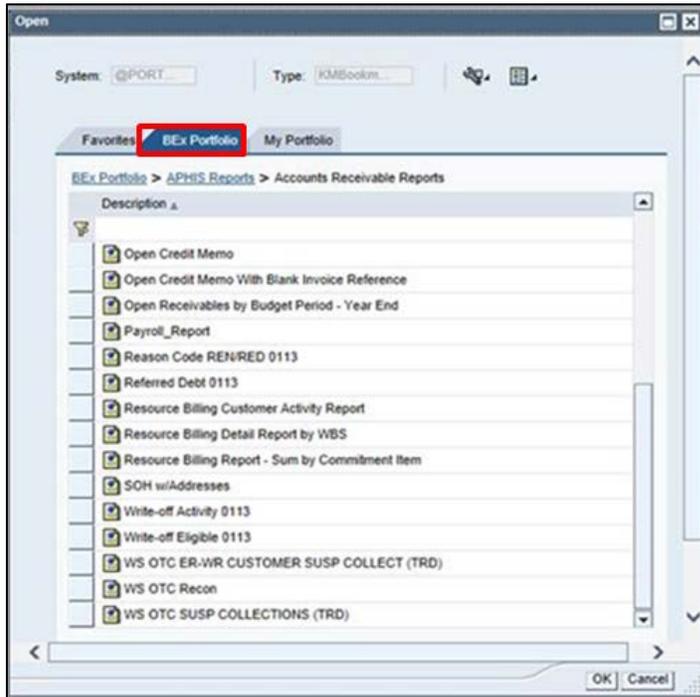
Report Type Example = BOBJ – located under “BOBJ Reports”

The screenshot shows the USDA Financial Management Modernization Initiative web application. The navigation menu includes: Welcome, Accounts Payable, Accounts Receivable, Cost Management, Funds Management, **General Ledger Management**, and Inter. Under 'General Ledger Management', the sub-menu includes: Financial Reports, Evaluation, **BOBJ General Ledger Management Reports**, HANA General Ledger Management Reports, and BI General Ledger Reports. The 'BOBJ General Ledger Management Reports' section is expanded to show an 'Overview' of reports:

- Cash Balance Statement Report**: This Cash Balance Statement Report will provide 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 a comprehensive view of the Budget Execution for FAS when for any activity. It will allow users to view the entire flow/lifecycle across the fiscal years, Fiscal Year, and every program area. It also provides a mechanism through the entire reimbursable agreement will include ability to review Earnings, Billings, and any specific time period.
- Earned Revenue Report**: This Earned Revenue 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 activity data from both GL and FM tables in an audit format to provide users a more complete picture of budget activity for manual manipulation and provides a snapshot of budget activity for any given time period. This will be beneficial 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 Document Number, and FMMI Document Number.
- Open Accruals**: The Open Accruals report will provide all the accruals that have been recorded but have not been reversed. The report is required to help manage accruals that have been recorded but have not been reversed.

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

Report Type Example = BEx – located under “BEx Portfolio”



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

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

Roles in FMMI

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

Sales Orders

Display Sales Order (SO)

Purpose

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

Considerations

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

Report Type

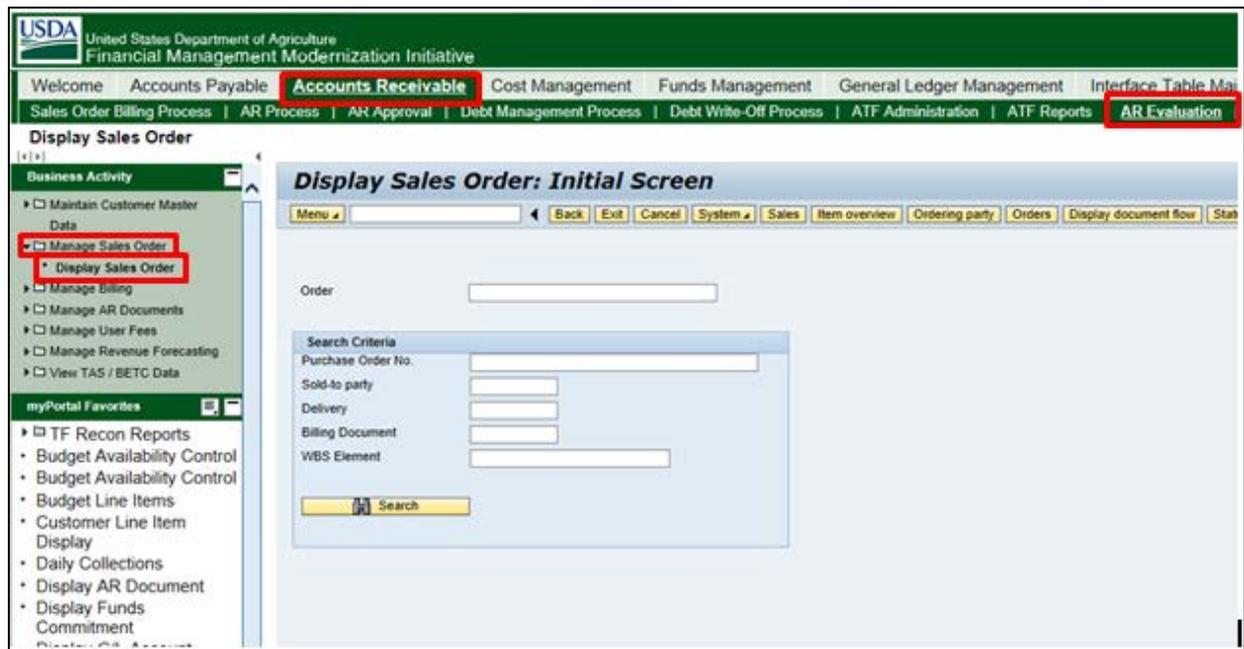
NA/ECC

FMMI Role

Accounts Receivable, AR Evaluator Role

Instructions

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



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

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

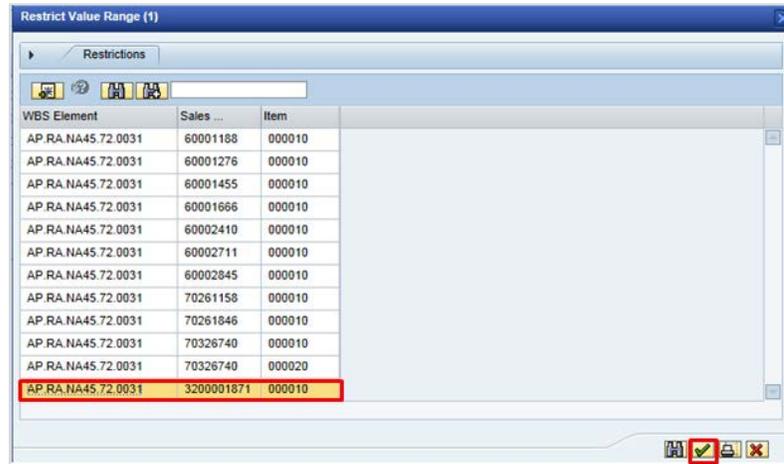
The screenshot shows the 'Display Sales Order: Initial Screen' in the USDA Financial Management Modernization Initiative. The 'Order' field is highlighted with a red box and contains the value '3200001871'. Below it, the 'Search Criteria' section includes fields for 'Purchase Order No.', 'Sold-to party', 'Delivery', 'Billing Document', and 'WBS Element'. A 'Search' button is highlighted with a red box at the bottom of the search criteria section.

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

The screenshot shows the 'Display Sales Order: Initial Screen' in the USDA Financial Management Modernization Initiative. The 'WBS Element' field in the 'Search Criteria' section is highlighted with a red box and contains the value 'AP.RA.NA45.72.0031'. A 'Search' button is highlighted with a red box at the bottom of the search criteria section.

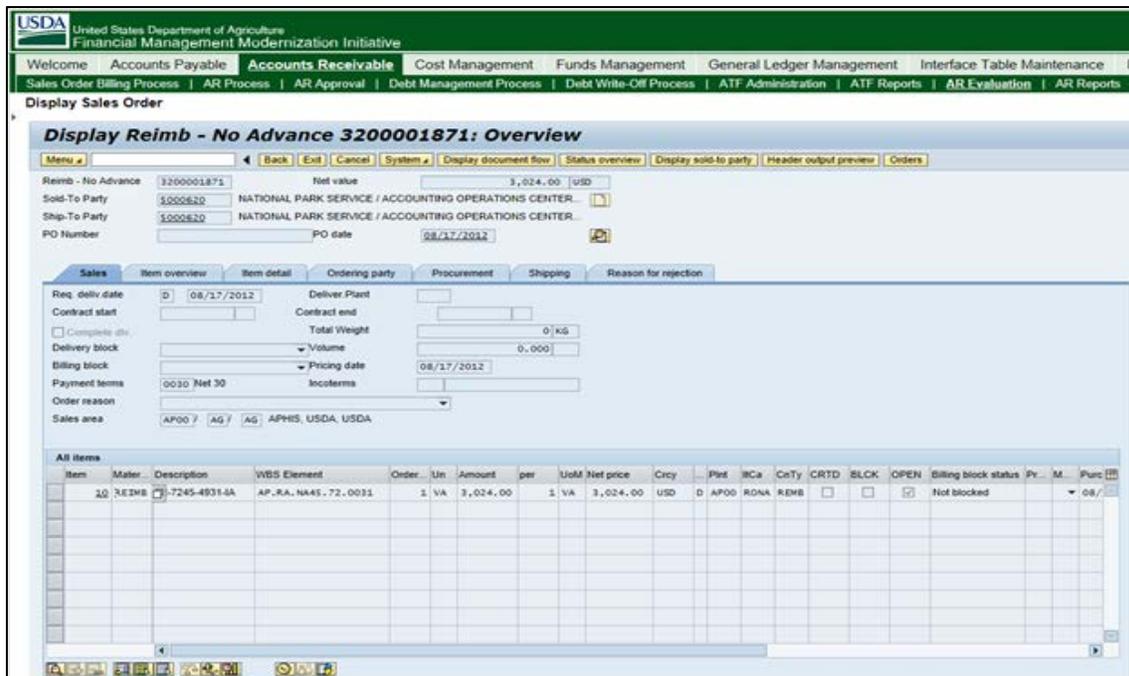
STEP 5: The following screen will appear which lists the WBS and associated SO documents.

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



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

- a. Note the following items:
 - i. PO Date = Date SO was created
- b. Multiple SO Line Items often represent multiple projects or tasks



SO Line Item Drill Down Instructions

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

Display Sales Order
Display Reimb - No Advance 3200001871: Overview

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

Reimb - No Advance 3200001871 Net value 3,024.00 USD
 Sold-To Party 1000620 NATIONAL PARK SERVICE / ACCOUNTING OPERATIONS CENTER.
 Ship-To Party 1000620 NATIONAL PARK SERVICE / ACCOUNTING OPERATIONS CENTER.
 PO Number PO date 08/17/2012

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

Req. deliv date 08/17/2012 Deliver Plant
 Contract start Contract end
 Complete deliv. Total Weight 0.000 KG
 Delivery block Volume 0.000
 Billing block Pricing date 08/17/2012
 Payment terms 0030 Net 30 Incoterms
 Order reason
 Sales area AP00 AG 7 AG APHS, USDA, USDA

Item	Matnr	Description	WBS Element	Order Qty	Amount	per	UoM	Net price	City	Plnt	BCa	CrTy	CRTD	BLCK	OPEN	Billing block status	Pr.	M.	Purc.
10	REDMB	12-7245-4931-IA	AP,RA,NA45-72,0031	1 VA	3,024.00		1 VA	3,024.00	USD	D	AP00	RONA	REMB			Not blocked			

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

Display Sales Order
Display Reimb - No Advance 3200001871: Item Data

Menu | Back | Exit | Cancel | System | First item | Previous item | Next item | Last item | Display document flow | Item output view | Configuration | Costing | Display

Sales Document Item 10 Item category RONA Reimb - No Advance
 Material REDMB 12-7245-4931-IA

Sales A Sales B Contract data Shipping Billing Document Conditions Account assignment Schedule lines Partners Tests

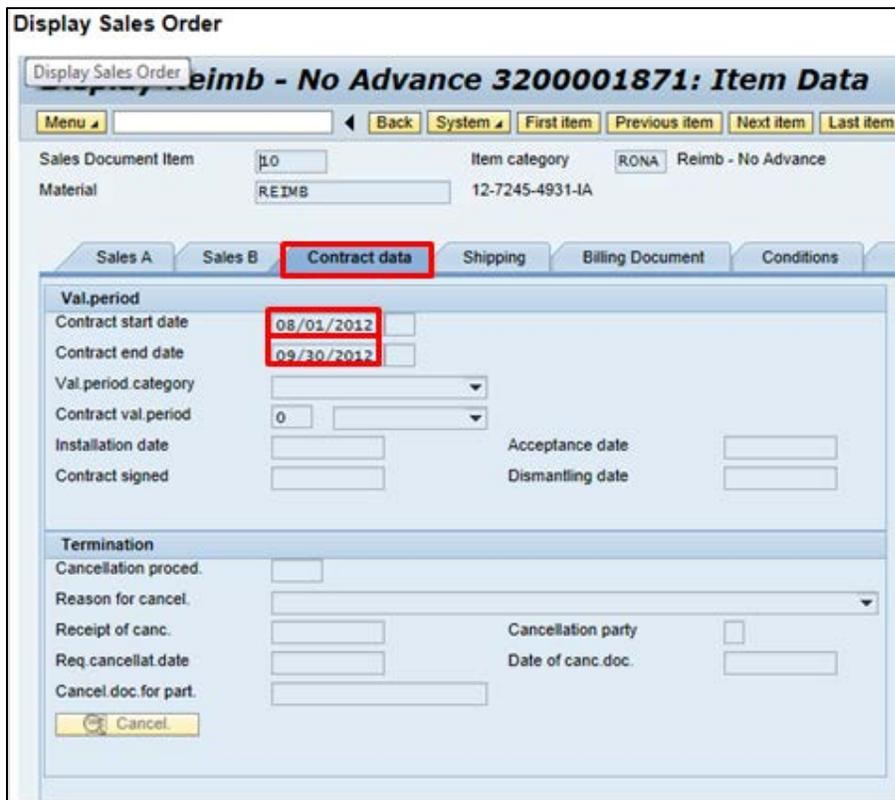
Order Quantity and Delivery Date
 Order Quantity 1 VA 1 VA <-> 1 VA
 First Delivery Date 08/17/2012
 Delivery time

General Sales Data
 Net value 3,024.00 USD Exch. Rate 1.00000
 Pricing date 08/17/2012
 Material entered REDMB
 EANAUPC
 Engineering change BOM explosion number
 Usage
 Bus transaction type
 Reason for rejection Alternative to item Preference 0

Period of Performance
 Per. of Perf. Start Per. of Perf. End

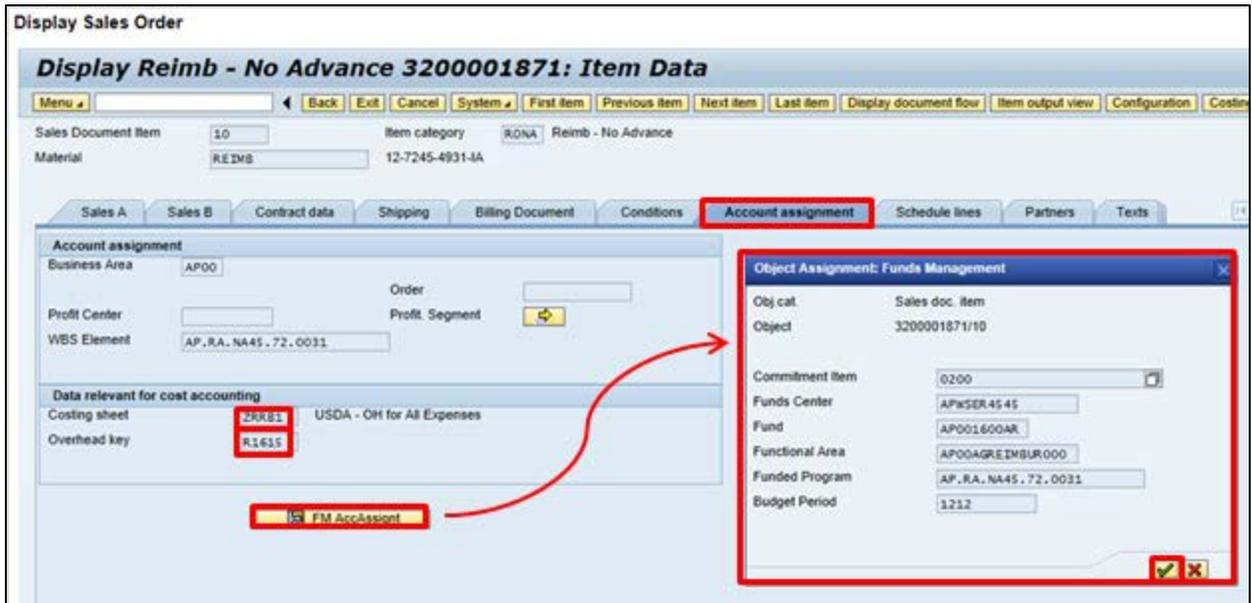
STEP 9: Note the following items:

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

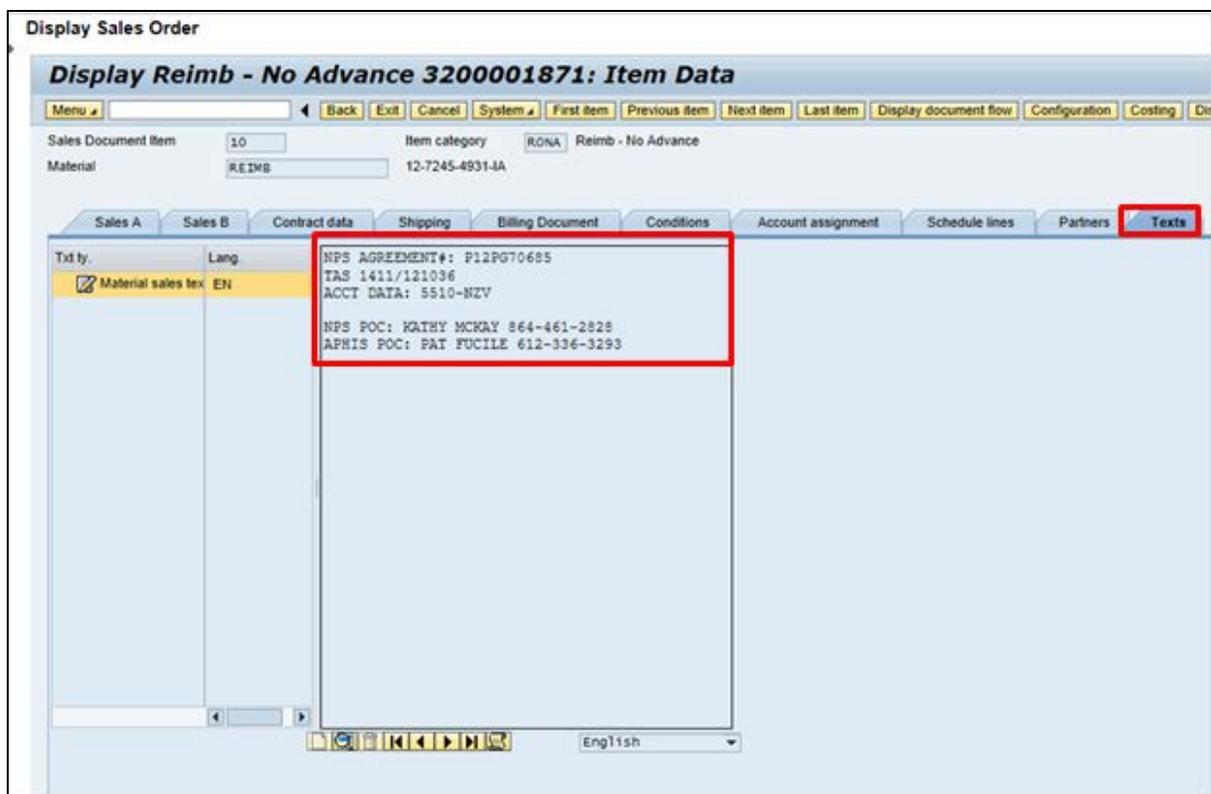


The screenshot shows the SAP 'Display Sales Order' interface. The title bar reads 'Display Sales Order' and the main header is 'Reimb - No Advance 3200001871: Item Data'. Below the header, there are navigation buttons: 'Menu', 'Back', 'System', 'First item', 'Previous item', 'Next item', and 'Last item'. The 'Sales Document Item' is '10' and the 'Material' is 'REIMB'. The 'Item category' is 'RONA Reimb - No Advance' and the 'Material' is '12-7245-4931-IA'. The 'Contract data' tab is selected and highlighted with a red box. Under the 'Val.period' section, the 'Contract start date' is '08/01/2012' and the 'Contract end date' is '09/30/2012', both dates are highlighted with red boxes. Other fields include 'Val.period category', 'Contract val.period' (set to '0'), 'Installation date', 'Contract signed', 'Acceptance date', and 'Dismantling date'. The 'Termination' section includes 'Cancellation proced.', 'Reason for cancel.', 'Receipt of cancel.', 'Req cancellat date', 'Cancel doc for part.', 'Cancellation party', and 'Date of cancel doc.'. A 'Cancel' button is at the bottom left.

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



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



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

- v. PO number
 - 12. RONA = the other agency's agreement number or MIPR number
 - 13. INTR = the other USDA agency's FMMI PO number
- vi. Purchase Order Item
 - 14. INTR = the line number of the purchase order
- vii. Purchase order no.
 - 15. INTR = TAS (Treasury Account Symbol) in string format
- viii. This tab must be filled in at the time the Sales Order line is established. Otherwise, we can not save and generate the Sales Order number.

Display Reimb - No Advance 3200001871: Item Data

Menu Back Exit Cancel System First item Previous item Next item

Sales Document Item: 10 Item category: RONA Reimb - No Advance
 Material: REIMB 12-7245-4931-IA

Texts **Order Data** Status Structure Additional data A Additional data B U.S. Fed

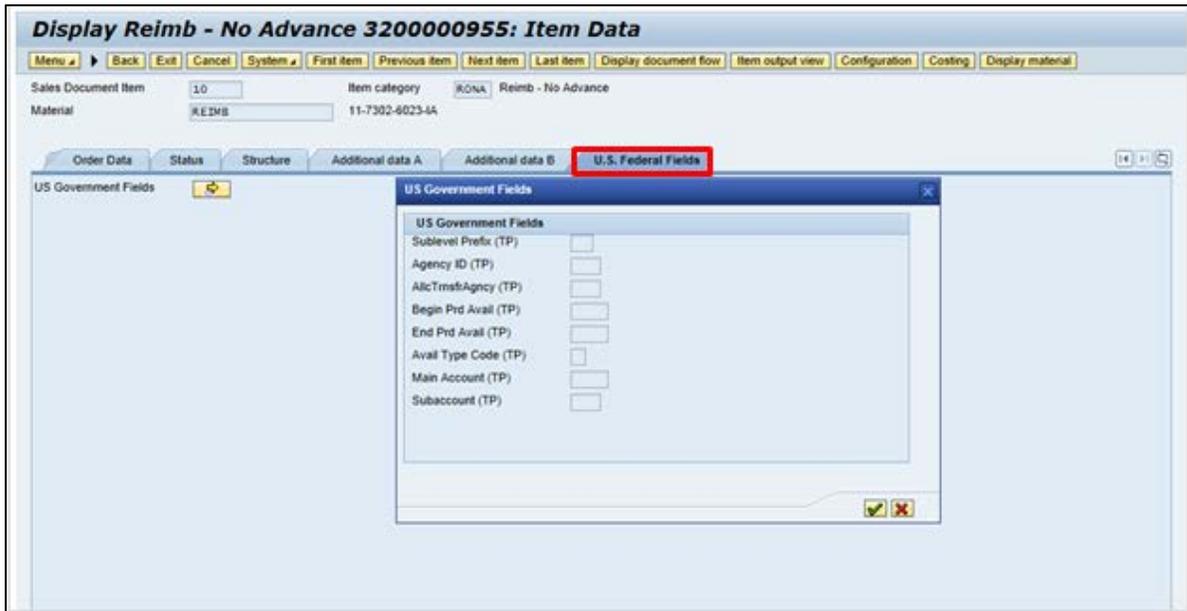
Sold-to party

PO number: P12PG70685
 Purchase order date: 08/17/2012
 Purchase order type:
 Purchase order item:
 Your Reference:
 Customer Material:

Ship-to party

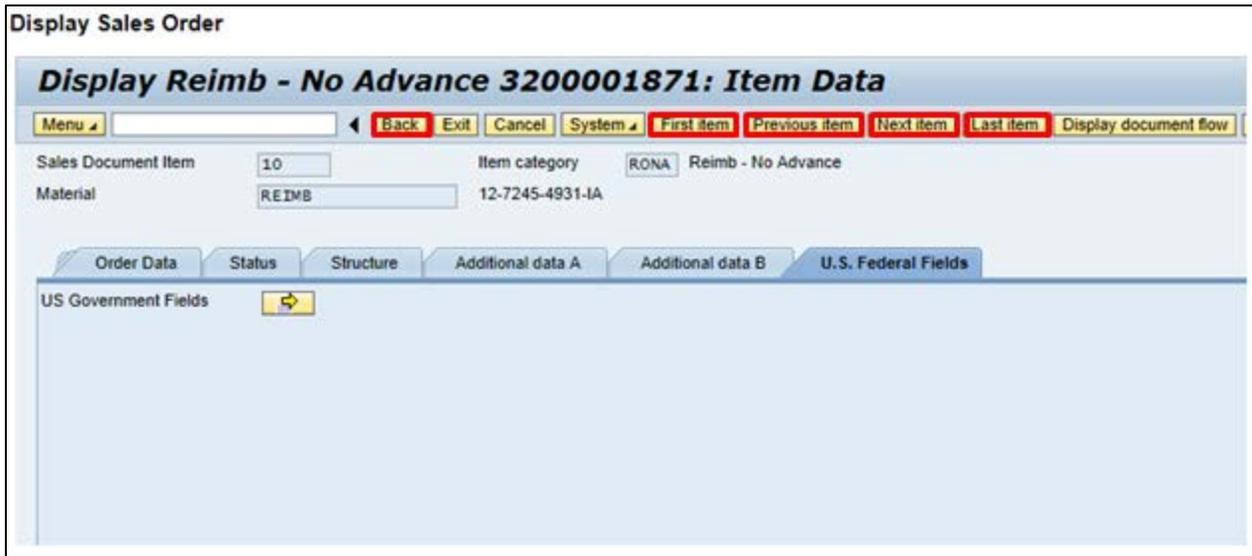
Purchase order no.:
 Purchase order date:
 Purchase order type:
 Purchase order item:
 Your reference:

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



Tips:

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



SO Display Doc Flow Instructions

- STEP 10:** To see the chronological details of the SO entry, billing, and refund transactions:
- a. If multiple lines on the SO, click on the line you want to analyze, and click on **Display Document Flow**.

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

Display Sales Order

Display Reimb - No Advance 3200001871: Overview

Reimb - No Advance: 3200001871 Net value: 3,024.00 USD
 Sold-To Party: 5000620 NATIONAL PARK SERVICE / ACCOUNTING OPERATIONS CENTER...
 Ship-To Party: 5000620 NATIONAL PARK SERVICE / ACCOUNTING OPERATIONS CENTER...
 PO Number: PO date: 08/17/2012

Req. deliv date: 08/17/2012 Deliver Plant: Contract start: Contract end: Total Weight: 0.000 KG
 Complete Inv Volume: Billing block: Pricing date: 08/17/2012
 Payment terms: 0030 Net 30 Incoterms: Order reason: Sales area: APO0 / AG / AG APHIS, USDA, USDA

All items

Item	Material	Description	WBS Element	Order Quantity	Un	Amount	per	UoM	Net price	Cncy	Plst	BCa	CeTy	CRTD	BLCK
10	REMB	12-7245-4931-4F AP, RA, NA45-72-0031		1	VA	3,024.00		1	VA	3,024.00	USD	0	APO0	RDNA	REMB

- STEP 11:** The following screen will appear. This shows data ONLY for the SO line item selected.
- a. Note the following items:
 - i. The first line shows the SO number, the amount of the SO, the date the line was created on, and the status.
 - ii. The second line shows a Debit Memo Request (Bill Request). A Debit Memo Request is the resource related billing job that pulled in the expenses. This isn't the 'bill' itself. You can also see the amount of the expenses that are on the Debit Memo Request and the date the request was generated. The Debit Memo request number is used to generate the Debit Memo. The Debit Memo Request number starts with the number seven (7).
 - iii. The third line shows the Debit Memo (Bill). This is the actual bill. The Debit Memo generates accounting documents (the fourth and fifth lines). The accounting document that starts with 30 is the one that will show up on your reports; and when a payment has been applied to this accounting document, the status will say **Cleared**. The Debit memo number is the number that will show up on printed bills and IPAC transmittal sheets.
 - iv. This example also shows a second Debit Memo Request and Debit Memo. Each time resource related billing is run on a SO, you will get a Debit Memo Request, Debit Memo, and the accounting documents.
 - v. Credit Memo Requests - Credit memo requests are reset so the negative expense will be picked up on the next RRB run unless we've received a request to "refund" the money. This is why they all show as zero dollars in the example.

Display Sales Order

Document Flow

Menu

Business partner 0005000620 NATIONAL PARK SERVICE
Material REIMB REIMBURSABLE

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

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

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

Display Sales Order

Display Document: Data Entry View

Menu

Data Entry View

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

Cimg doc.	Ea.. PK	Account	Description	Amount Assignment	Commitment Item	WBS element	Funded Program	Functional Area	BP	Cost
0400026383	01	5000620	NATIONAL PARK SERV	111.12	AR		FPDEFAULT	AGDEFAULT		
	50	5200000200	ServRev-Exch	111.12-30006197562012	0200	AP RA NA45.72.0031	AP RA NA45.72.0031	AP00AGREIMBUR	1212	

STEP 13: Note the following payment details:

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

Display Document: Data Entry View

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

Data Entry View

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

Cling doc.	Account	Description	Amount	Assignment	Com...	WBS element	Fund	Funded Program	Functional Area	BP	C...	Funds Center	Text
2400026363	5000620	NATIONAL PARK SERV	111.12		AR			FPDEFAULT	AGDEFAULT				
	5200000200	ServRev-Exch	111.12	30006197562012	0200	AP.RA.NA45.72.0031	AP001600AR	AP.RA.NA45.72.0031	AP00AGREIMBUR	1212		APWSER4545	

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

Display AR Document

Display Document: Data Entry View

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

Data Entry View

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

Cling doc.	Earmd	Fnds	PK	Account	Description	Amount	Assignment	Commitment Item	WBS element	Funded Program	Fu
2400026363			01	5000620	NATIONAL PARK SERV	111.12		AR		FPDEFAULT	A
			50	5200000200	ServRev-Exch	111.12	30006197562012	0200	AP.RA.NA45.72.0031	AP.RA.NA45.72.0031	AP

The following screen will display.

Display Document: Line Item 001

Menu | Back | Exit | Cancel | System | Change Display/Change Mode | Display

Customer: 5000620 NATIONAL PARK SERVICE G/L Acc: 1310900000
 CoCode: USDA ACCOUNTING OPERATIONS CENTER
 US Dept of Agriculture: HERNDON Doc. No.: 3000619756

Line Item 1 / Invoice / 01
 Amount: 111.12 USD

Additional Data

Bus. Area: APO0
 Disc. base: 0.00 Disc. Amount: 0.00 USD
 Payt Terms: 0030 Days/percent: 30 0.000 % 0 0.000 % 0
 Bline Date: 09/26/2012 Invoice ref.:
 Pmnt Block:
 Payment Ref.: 0090688286
 Contract: Flow Type:
 Clearing: 10/04/2012 2400026363
 Assignment:
 Text: Long text

Request New Sales Order

SO, WBS, and SHC Request

Purpose

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

Instructions

STEP 1: Complete the [APHIS Sales Order Request Form](#) (must include TAS if Federal Agency (IPAC)) (must include FMMI PO number if another USDA agency)

STEP 2: Complete the [Accounting Code Request Form](#) to establish new SHCs and WBSs in FMMI.

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

STEP 3: Send **one** email to APHIS-Master Data Requests (Master.Data.Requests@aphis.usda.gov) **and** MRP

Billings Requests (MRP.Billing.Requests@APHIS.USDA.GOV) with the following:

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

Verify New SO, WBS, and SHC

FMMI New SO Data Entry Verification

Purpose

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

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

STEP 1: Header

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

STEP 2: Contract Data Tab

- d. Contract start date
- e. Contract end date

STEP 3: Account Assignment Tab

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

New Shorthand Codes Verification

Purpose

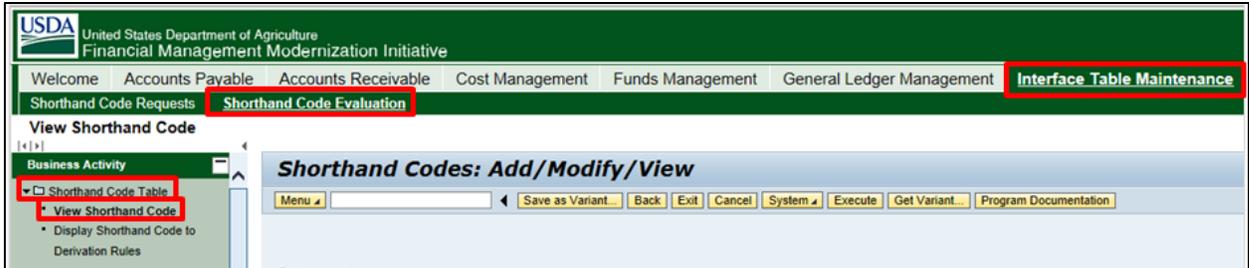
To verify if a SHC request for activation (or deactivation) has been successfully completed in FMFI.

FMFI Role

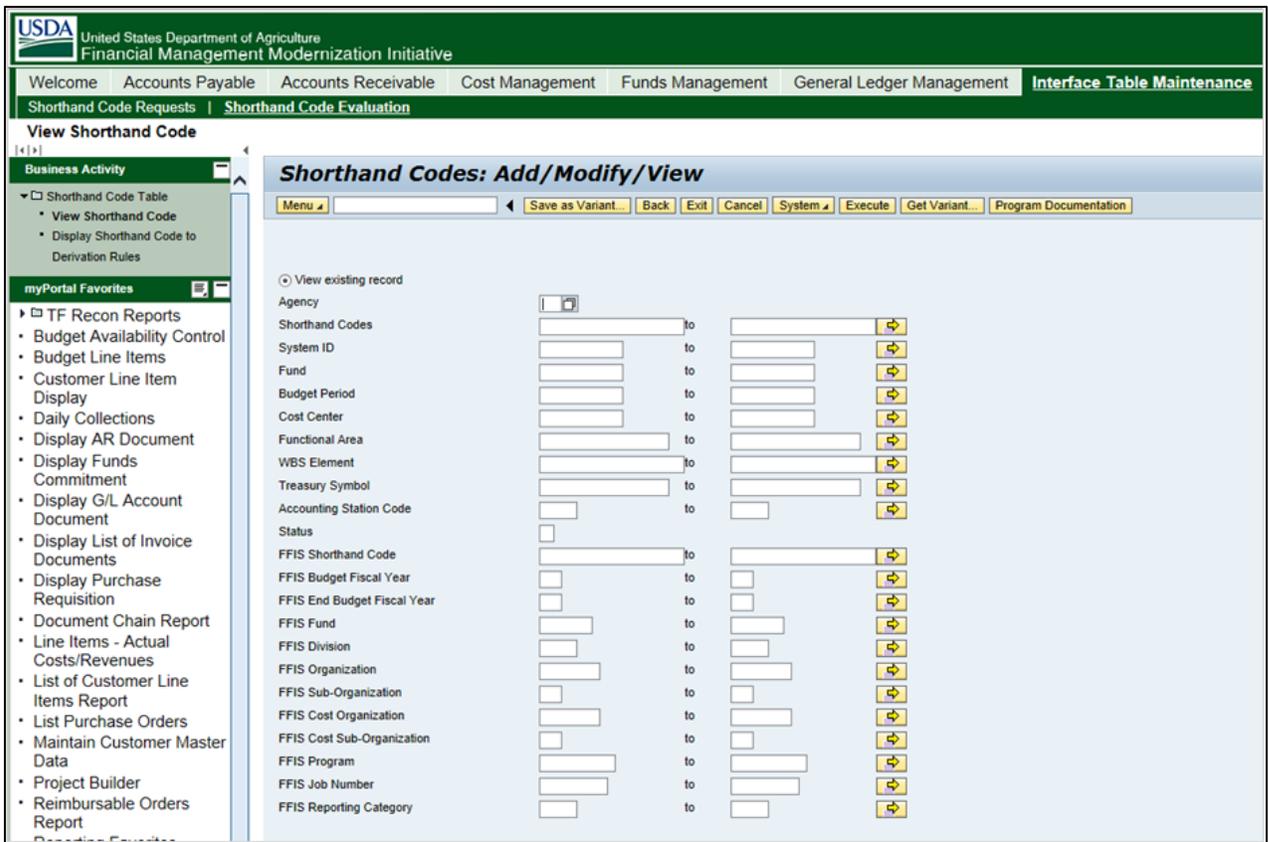
Interface Table Maintenance Evaluator

Instructions

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



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



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

- a. Agency = 34 (APHIS)
- b. WBS Element = i.e. AP.RA.RX47.72.0080

- c. Click **Execute** to run the report

View Shorthand Code

Shorthand Codes: Add/Modify/View

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant

View existing record

Agency: 34

Shorthand Codes: [] to []

System ID: [] to []

Fund: [] to []

Budget Period: [] to []

Cost Center: [] to []

Functional Area: [] to []

WBS Element: AP . RA . RX47 . 72 . 0080

Treasury Symbol: [] to []

Accounting Station Code: [] to []

Status:

STEP 4: The report will populate as shown below

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

View Shorthand Code

View Shorthand Code

Menu | Back | Exit | Cancel | System | GovTrip Orgs

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

New WBS Elements Verification (Where Applicable)

Purpose

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

Considerations

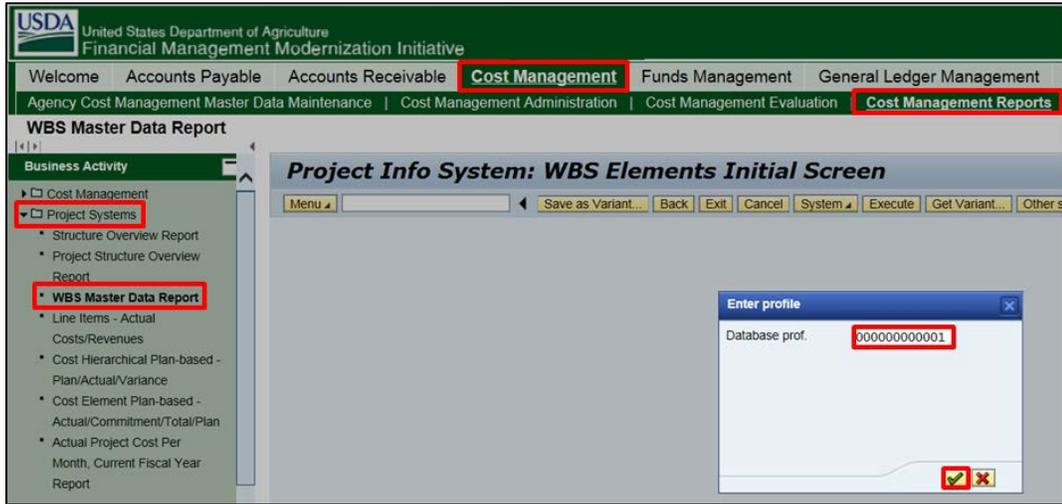
- WBS Elements that are reused should already be open/active.

FMFI Role

Cost Management Reporter Role

Instructions

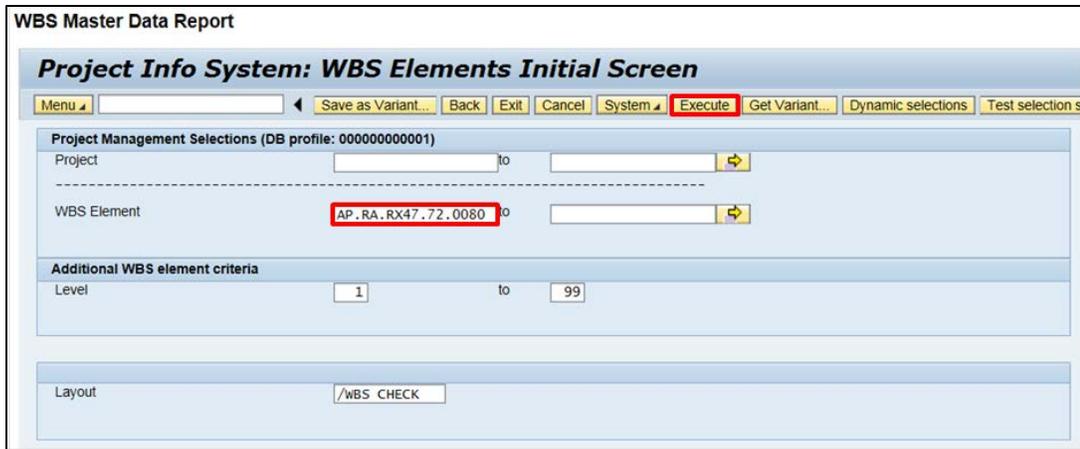
STEP 1: Go to **Cost Management > Cost Management Reports > Project Systems > WBS Master Data Report**



The first time you access the report each day, you may have to enter the database prof.: 00000000001, click the **Green Check Box**

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

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



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

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



Billing and Expenses

Resource Related Billing Overview

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

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

Line Items – Actual Costs/Revenues Report (LIACR)

Purpose

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

Considerations

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

Report Type

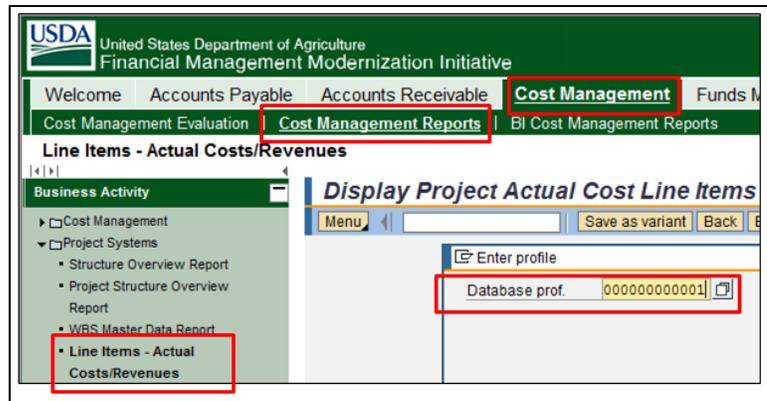
ECC

FMMI Role

Cost Management Reporter (ECC)

Instructions

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



The first time you access the report each day, you may have to enter the Database prof.: 00000000001, press **Enter**

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

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

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

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

The screenshot displays the USDA Financial Management Modernization Initiative web application interface. The main title is "Display Project Actual Cost Line Items". The interface includes a navigation menu on the left with categories like "Business Activity" and "myPortal Favorites". The main content area is divided into several sections for report configuration:

- Project Management Selections (DB profile: 000000000001):** Includes fields for Project, WBS Element (set to AP.RA.RX34.72.0035), Network/order, Activity, and Materials in network.
- Cost Elements:** Includes fields for Cost Element, Or, and Cost Element Group.
- Posting Data:** Includes a Posting date range from 04/01/2014 to 07/31/2014.
- Settings:** Includes a Layout dropdown set to 1_USDA_RRB2 and a checkbox for "RB GL's from set RIA_CEL_ALL".

At the top of the main content area, there is a toolbar with buttons: Menu, Save as variant, Back, Exit, Cancel, System, Execute (highlighted in red), Selection options, Get, Dynamic selections, and Delete.

STEP 4: The report will populate as shown below

Display Actual Cost Line Items for Projects

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

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

STEP 5: Commonly Used Additional Features

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

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

USDA United States Department of Agriculture
 Financial Management Modernization Initiative

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

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

Line Items - Actual Costs/Revenues

Business Activity

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

Display Actual Cost Line Items for Projects

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

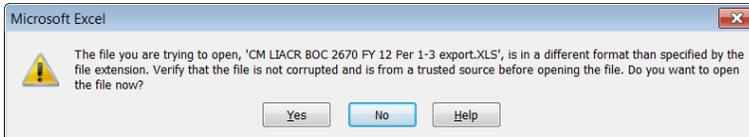
List | Print Preview | Ctrl+Shift+F10
 Edit | Print | Ctrl+P
 Goto | Export |
 Settings | Send To |
 Extras | Exit | Shift+F3
 Environment |
 System |
 Help |

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

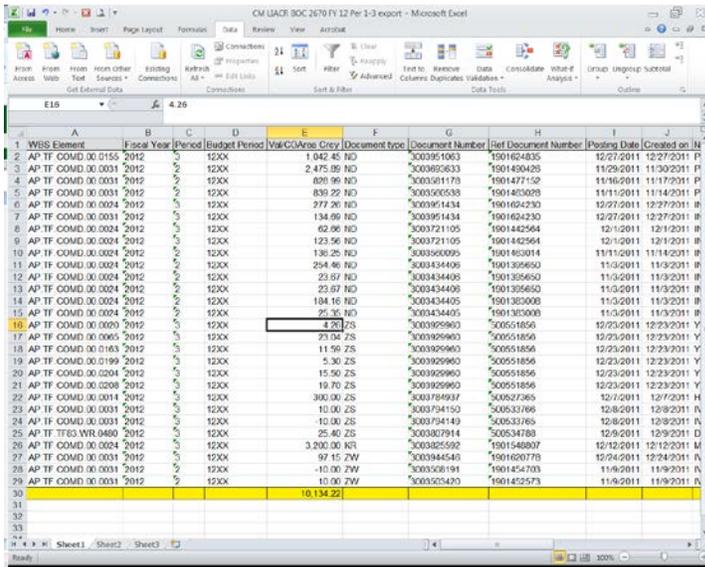
SAP GUI for HTML Options

AP TF, COMD 00.0031 2012 2 12XX 828.99 3003581178 1901477152 11/16/2011

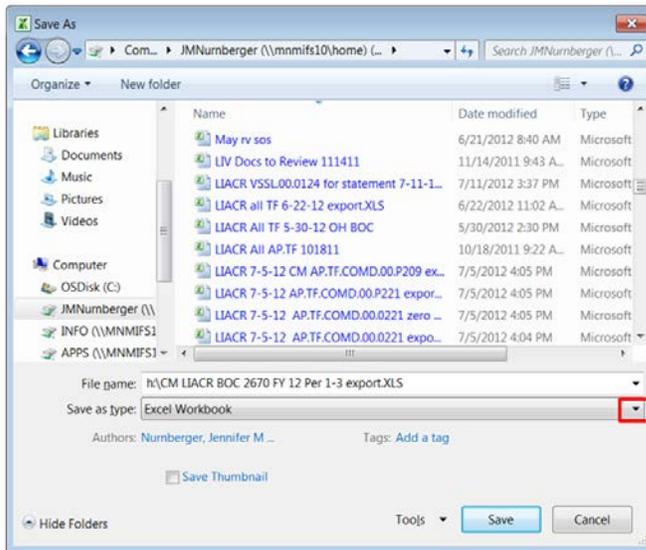
STEP 10: The following box will appear, click **Yes**.



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



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



Obligation/Payments Overview

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

Types of Payments and FMMI Requirements

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

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

Required FMMI Master Data:

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

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

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

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

Payments Feeder Systems Overview

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

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

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

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

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

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

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

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

List of APHIS Feeder Systems

ETS2 / Concur	Government travel transactions
SmartPay2 / WEX	Purchase/fleet card processing
WebTA/Payroll	Employee time & attendance/other employee payments
MASC	Other USDA systems not specifically identified (i.e., ABCO, PACS, PROP)
IAS	Integrated Acquisition System (Purchasing)
CPAIS	Corporate Property Automated Information System (real property system)
TRVL	Travel System for relocation authorizations and vouchers

IPAC Overview

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

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

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

IPAC Payments = Purchase Orders

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

Example – IPAC Collection Document

RECEIVED BY YOUR ALC ALL TRANSACTIONS RECEIVED BY: 12401000 INCLUDES THIRD PARTY SUBMITTER DATA				
Start Date: 10/01/2014 End Date: 10/31/2014				
Originating ALC	Customer ALC	Submitter ALC	COLLECTION	
04000001	12401000	4000001		
Document Reference Number		Summary Amount		
02132935		\$2,544.00		
Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol	
10/06/2014	10/31/2014	3	X0215	
ALC Contact			Contact Phone	
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		
341010-500985		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	FSNAAA/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:				

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

Payroll Employee Level Detail Report

Purpose

The Payroll Employee Level Detail Report provides employee payroll details.

Considerations

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

Report Type

BI

FMMI Role

Accounts Payable, BI Reporter

Instructions

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



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

Payroll Employee Level Detail Report

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables	Variable [≠]	Current Selection	Description
	Business Area		<input type="checkbox"/>
*	Fiscal Year		<input type="checkbox"/>
*	Fiscal Period		<input type="checkbox"/>
	Pay Period Covered		<input type="checkbox"/>
	Pay Period Processed		<input type="checkbox"/>
	Budget Period		<input type="checkbox"/>
	Fund		<input type="checkbox"/>
	Funds Center		<input type="checkbox"/>
	Cost Center		<input type="checkbox"/>
	WBS Element (Selection Options, Optional)		<input type="checkbox"/>
	Funded Program		<input type="checkbox"/>
	Functional Area		<input type="checkbox"/>
	Budget Object Code		<input type="checkbox"/>
	GL Account (Selection Options, Optional)		<input type="checkbox"/>
	Treasury Schedule Number		<input type="checkbox"/>
	Application of Fund		<input type="checkbox"/>
	Treasury Symbol		<input type="checkbox"/>
	Document Number		<input type="checkbox"/>
	Document type		<input type="checkbox"/>
	Employee Related Vendor		<input type="checkbox"/>
	Shorthand Code		<input type="checkbox"/>

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

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

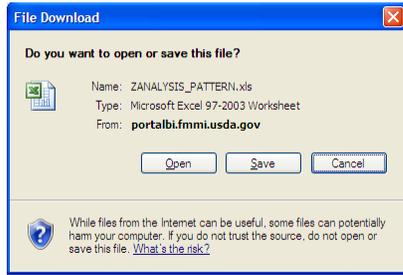
STEP 4: The Report will generate and the layout can be modified to display as shown below, or to your preference.

		Funded Program	AP.RA.RX01.72.0018		
			AL-MOBILE REGIONAL A		
		Funds Center	APWSER0101		
		Pay Hours ^{h=}	Regular pay ^{h=}	Benefits ^{h=}	Employee Total ^{h=}
		HR	\$	\$	\$
Employee Related Vendor	PAUL S SIEGEL II		-22.00	-333.30	-404.82
Pay Grade	05				
Pay Series	040400				
Pay Step	01				
PPC	18				
PPP	19				
	Result	-22.00	-333.30	-71.52	-404.82
	Overall Result	-22.00	-333.30	-71.52	-404.82

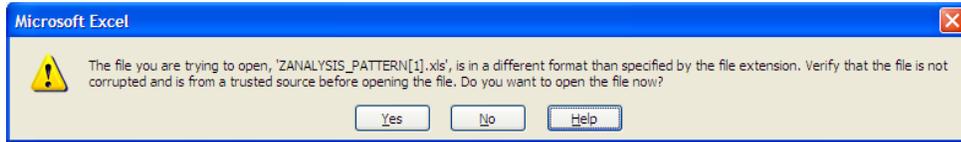
STEP 5: Commonly used additional features:

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

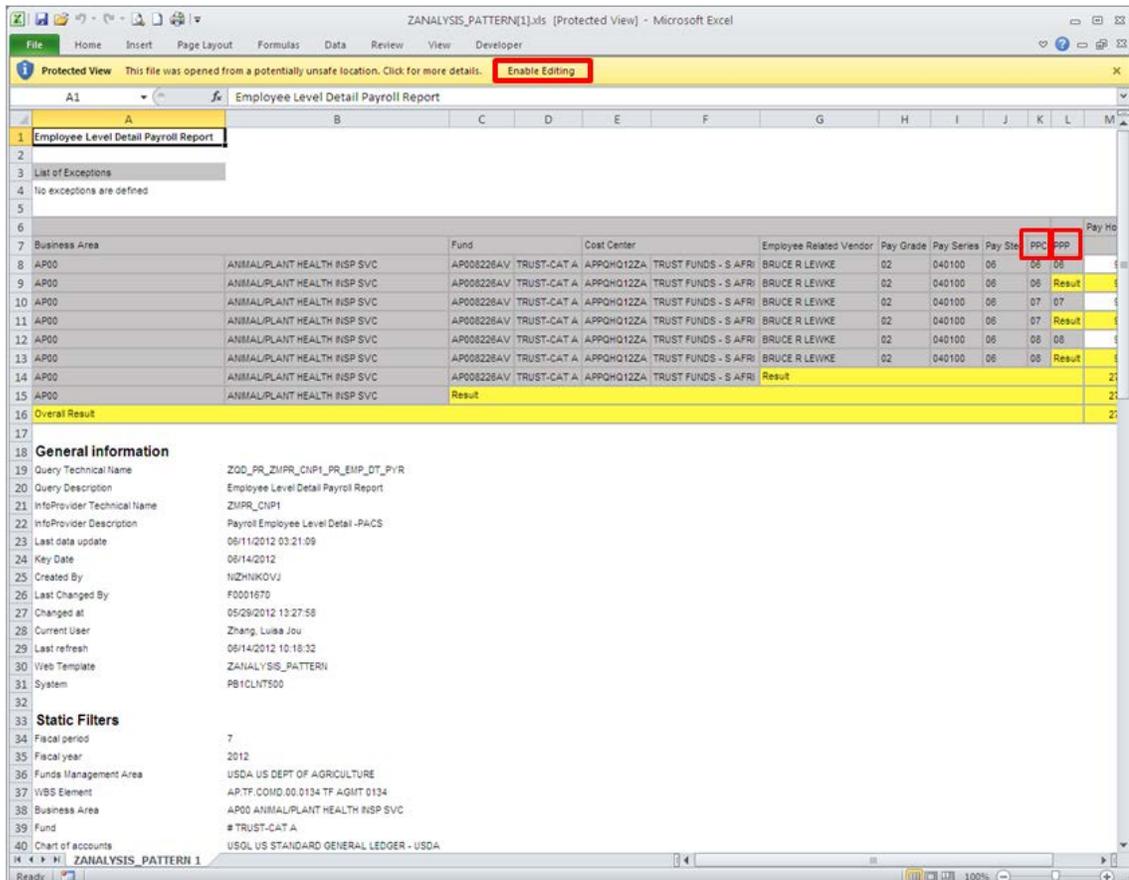
STEP 6: To print PDF the report click **Print Version** and go to step 7 OR to export to Excel, click **Export to Excel** and go to step 8.



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



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



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

GL Accounts within this report

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

SO Overhead (OH)

Overview

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

FMMI SO OH Calculation

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

SO OH Rates

SO Overhead percentages range from 0% to 27.15%.

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

Pooled Job Costs (PJC) for WS

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

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

WS SO OH Split Example

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

SO OH Split Example

1. MRPBS = 5.15%
2. Program OH = 11%

Direct vs Indirect Costs

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

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

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

SO OH Reconciliation

FMMI SO OH Calculation

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

Instructions

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

- a. WBS Element
- b. Posting Date Range
- c. Choose layout /**AP OH RECON** or /**WS OH RECON** for Wildlife Services

STEP 2: Filter to the appropriate BP, if needed

STEP 3: Multiply this total by the OH Rate on the account

STEP 4: This total should equal the total OH charged on the account for the period

Example

AP.RA.RX36.72.0121

04/01/14 – 04/30/14

/WS OH RECON

BP 14XX (SO 6100009040)

\$ 227.24 Eligible Expenses

X 0.2715 OH Rate on SO

\$ 61.69 OH Charged on Acct for Period

Line Items - Actual Costs/Revenues			
Display Actual Cost Line Items for Pro			
Menu <input type="text"/> ◀ Back Exit Cancel System ▶			
Layout	/WS OH REC		
Object	WBS AP.RA.RX36.72.0121		
Cost Element	5200000200	To	6400001269
Posting Date	04/01/2014	To	04/30/2014
WBS Element	BP		Val/COArea CrCy
AP.RA.RX36.72.0121	14XX		33.34
	14XX		0.33
	14XX		0.12
	14XX		167.72
	14XX		15.61
	14XX		0.07
	14XX		3.61
	14XX		0.47
	14XX		3.97
	14XX		2.00
AP.RA.RX36.72.0121		*	227.24
		* *	227.24

SO 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 **/AP OH CHRGD** or **/WS OH CHRGD** for Wildlife Services

STEP 2: Filter to the appropriate BP, if needed

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

Example

AP.RA.RX36.72.0121

6100980000

04/01/14 – 04/30/14

/WS OH CHRGD

BP 14XX (SO 6100009040)

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Pro

Menu Back Exit Cancel System

Layout	/WS OH CHR		
Object	WBS AP.RA.RX36.72.0121		
Cost Element	6100980000	To	6100980000
Posting Date	04/01/2014	To	04/30/2014

WBS Element	BP	±	Val/COArea Crpy
AP.RA.RX36.72.0121	14XX		61.69
AP.RA.RX36.72.0121		.	61.69
		.	61.69

SO OH Split

Instructions

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

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

STEP 2: Filter to the appropriate BP, if needed

STEP 3: Review the results for the appropriate WBS element

STEP 4: This should show the OH split for the account for the period

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

Example

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

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

Line Items - Actual Costs/Revenues					
Display Actual Cost Line Items for Projects					
Menu ▾		◀		Back	Exit
				Cancel	System ▾
				Document	Master
Layout	/WS OH SPL			WS OH SPLIT	
Object	WBS AP.RA.AARA...			AAMD REIMBURSE	
Cost Element	6100980000	To	6100980000	OpEx-Overhead	
Posting Date	04/01/2014	To	04/30/2014		
...	WBS Element	BP	Document N...	€	Val/COArea Crpy
1	AP.RA.RX36.72.0121	14XX	3018954163		61.69
2	AP.RA.OVHD.AG	14XX			4.54-
3	AP.WS.IDCT.36	14XX			32.15-
4	AP.RA.POOL.WS.ER36	14XX			25.00-
			3018954163	*	0.00

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

The screenshot displays the 'Split OH Table Maintenance' application. The main window is titled 'Display View "OH Receiver Budget Address": Overview'. It features a menu bar with options like 'Back', 'Exit', 'Cancel', 'System', 'Display -> Change', 'Select All', 'Select Block', and 'Deselect All'. On the left, there is a 'Dialog Structure' tree with 'OH Receiver Budget Address' selected. Below this, a form contains the following fields:

- Business Area: APOO
- Sales Doc. Type: ROWE
- Costing Sheet: ZWS15
- Overhead key: R2715
- Funds Center: APWSER2323

The main data area is a table titled 'OH Receiver Budget Address' with the following columns: Seq. No, Recv Fund Ctr, Recv Fund, Recv CstCn, Recv Func Area, Recv WBS, and % OH Rate. The table contains three rows of 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

SO OH Earned

Instructions

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

- a. WBS Element (i.e. AP.RA.POOL.WS.ER36)
- b. Cost Element 6100980000 (OH GL)
- c. Choose layout /AP OH SPLIT or /WS OH SPLIT for Wildlife Services

STEP 2: Filter to the appropriate BP, if needed

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

Example

AP.RA.POOL.WS.ER36

6100980000

/WS OH SPLIT

14XX

Line Items - Actual Costs/Revenues						
Display Actual Cost Line Items for Projects						
Menu <input type="text"/> <input type="button" value="Back"/> <input type="button" value="Exit"/> <input type="button" value="Cancel"/> <input type="button" value="System"/> <input type="button" value="Document"/> <input type="button" value="Master Record"/> <input type="button" value="Correction Request"/>						
Layout	/WS OH SPL		WS OH SPLIT-Run with GL 6100980000			
Object	WBS AP.RA.POOL.WS.ER36		WS POOLED JOB COSTS NEW YORK			
Cost Element	6100980000	To	6100980000	OpEx-Overhead % Calc		
Posting Date	*	To	*			
...	WBS Element	BP	Document N...	±	Val/COArea	Crcy
4	AP.RA.POOL.WS.ER36	14XX	3024034923		912.68-	
			3024034923	*	912.68-	
4	AP.RA.POOL.WS.ER36	14XX	3024034916		5,476.93-	
			3024034916	*	5,476.93-	
4	AP.RA.POOL.WS.ER36	14XX	3024034909		862.42-	
			3024034909	*	862.42-	
3	AP.RA.POOL.WS.ER36	14XX	3024114570		1,162.02-	
			3024114570	*	1,162.02-	
3	AP.RA.POOL.WS.ER36	14XX	3024114069		607.00-	
			3024114069	*	607.00-	
3	AP.RA.POOL.WS.ER36	14XX	3024114068		218.63-	
			3024114068	*	218.63-	
3	AP.RA.POOL.WS.ER36	14XX	3024114067		165.79-	
			3024114067	*	165.79-	
				**	145,337.62-	

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

SO OH Spent

Instructions

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

- a. WBS Element (i.e. AP.RA.POOL.WS.ER36)
- b. Choose layout /AP OH SPENT or /WS OH SPENT for Wildlife Services

STEP 2: Filter to the appropriate BP, if needed

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

Example

AP.RA.POOL.WS.ER36

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

14XX

Line Items - Actual Costs/Revenues									
Display Actual Cost Line Items for Projects									
Menu Back Exit Cancel System Document Master Record Correction Request Details Set Filter Sort in Ascending Order Sort in Descending Order Cha									
Layout		/WS OH SPE		WS OH SPENT-Run By OH WBS Elements					
Object		WBS AP.RA.POOL.WS.ER36		WS POOLED JOB COSTS NEW YORK					
Cost Element		6100001101 To 6400001299		OpEx-BSPYUSNWFTP...					
Posting Date		* To *							
WBS Element	BP	Document N...	Doc. Date	Cost Elem...	Val/COArea	Cry	Document Header Text	Name	User Name
		3022552219	09/18/2014		4.49	1717		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022552540	09/18/2014		114.90	1717		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023331229	09/30/2014		2.00	1718		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335211	09/30/2014		2.36	1818		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335798	09/30/2014		1.59	1618		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022341479	09/04/2014	6400001264	51.58	1616		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022552219	09/18/2014		38.85	1717		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335211	09/30/2014		20.45	1818		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022341479	09/04/2014	6400001269	25.95	1616		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022552219	09/18/2014		19.21	1717		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3022552540	09/18/2014		490.83	1717		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335211	09/30/2014		10.11	1818		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
		3023335798	09/30/2014		6.82	1618		34:4XWSER3636REIMBURPOOLWSER36	FIPYROL1
					12			10,185.32	
								25,629.63	

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

SO OH Available

Instructions

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

- a. WBS Element (i.e. AP.RA.POOL.WS.ER36)
- b. Choose layout /AP OH AVAIL or /WS OH AVAIL for Wildlife Services

STEP 2: Filter to the appropriate BP, if needed

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

Example

AP.RA.POOL.WS.ER36

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

14XX

Line Items - Actual Costs/Revenues									
Display Actual Cost Line Items for Projects									
Menu <input type="text"/> ◀ Back Exit Cancel System Document Master Record Correction Request Details Set Filter Sort in Ascending Order Sort in Descending Order Cha									
Layout		/WS OH AVA		WS OH AVAILABLE-Run By OH WBS Elements					
Object		WBS AP.RA.POOL.WS.ER36		WS POOLED JOB COSTS NEW YORK					
Cost Element		6100001101 To 6400001299		OpEx-BSPYUSNWFTP...					
Posting Date		* To *							
WBS Element	BP	Document N...	Doc. Date	Cost Elem...	#	Val/COArea CrCy	Document Header Text	Name	User Name
		3022552219	09/18/2014			4.49 1717		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3022552540	09/18/2014			114.90 1717		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3023331229	09/30/2014			2.00 1718		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3023335211	09/30/2014			2.36 1818		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3023335798	09/30/2014			1.59 1618		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3022341479	09/04/2014	6400001264		51.58 1616		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3022552219	09/18/2014			38.85 1717		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3023335211	09/30/2014			20.45 1818		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3022341479	09/04/2014	6400001269		25.95 1616		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3022552219	09/18/2014			19.21 1717		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3022552540	09/18/2014			490.83 1717		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3023335211	09/30/2014			10.11 1818		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		3023335798	09/30/2014			6.82 1618		34.4XWUSER3636REIMBURPOOLWUSER36	FIPYROL1
		12				19,767.88-			
						119,707.99-			

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

LIACR Report Layouts

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

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

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

For additional information regarding layouts and variants see [FMMI Tips and Tricks](#).

Collections

Payments to USDA APHIS Overview

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

Three important pieces to every APHIS Customer Payment:

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

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



Payments to USDA APHIS Instructions

The procedures below are for payments to the USDA APHIS. Payments are accepted via Check, Money Order, ACH, Wire Transfer, PayPal, Debit Card, and Credit Card. Debit Card, Credit Card, PayPal, or ACH payments can be made at www.pay.gov

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

Regular Mail:
USDA, APHIS, Miscellaneous
P.O. Box 979043
St. Louis, MO 63197-9000

Overnight mail only:
US Bank
Attn: Govt Lockbox
1005 Convention Plaza
St. Louis, MO 63197-9000
Phone 314-418-6635

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**.

****NOTE:** Any fees associated with the financial transaction chosen (i.e., 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. You must leave a voicemail message when calling the phone number and the correct account manager will return the call.



USDA APHIS

Remittance Advice Instructions

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

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

Remittance Advice by Customer Type:

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

Customer Types:

Customer Payments

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

Reimbursable Payments – agreement includes payment after services are received.

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

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

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



USDA APHIS Lockbox Instructions

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

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

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

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

****CAUTION****

APHIS General Lockbox and Collections Sort (in order)

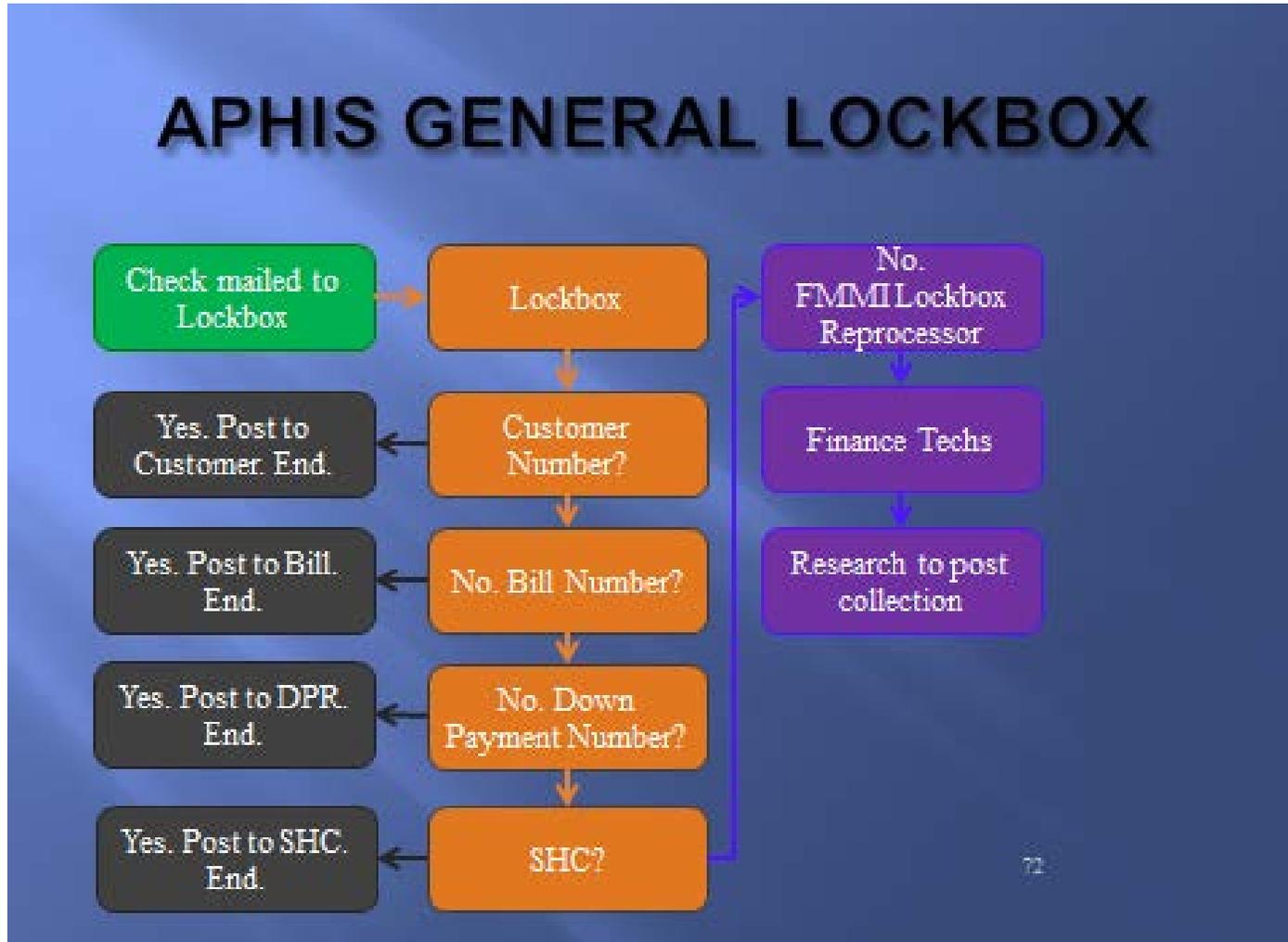
- Customer Account Number/ Billing Document Number
- Down Payment
- COD/ SHC
- Unidentified

Link to Lockbox Addresses:

[USDA APHIS Collection Types and Where To Send Them \(Lockbox Addresses\)](#)

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

APHIS General Lockbox Process Flowchart



USDA, APHIS

PAY.GOV Instructions

Purpose

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

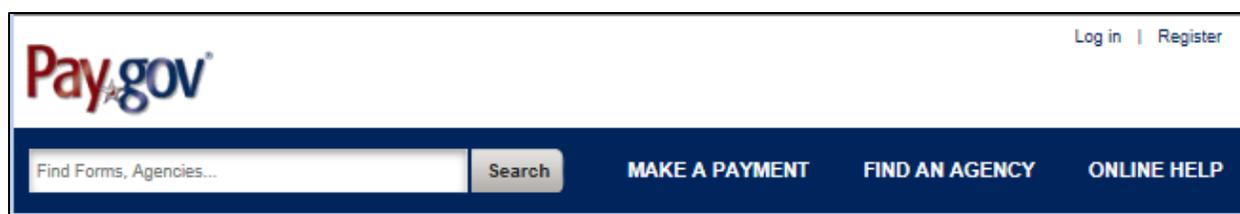
Considerations

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

Instructions

STEP 1: Go to www.pay.gov

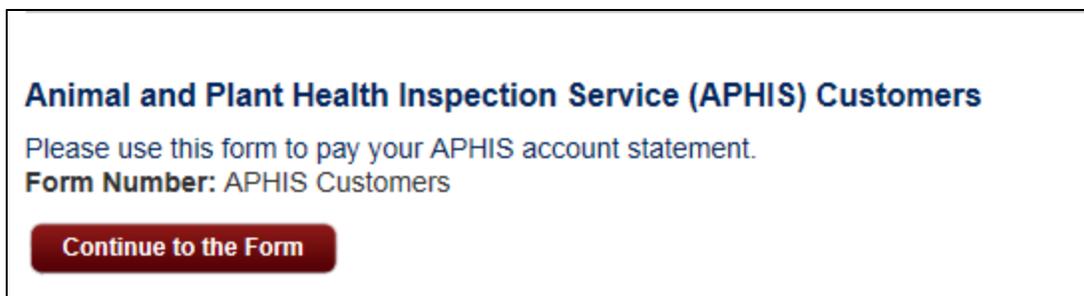
STEP 2: Click on **FIND AN AGENCY**



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

[Agriculture \(USDA\): Animal and Plant Health Inspection Service \(APHIS\)](#)

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



STEP 5: Click on “Continue to the Form”

Animal and Plant Health Inspection Service (APHIS) Customers

- Before You Begin 1 Complete Agency Form 2 Enter Payment Info 3 Review & Submit
- 4 Confirmation

Please use this form to pay your APHIS account statement.

Paying online with Pay.gov is safe, secure, and the preferred method to make a payment. To make a payment using one of the below accepted payment methods, please click the Continue to the Form button.

Accepted Payment Methods:

- ▶ Bank account (ACH)
- ▶ PayPal account
- ▶ Debit or credit card

This form provides you the ability to schedule recurring, automatic payments by withdrawing from your checking or savings account. To take advantage of this feature, you must have a Pay.gov account. If you already have an account, please [Log in](#) ; otherwise, click [Register](#) to create one.

[Cancel](#)

[Continue to the Form](#)

Need Help?

APHIS Customer Service



Contact: Jeannette

Email: [Click here](#)

Phone: (610) 695-6000

STEP 6: Fill out the Required Fields.

At the bottom of the form you will see a question for “Service Provided By”, click on the drop-down box to get the menu and choose the Program for which you are paying.

**Required Field*

*Customer Name:

*Street Address:

Street Address 2:

*City:

*Country:

Zip/Postal Code:

Email Address:

*Point of Contact First Name:

Point of Contact Middle Initial:

*Point of Contact Last Name:

*Point of Contact Phone Number: Ext:

Please notate a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills

*Service Provided by:

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

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

Please notate a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills

*Service Provided by:	Billing Document Number	Payment Amount (U.S. Dollars)
Wildlife Services (WS) ▼	*1: <input type="text"/>	*\$ <input type="text"/>
	2: <input type="text"/>	\$ <input type="text"/>
	3: <input type="text"/>	\$ <input type="text"/>
	4: <input type="text"/>	\$ <input type="text"/>
	5: <input type="text"/>	\$ <input type="text"/>
Please note: For Assistance or to submit an address change, please email: abshelpline@aphis.usda.gov		Total Amount Calculated: \$ <input type="text" value="0.00"/>

STEP 8: Click on “Submit Data”

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

Payment Information
Payment Amount: \$1.00

* I want to pay with my:

Bank account (ACH)

PayPal account¹

Debit or credit card

[Cancel](#)

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

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

You may enter multiple email addresses in this field. Separate email addresses with a comma.

* **I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.**

[Previous](#) [Return to Form](#) [Cancel](#) [Submit Payment](#)

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



United States
Department of
Agriculture

Marketing and
Regulatory Programs

Financial
Management
Division

Financial
Operations
Branch

USDA APHIS

DOWN PAYMENT REQUEST

Date:

Amount Requested: \$

WBS Element:

BP:

Down Payment Request Number:

Agreement Number:

In accordance with your agreement with the USDA, APHIS, Program filled in, we are required to collect funds prior to performing services.

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

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

If you have any questions regarding this request, please contact the APHIS office you are doing business with.



The USDA has implemented new procedures for **Electronic Fund Transfers** (EFT) through a Federal Reserve Bank. The following information should be included with your payment. We also request that you send an email or fax of this information to make sure we are able to identify the payment. The information can be sent to fax (612) 336-3563, or email at ABShelpline@aphis.usda.gov.

- Organization Name / Company Name
- Account Information
- Purpose of payment
- Contact name and number

Automated Clearing House (ACH) transactions are processed through Remittance Express by the Federal Reserve Bank of Richmond. The process accepts information in the Cash Concentration and Disbursement (CCD) or the Corporate Trade Exchange (CTX) formats. You will need the following information to remit a payment:

ABA:	051036706
Name on Account:	USDA, Marketing and Regulatory Programs (MRP), Animal and Plant Health Inspection Service (APHIS)
Account Number:	540021

ACH

Federal Reserve Bank of Richmond
701 East Byrd Street
Richmond VA 23219
Tel: (804) 697-8000

Wire transfers are processed through the Federal Reserve Bank of New York. You will need the following information to remit a payment.

ABA:	021030004
Name on Account	USDA, Animal and Plant Health Inspection Service (APHIS)
Account Number	12403400

WIRE

Federal Reserve Bank of New York
33 Liberty Street
New York, NY 10045
Phone: (212) 720-5000 or (646) 720-5000

International wire transfers, remitters should send through a US bank or a correspondent bank before going to the Federal Reserve. The swift number cannot be used when using a US bank.

Note: Any fees associated with the transfer are the responsibility of the remitter; please check with your financial institution to make sure there are no surprises.

USDA, APHIS
ABShelpline Phone (612) 336-3400
ABShelpline@aphis.usda.gov

APHIS Form 94 Instructions

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

Following are instructions for preparing the APHIS Form 94.

All Checks: must be made payable to “USDA APHIS.”

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

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

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

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

APHIS Form 94, Completion Instructions

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

Collections Reports

Daily Collections Report

Purpose

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

Considerations

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

Report Type

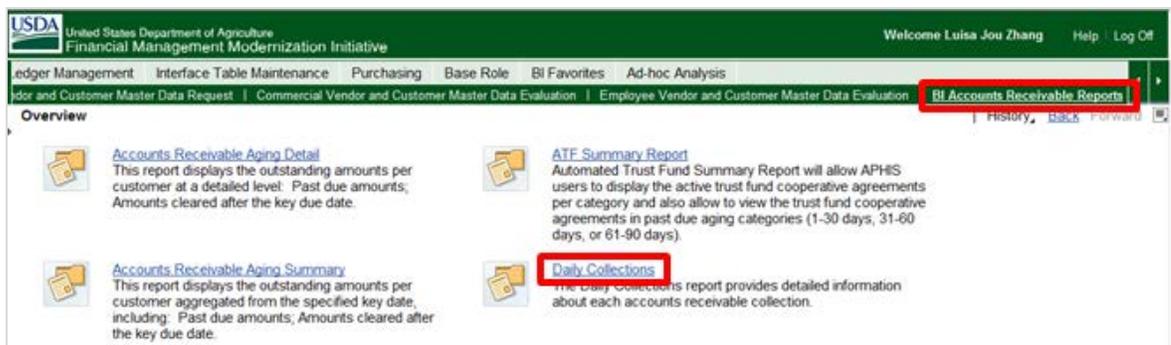
BI

FMMI Role

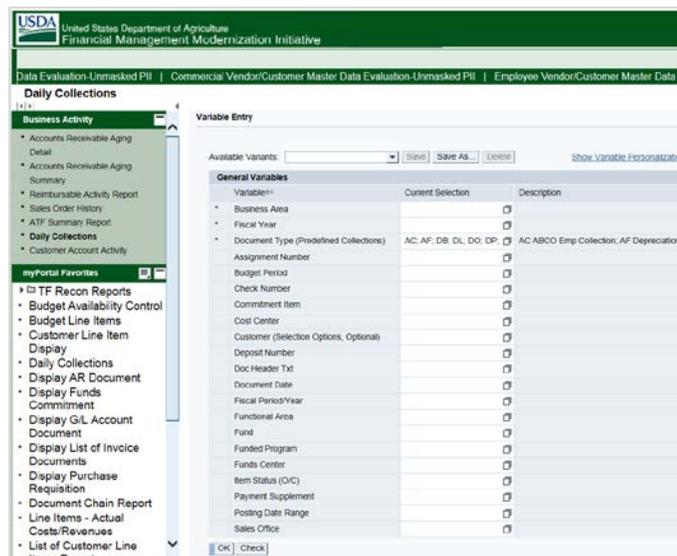
Accounts Receivable, BI Reporter

Instructions

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



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



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

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

hdor/Customer Master Data Evaluation-Unmasked PII | Commercial Vendor/Customer Master Data Evaluation-Unmasked PII | Employee Vendor/Cu

Daily Collections

Business Activity

- Accounts Receivable Aging Detail
- Accounts Receivable Aging Summary
- Reimbursable Activity Report
- Sales Order History
- ATF Summary Report
- Daily Collections
- Customer Account Activity

myPortal Favorites

- TF Recon Reports
- Budget Availability Control
- Budget Line Items
- Customer Line Item Display
- Daily Collections
- Display AR Document Commitment
- Display G/L Account Document
- Display List of Invoice Documents
- Display Purchase Requisition
- Document Chain Report
- Line Items - Actual Costs/Revenues
- List of Customer Line Items Report

Variable Entry

Available Variants: [ZWS WBS All FYs] Save Save As... Delete Show Variable Personalization

General Variables			
Variable	Current Selection	Description	
Business Area	AP00	AP00 ANIMAL/PLANT HEALTH INSP SVC	<input type="checkbox"/>
Fiscal Year	2011; 2012; 2013; 2014; 2015	2011; 2012; 2013; 2014; 2015	<input type="checkbox"/>
Document Type (Predefined Collections)	AC; AF; DB; DL; DO; DP;	AC ABCO Emp Collection; AF Depreciation F	<input type="checkbox"/>
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	AP.RA.RX36.72.0063	AP.RA.RX36.72.0063 NY-NYC DEP (HILLVI	<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

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

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

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

- Document Type = pre-filled (do not change unless you are certain of the exact doc type you need)

- i. Business Area = i.e. AP00 (APHIS)
- j. Fiscal Year = i.e. 2011; 2012; 2013; 2014; 2015
- k. Customer Number = i.e. 0003363845
- l. Click **OK** to run the report

The screenshot shows the 'Daily Collections' report configuration interface. On the left is a navigation menu with 'Daily Collections' selected. The main area is titled 'Variable Entry' and contains a table of variables. The 'Business Area' is set to 'AP00', 'Fiscal Year' is set to '2011, 2012, 2013, 2014, 2015', and 'Customer (Selection Options, Optional)' is set to '0003363845'. At the bottom, the 'OK' and 'Check' buttons are highlighted with red boxes.

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

Fund	Funded program	Budget period	Check Number	Collection Document	Document Header	Document Date	Posting Date	Created By	Customer	Debit/Credit Amount	
USDA/IAG0006501A	USDA/FPDEFAULT	13XX	00105655	1400422382	HERMES CONSOLIDATED	04/30/2013	04/30/2013	Not assigned	0003363845	-528.48	
				1400529553	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned	WILDLIFE SERVICES WYOMING	282.07	
				1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned	Debit/Credit Amount	40.76	
				Result							-205.65
		XXXX	005152	1400730816	DOWNTON DEVELOPMENT	05/06/2014	05/06/2014	Not assigned		-3,178.11	
			005224	1400886208	DOWNTOWN DEV AUTHOR	08/29/2014	08/29/2014	Not assigned		-977.87	
			007008	1400815048	FORNSTROM FARM ACCO	05/20/2014	05/20/2014	Not assigned		-1,586.00	
				Result							-5,741.98
USDA/AP0016000AR	USDA/AP.RA.OTCS.WS.WR56	13XX	00105655	1400529553	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned		-282.07	
				1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned		-40.76	
				Result							-322.83

STEP 7: Commonly used additional features:

- m. Create/Save Variant
- n. Filter

- o. Drag and Drop
- p. Save As/Open (Layout)

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

Fund	Funded program	Budget period	Invoice number	Check Number	Collection Document	Document Header	Document Date	Posting Date	Created By	Customer	Debit/Credit Amount	
USDAAG0006501A	USDAFPDEFAULT	13XX	1400422382	00105655	1400529653	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned	0001363845	-246.41	
					1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned		-205.65	
						Result					-452.06	
				#	00105655	1405422382	HERMES CONSOLIDATED	04/30/2013	04/30/2013	Not assigned	-528.48	
					1400529653	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned		528.48	
					1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned		246.41	
						Result					246.41	
		XXXX	#	005152	1400730816	DOWNTOWN DEVELOPMENT	05/06/2014	05/06/2014	Not assigned		-3,178.11	
					005224	1400886208	DOWNTOWN DEV AUTHOR	08/29/2014	08/29/2014	Not assigned		-977.87
					007008	1400815048	FORNSTROM FARM ACCO	05/20/2014	05/20/2014	Not assigned		-1,586.00
						Result					-5,741.98	
USDAAP001600AR	USDAAP.RA.OTCS.WS.WR56	13XX	#	00105655	1400529653	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned		-282.07	
					1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned		-40.76	
						Result					-322.83	

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

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

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

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

ZANALYSIS_PATTERN [Protected View] - Microsoft Excel

Protected View This file originated from an Internet location and might be unsafe. Click for more details. **Enable Editing**

Home Insert Page Layout Formulas Data Review View Developer Account

A1 Daily Collection Report

Daily Collection Report

Fund	Fundcd program	Budget period	Invoice number	Check Number	Collection Document	Document Header	Document Date	Posting Date	Created By	Detail/Net Amount	
7	USDAA00999501A	USDAPREFAILT	130X	1409422362	00109955	1409529553	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned	-248.41
8	USDAA00999501A	USDAPREFAILT	130X	1409422362	00109955	1409532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned	-205.65
9	USDAA00999501A	USDAPREFAILT	130X	1409422362	Result						-452.06
10	USDAA00999501A	USDAPREFAILT	130X	#	00109955	1409422362	HERMES CONSOLIDATED	04/30/2013	04/30/2013	Not assigned	-028.48
11	USDAA00999501A	USDAPREFAILT	130X	#	00109955	1409529553	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned	528.40
12	USDAA00999501A	USDAPREFAILT	130X	#	00109955	1409532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned	248.41
13	USDAA00999501A	USDAPREFAILT	130X	#	Result						248.41
14	USDAA00999501A	USDAPREFAILT	X00X	#	005112	1409728116	DOVANTON DEVELOPMENT	03/05/2014	05/06/2014	Not assigned	-3,178.11
15	USDAA00999501A	USDAPREFAILT	X00X	#	005224	1409882039	DOVANTON DEV AUTHO	03/05/2014	05/29/2014	Not assigned	-877.87
16	USDAA00999501A	USDAPREFAILT	X00X	#	007008	1409101048	FORNITRON FARM ACCO	05/20/2014	05/20/2014	Not assigned	-1,598.00
17	USDAA00999501A	USDAPREFAILT	X00X	#	Result						-8,741.90
18	USDAA00999501A	USDAPREFAILT	X00X	#	005112	1409728116	DOVANTON DEVELOPMENT	03/05/2014	05/06/2014	Not assigned	-3,178.11
19	USDAA00999501A	USDAPREFAILT	X00X	#	005224	1409882039	DOVANTON DEV AUTHO	03/05/2014	05/29/2014	Not assigned	-877.87
20	USDAA00999501A	USDAPREFAILT	X00X	#	007008	1409101048	FORNITRON FARM ACCO	05/20/2014	05/20/2014	Not assigned	-1,598.00
21	USDAA00999501A	USDAPREFAILT	X00X	#	Result						-8,741.90
22	USDAA00999501A	USDAPREFAILT	130X	#	00109955	1409529553	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned	-282.07
23	USDAA00999501A	USDAPREFAILT	130X	#	00109955	1409532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned	-40.78
24	USDAA00999501A	USDAPREFAILT	130X	#	Result						-322.85

Customer: 002236345
WILDFIRE SERVICES WYOMING

General Information

23 Query Technical Name: Z50_AR_ZPAR_WDR_DAILY_EDLL
 24 Query Description: Daily Collection Report
 25 InfoProvider Technical Name: ZPAR_WDR
 26 InfoProvider Description: Daily Collection
 27 Last Data Update: 11/15/2014 23:03:23
 28 Latest Data Update (InfoProvider): 11/15/2014 23:03:23
 29 Key Date: 11/15/2014
 30 Created By: F000008
 31 Last Changed By: F000008
 32 Changed At: 09/15/2014 19:44:34
 33 Current User: Swanson, Lara
 34 Last Refresh: 11/15/2014 18:05:54
 35 Print Template: ZANALYSIS_PATTERN
 36 System: H01CLN500

Static Filters

37
 38 Document Type: AC, AF, DL, DD, DW, DZ, E, F, KZ, ML, PC, SZ, SA, SB, SC, SD, ZV, ZW, ZY, ZP, DQ, DR, E, SC

39 Document Type: ZANALYSIS_PATTERN

Ready

GL Accounts

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

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

View a Billing Document

Purpose

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

Considerations

- These instructions were specifically tailored to accommodate APHIS program billing and payment (collection) verification needs.

Report Type

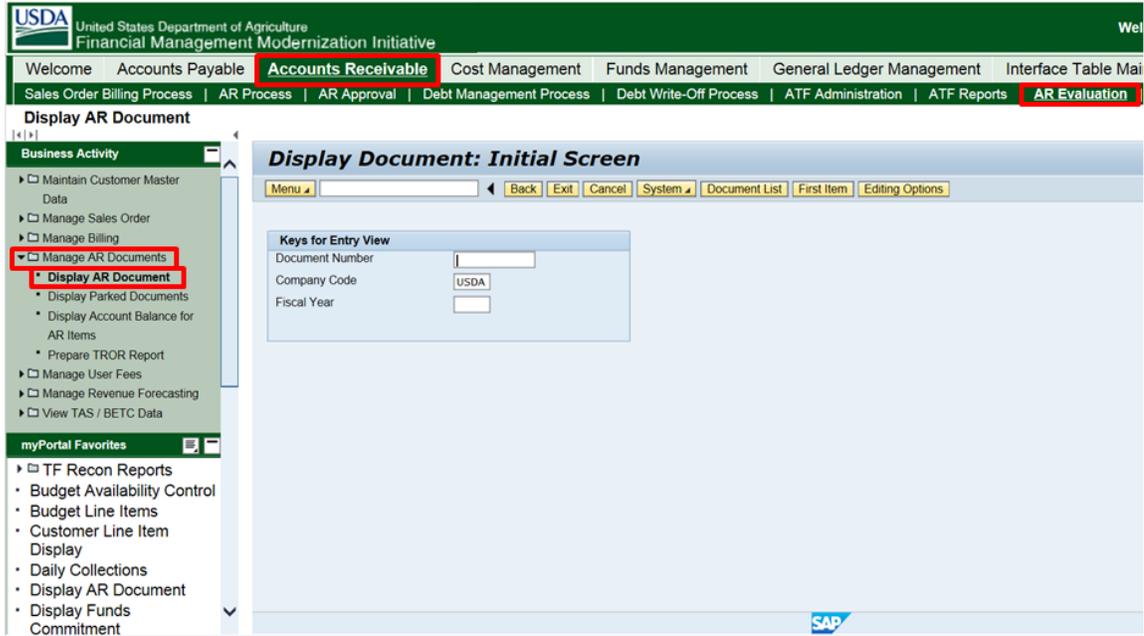
NA

FMMI Role

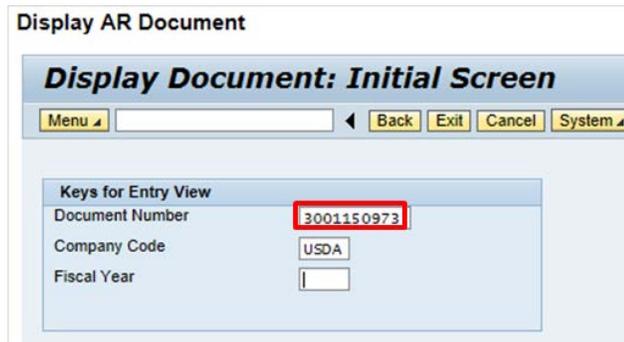
Accounts Receivable, AR Evaluator

Instructions

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



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



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

- iv. IPAC Document = blank
- d. Payment Reference Field –
 - iii. Check , Wire, ACH = the deposit ticket number
 - iv. IPAC Document = IPAC Document Reference Number (DRN) – used to trace an IPAC payment

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

Display AR Document

Display Document: Data Entry View

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

Data Entry View

Document Number: 3001150973 Company Code: USDA Fiscal Year: 2014
 Document Date: 01/07/2014 Posting Date: 01/07/2014 Period: 4
 Reference: 0091256963 Cross-Comp No.: Ledger Group:
 Currency: USD Texts exist: Ledger Group:

Clng doc.	Ea.	PK	Account	Description	Amount	Assignment	Cmm.	WBS element	Funded Program	Functional Area	BP	C...
1400672508		01	3365613	WILDLIFE SERVICES G	3,256.21		AR		FPDEFAULT	AGDEFAULT		
		50	5200000200	ServRev-Exch	3,256.21	30011509732014	0200	AP.RA.OTCS.WS.ER13	AP.RA.OTCS.WS.ER13	AP00AGREIMBUR000	14XX	

The following screen will display.

Display Document: Line Item 001

Menu [] [Back] [Exit] [Cancel] [System] [Change Display/Change Mode] [Display]

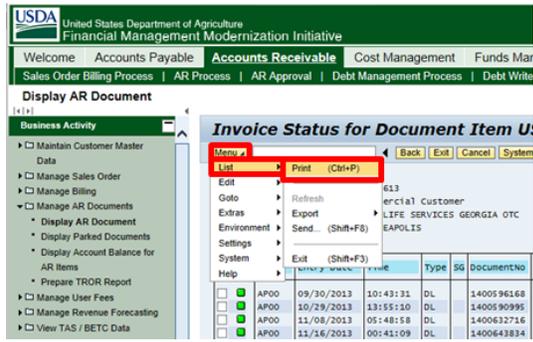
Customer: 3365613 WILDLIFE SERVICES GEORGIA OTC G/L Acc: 1310900000
 CoCode: USDA ATTN: BCT
 US Dept of Agriculture: MINNEAPOLIS Doc. No.: 3001150973

Line Item 1 / Invoice / 01
 Amount: 3,256.21 USD

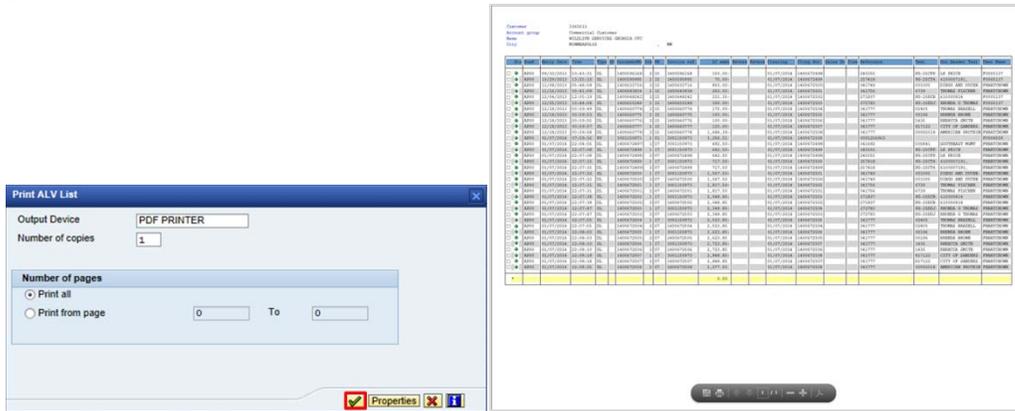
Additional Data

Bus. Area: AP00
 Disc. base: 0.00 Disc. Amount: 0.00 USD
 Pay Terms: 0030 Days/percent: 30 0.000 % 0 0.000 % 0
 Bline Date: 01/07/2014 Invoice ref.: / / 0
 Pmnt Block:
 Payment Ref.: 0091256963
 Dunn. Block: Dunning Key:
 Last Dunned: / 0 Dunning Area: AP
 Contract: / Flow Type:
 Clearing: 01/07/2014 / 1400672508
 Assignment:
 Text: Long text

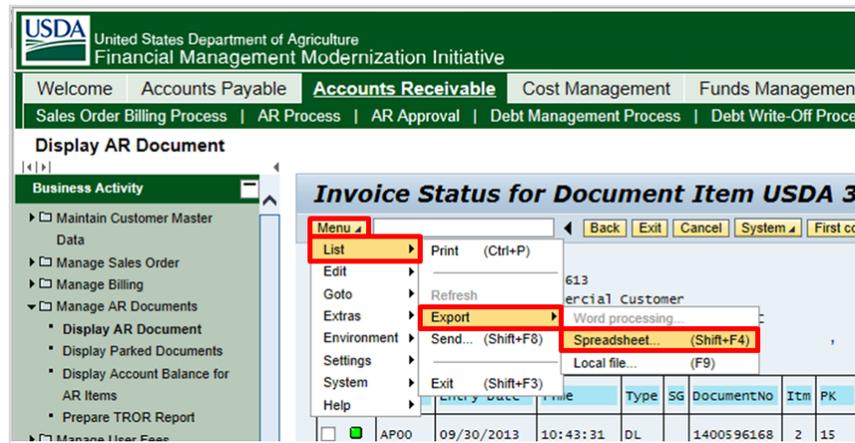
STEP 5: Go to **Menu > Environment > Invoice Status** and click on **Invoice Status** or press the Control Key and F10 at the same time



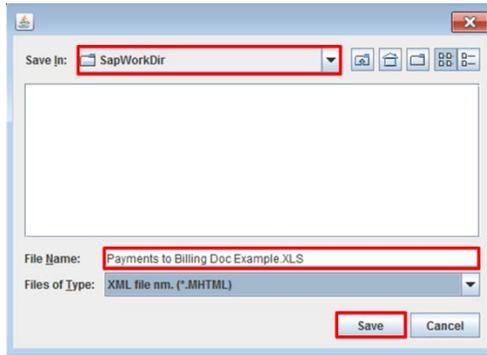
STEP 8: After **Print** is clicked, the following box will appear. Click the **green check** and a PDF version will be available to print or save.



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



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



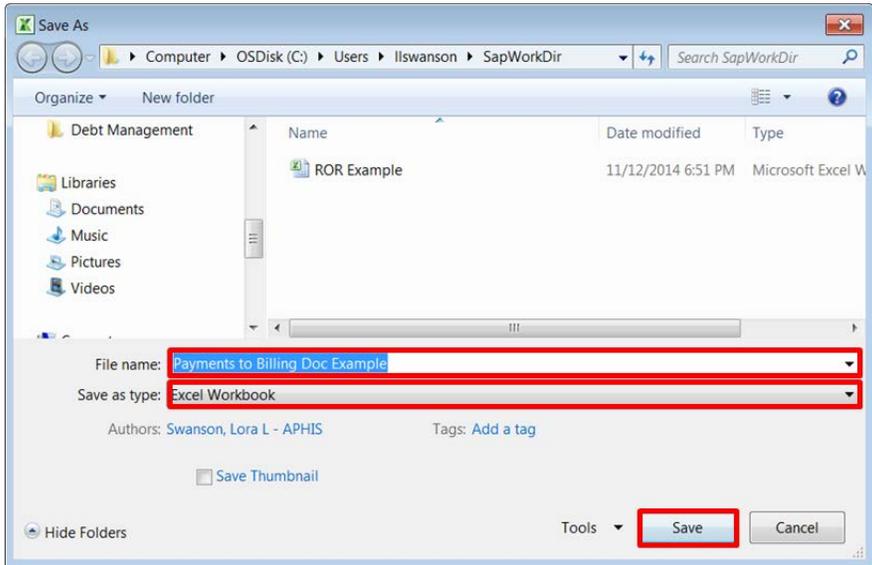
STEP 11: The following box will appear, click **Yes**.



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Cleared/open items symbol	Business Area	Entry Date	Time of Entry	Document Type	Special G/L ind.	Document Number	Line item	Posting Key	Invoice reference	Amount in local currency	Reverse clearing	Reversed with	Clearing date	Clearing Doc
2		AP00	9/30/2013	10:43:31 AM	DL		1400596168	2	15	1400596168	-150.00			1/7/2014	1400672496
3		AP00	10/25/2013	1:55:10 PM	DL		1400590995	2	15	1400590995	-75.00			1/7/2014	1400672499
4		AP00	11/6/2013	5:48:58 AM	DL		1400632716	2	15	1400632716	-850.00			1/7/2014	1400672500
5		AP00	11/16/2013	12:41:09 AM	DL		1400643834	2	15	1400643834	-250.00			1/7/2014	1400672501
6		AP00	12/4/2013	12:55:19 PM	DL		1400648242	2	15	1400648242	-231.35			1/7/2014	1400672502
7		AP00	12/5/2013	10:44:58 AM	DL		1400650248	2	15	1400650248	-300.00			1/7/2014	1400672503
8		AP00	12/16/2013	12:59:49 AM	DL		1400660774	2	15	1400660774	-175.00			1/7/2014	1400672504
9		AP00	12/16/2013	12:59:53 AM	DL		1400660775	2	15	1400660775	-100.00			1/7/2014	1400672505
10		AP00	12/16/2013	12:59:55 AM	DL		1400660776	2	15	1400660776	-100.00			1/7/2014	1400672506
11		AP00	12/16/2013	12:59:57 AM	DL		1400660777	2	15	1400660777	-125.00			1/7/2014	1400672507
12		AP00	12/16/2013	12:59:58 AM	DL		1400660778	2	15	1400660778	-1,064.39			1/7/2014	1400672508
13		AP00	1/7/2014	7:59:16 AM	RV		3001150973	1	01	3001150973	3,256.21			1/7/2014	1400672508
14		AP00	1/7/2014	10:04:56 PM	DL		1400672497	1	17	3001150973	-492.50			1/7/2014	1400672498
15		AP00	1/7/2014	10:07:08 PM	DL		1400672498	1	17	3001150973	-642.50			1/7/2014	1400672499
16		AP00	1/7/2014	10:07:08 PM	DL		1400672498	2	07	1400672498	642.50			1/7/2014	1400672498
17		AP00	1/7/2014	10:07:15 PM	DL		1400672499	1	17	3001150973	-717.50			1/7/2014	1400672500
18		AP00	1/7/2014	10:07:15 PM	DL		1400672499	2	07	1400672499	717.50			1/7/2014	1400672499
19		AP00	1/7/2014	10:07:22 PM	DL		1400672500	1	17	3001150973	-1,567.50			1/7/2014	1400672501
20		AP00	1/7/2014	10:07:22 PM	DL		1400672500	2	07	1400672500	1,567.50			1/7/2014	1400672500
21		AP00	1/7/2014	10:07:31 PM	DL		1400672501	1	17	3001150973	-1,817.50			1/7/2014	1400672502
22		AP00	1/7/2014	10:07:31 PM	DL		1400672501	2	07	1400672501	1,817.50			1/7/2014	1400672501
23		AP00	1/7/2014	10:07:38 PM	DL		1400672502	1	17	3001150973	-2,048.85			1/7/2014	1400672503
24		AP00	1/7/2014	10:07:38 PM	DL		1400672502	2	07	1400672502	2,048.85			1/7/2014	1400672502
25		AP00	1/7/2014	10:07:47 PM	DL		1400672503	1	17	3001150973	-2,348.85			1/7/2014	1400672504
26		AP00	1/7/2014	10:07:47 PM	DL		1400672503	2	07	1400672503	2,348.85			1/7/2014	1400672503
27		AP00	1/7/2014	10:07:55 PM	DL		1400672504	1	17	3001150973	-2,523.85			1/7/2014	1400672505
28		AP00	1/7/2014	10:07:55 PM	DL		1400672504	2	07	1400672504	2,523.85			1/7/2014	1400672504
29		AP00	1/7/2014	10:08:03 PM	DL		1400672505	1	17	3001150973	-2,623.85			1/7/2014	1400672506
30		AP00	1/7/2014	10:08:03 PM	DL		1400672505	2	07	1400672505	2,623.85			1/7/2014	1400672505
31		AP00	1/7/2014	10:08:10 PM	DL		1400672506	1	17	3001150973	-2,723.85			1/7/2014	1400672507
32		AP00	1/7/2014	10:08:10 PM	DL		1400672506	2	07	1400672506	2,723.85			1/7/2014	1400672506
33		AP00	1/7/2014	10:08:18 AM	DL		1400672507	1	17	3001150973	-2,868.85			1/7/2014	1400672508

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



SO Reports

Reimbursable Orders Report

Purpose

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

Considerations

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

Report Type

ECC

FMMI Role

Sales Order Reporter (Accounts Receivable, ECC)

Instructions

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

The screenshot displays the USDA Financial Management Modernization Initiative (FMMI) system interface. The top navigation bar includes 'Accounts Receivable' and 'Sales Order Reports', both highlighted with red boxes. The left sidebar shows a tree view with 'Execute Sales Order Reports' expanded, and 'Reimbursable Orders Report' selected. The main content area is titled 'Reimbursable Orders Report' and contains a 'Selection Criterion' section with 'Input Parameters' and 'Output Type' options. The 'Input Parameters' section includes fields for Business Area, Fiscal Year, Sales Orders, Fund, Budget Period, Funds Center, Commitment Item, Functional Area, and Funded Program, each with a 'to' field and a dropdown arrow. The 'Output Type' section has radio buttons for 'Without Advance', 'With Advance', 'WBS costs without Sales Orders', and a checked 'Complex Projects' checkbox. At the bottom, the 'Layout Variant' is set to '/DEFAULT'.

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

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

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

STEP 4: The report will populate as shown below (this is the ZWSLayout)

Reimbursable Orders Report

User: Lora Swanson
 Date: 11/09/2014
 Selection Criterion: Without Advance
 Business Area: AP00
 Fund: AP001600AR
 Fund Center: APWSWR4949
 Funded Program: AP.RA.*

Budget Per.	Funded Program	Contract E	Sales Order	Total Cons	Com.	Obligat.	Expenditures	Billed Amount	Non Billab	FM SO Unbil.	SD Available	Down Pay.	Down Pay.	Down Pa.
1010	AP.RA.N449.73.0005	09/30/2011	11,000.00	4,293.99	0.00	0.00	4,293.99	7,000.00	0.00	4,000.00	6,706.01	0.00	0.00	0.00
1010			11,000.00	4,293.99	0.00	0.00	4,293.99	7,000.00	0.00	4,000.00	6,706.01	0.00	0.00	0.00
1111	AP.RA.N449.73.0016	09/30/2011	59,504.00	60,307.23	0.00	0.00	60,307.23	59,504.00	0.00	0.00	803.23	0.00	0.00	0.00
1111			59,504.00	60,307.23	0.00	0.00	60,307.23	59,504.00	0.00	0.00	803.23	0.00	0.00	0.00
11XX	AP.RA.RX49.73.0003	06/30/2012	70,100.00	50,359.35	0.00	0.00	50,359.35	70,100.00	0.00	0.00	19,740.65	0.00	0.00	0.00
11XX	AP.RA.RX49.73.0012	09/30/2011	600.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00
11XX	AP.RA.RX49.73.0013	06/30/2012	20,640.00	22,331.40	0.00	0.00	22,331.40	41,280.00	0.00	20,640.00	1,691.40	0.00	0.00	0.00
11XX	AP.RA.RX49.73.0014	06/30/2012	30,000.00	24,676.71	0.00	0.00	24,676.71	30,000.00	0.00	0.00	5,323.29	0.00	0.00	0.00
11XX	AP.RA.RX49.73.0015	07/01/2011	6,147.00	6,147.00	0.00	0.00	6,147.00	6,147.00	0.00	0.00	0.00	0.00	0.00	0.00
11XX	AP.RA.RX49.73.0919	04/30/2012	93,835.00	92,445.83	0.00	0.00	92,445.83	88,617.00	0.00	5,218.00	1,389.17	0.00	0.00	0.00
11XX			221,322.00	195,960.29	0.00	0.00	195,960.29	236,744.00	0.00	15,422.00	25,361.71	0.00	0.00	0.00
1212	AP.RA.N449.73.0016	09/30/2012	159,352.97	159,352.97	0.00	0.00	159,352.97	159,352.96	0.00	0.01	0.00	0.00	0.00	0.00
1212			159,352.97	159,352.97	0.00	0.00	159,352.97	159,352.96	0.00	0.01	0.00	0.00	0.00	0.00
12XX	AP.RA.RX49.73.0003	06/30/2013	337,910.10	290,047.11	0.00	0.00	290,047.11	0.00	0.00	337,910.10	57,862.99	0.00	0.00	0.00
12XX	AP.RA.RX49.73.0012	09/30/2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12XX	AP.RA.RX49.73.0013	06/30/2013	20,639.95	20,236.68	0.00	0.00	20,236.68	0.00	0.00	20,639.95	403.27	0.00	0.00	0.00
12XX	AP.RA.RX49.73.0014	06/30/2013	29,999.95	30,626.78	0.00	0.00	30,626.78	0.00	0.00	29,999.95	626.83	0.00	0.00	0.00
12XX	AP.RA.RX49.73.0015	06/30/2013	6,147.00	5,082.46	0.00	0.00	5,082.46	0.00	0.00	6,147.00	1,064.54	0.00	0.00	0.00
12XX	AP.RA.RX49.73.0919	04/30/2013	101,515.00	93,791.47	0.00	0.00	93,791.47	50,757.50	0.00	50,757.50	7,813.53	0.00	0.00	0.00
12XX			496,212.00	429,874.50	0.00	0.00	429,874.50	50,757.50	0.00	445,454.50	66,337.50	0.00	0.00	0.00

STEP 5: Commonly Used Additional Features

- g. Save as Variant

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Accounts Receivable | Cost Management | Funds Management | General Ledger Management | Interface Table Maintenance | Purchasing | Grantor Management | Base Role | BI Favorites
 cess | AR Approval | Debt Management Process | Debt Write-Off Process | ATF Administration | ATF Reports | AR Evaluation | AR Reports | Sales Order Reports | Customer Correspondence Process | Accounts

Reimbursable Orders Report

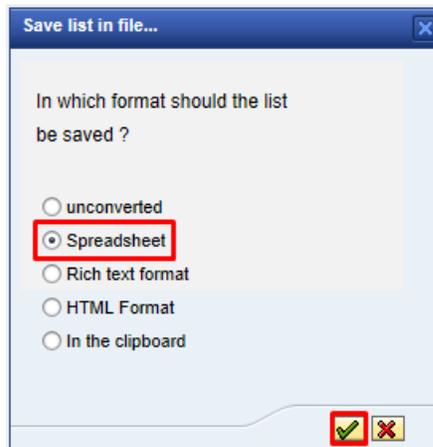
Menu | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in descending order | Set filter | Delete Filter | Total | Subtotals | Print preview | **Save file** | Mail recipient | AEC Analysis | Graphs

Reimbursable Orders Report

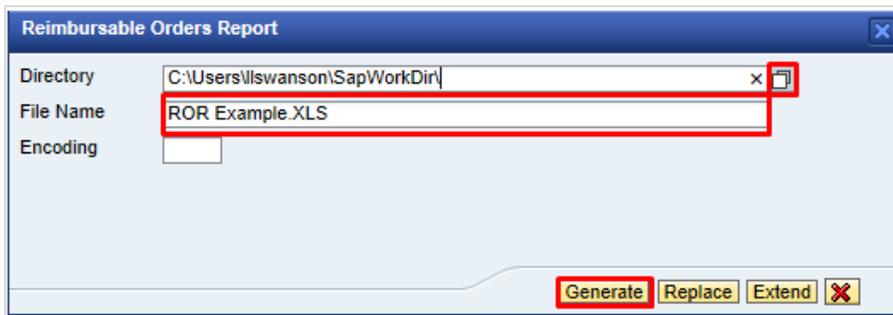
User: Lora Sivanoski
 Date: 11/09/2014
 Date: Without Advance
 Selection Criteria: Business Area - AP00
 Fund - AP001600AR
 Fund Center - APWSR4949
 Funded Program - AP-RA*

Budget Per.	Funded Program	Contract E	Sales Order	Total Com.	Com.	Obligt.	Expenditures	Billed Amount	Non Billed	FM SO Unbil.	SD Available	Down Pay...	Down Pay...	Down Pay...	Down Pa...
1010	AP-RA-NA49-73-0005	06/09/2011	11,000.00	4,293.99	0.00	0.00	4,293.99	7,000.00	0.00	4,000.00	6,706.01	0.00	0.00	0.00	0.00
1010			11,000.00	4,293.99	0.00	0.00	4,293.99	7,000.00	0.00	4,000.00	6,706.01	0.00	0.00	0.00	0.00
1111	AP-RA-NA49-73-0016	06/30/2011	59,504.00	60,307.23	0.00	0.00	60,307.23	59,504.00	0.00	0.00	603.23	0.00	0.00	0.00	0.00
1111			59,504.00	60,307.23	0.00	0.00	60,307.23	59,504.00	0.00	0.00	603.23	0.00	0.00	0.00	0.00
11XX	AP-RA-RX49-73-0003	06/09/2012	70,100.00	50,359.35	0.00	0.00	50,359.35	70,100.00	0.00	0.00	19,740.65	0.00	0.00	0.00	0.00
11XX	AP-RA-RX49-73-0012	06/30/2011	600.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00
11XX	AP-RA-RX49-73-0013	06/30/2012	20,640.00	22,331.40	0.00	0.00	22,331.40	41,280.00	0.00	20,640.00	1,691.40	0.00	0.00	0.00	0.00
11XX	AP-RA-RX49-73-0014	06/30/2012	30,000.00	24,676.71	0.00	0.00	24,676.71	30,000.00	0.00	0.00	5,323.29	0.00	0.00	0.00	0.00
11XX	AP-RA-RX49-73-0015	07/01/2011	6,147.00	6,147.00	0.00	0.00	6,147.00	6,147.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11XX	AP-RA-RX49-73-0019	04/30/2012	93,835.00	92,445.83	0.00	0.00	92,445.83	88,617.00	0.00	5,218.00	1,389.17	0.00	0.00	0.00	0.00
11XX			221,322.00	196,968.29	0.00	0.00	196,968.29	236,744.00	0.00	15,422.00	25,361.71	0.00	0.00	0.00	0.00
1212	AP-RA-NA49-73-0016	06/30/2012	159,352.97	159,352.97	0.00	0.00	159,352.97	159,352.96	0.00	0.01	0.00	0.00	0.00	0.00	0.00
1212			159,352.97	159,352.97	0.00	0.00	159,352.97	159,352.96	0.00	0.01	0.00	0.00	0.00	0.00	0.00
12XX	AP-RA-RX49-73-0003	06/30/2013	337,910.10	280,047.11	0.00	0.00	280,047.11	0.00	0.00	337,910.10	57,862.99	0.00	0.00	0.00	0.00
12XX	AP-RA-RX49-73-0012	06/30/2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12XX	AP-RA-RX49-73-0013	06/30/2013	20,639.95	20,236.68	0.00	0.00	20,236.68	0.00	0.00	20,639.95	403.27	0.00	0.00	0.00	0.00
12XX	AP-RA-RX49-73-0014	06/30/2013	29,999.95	30,826.78	0.00	0.00	30,826.78	0.00	0.00	29,999.95	826.83	0.00	0.00	0.00	0.00
12XX	AP-RA-RX49-73-0015	06/30/2013	6,147.00	5,062.48	0.00	0.00	5,062.48	0.00	0.00	6,147.00	1,084.54	0.00	0.00	0.00	0.00
12XX	AP-RA-RX49-73-0019	04/30/2013	101,515.00	93,791.47	0.00	0.00	93,791.47	50,757.50	0.00	50,757.50	7,813.53	0.00	0.00	0.00	0.00
12XX			496,212.00	429,874.50	0.00	0.00	429,874.50	50,757.50	0.00	445,454.50	86,337.50	0.00	0.00	0.00	0.00

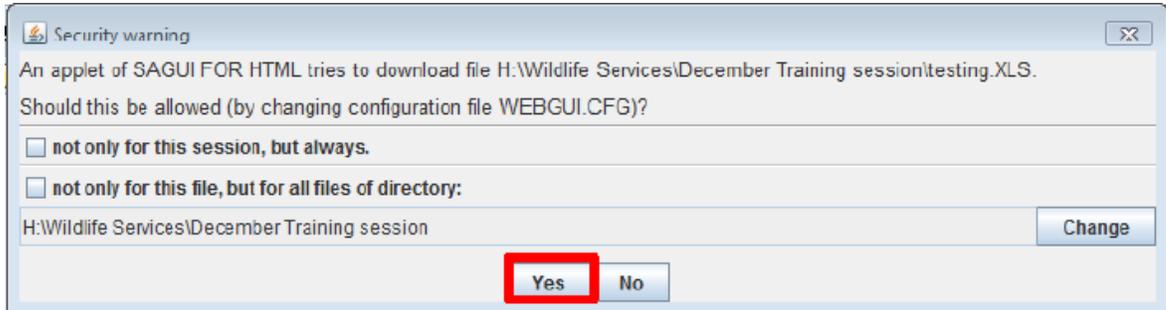
STEP 9: The following box will appear, select **Spreadsheet** and click the **Green Check Box**.



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



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



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

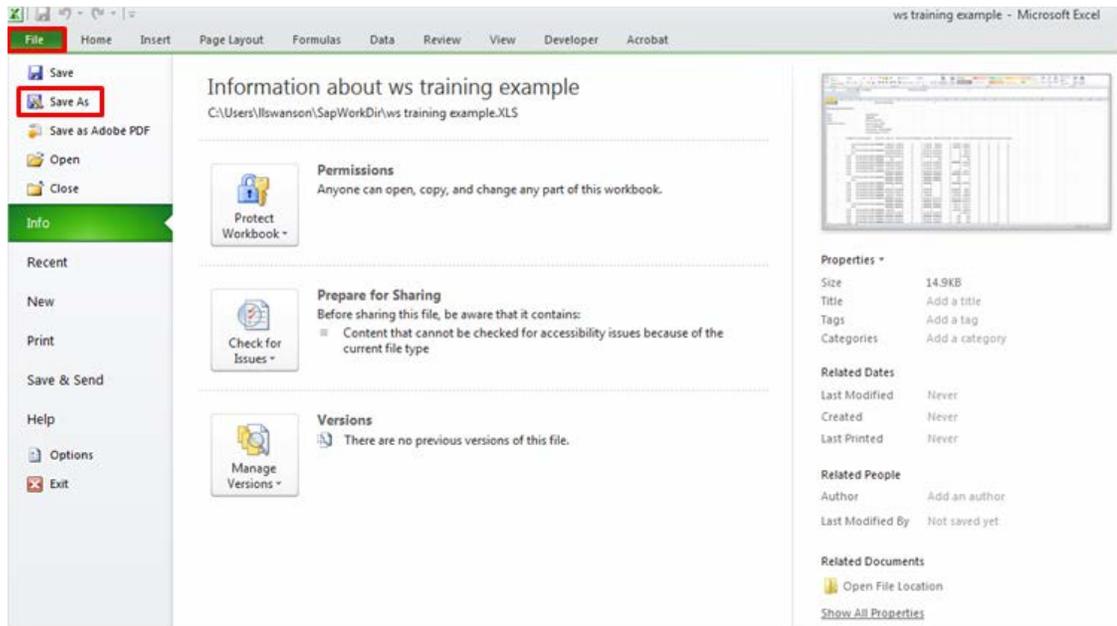
STEP 13: Go to the location you selected to retrieve the file. When opening the file, you may get the following message, Click **Yes**.

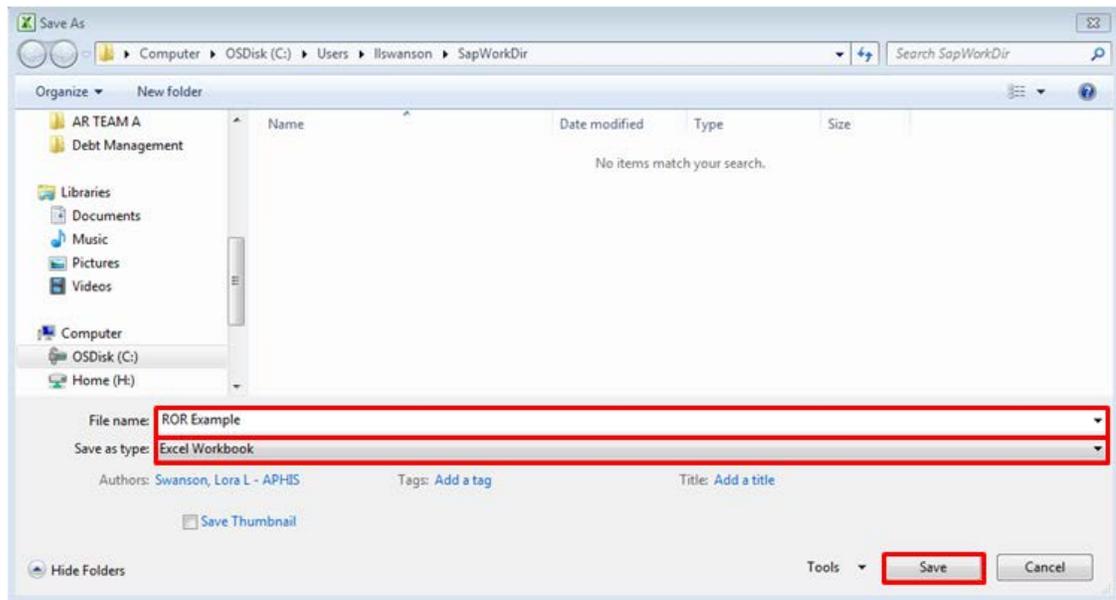


STEP 14: The file will open, as shown below.

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

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





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

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

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

Reimbursable Billing Document TRD

Purpose

The Reimbursable Billing Document TRD provides the overview of the expenses posted to a WBS by major BOC group. This report shows the expenses posted by BOC by month or quarter. It will also show the overhead that is posted monthly.

Considerations

- These instructions were specifically tailored to accommodate verification of the expense detail on the new billing format.
- This report does not reflect collections.
- This report will not reflect transactions for your account which were posted incorrectly (ex. WBS FPDEFAULT).

Report Type

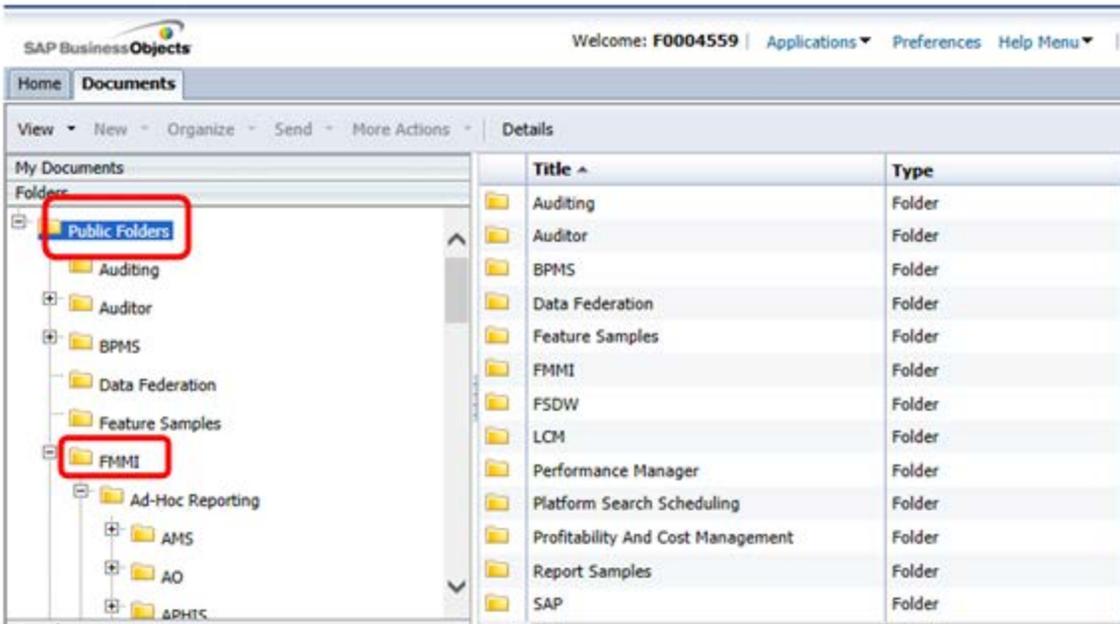
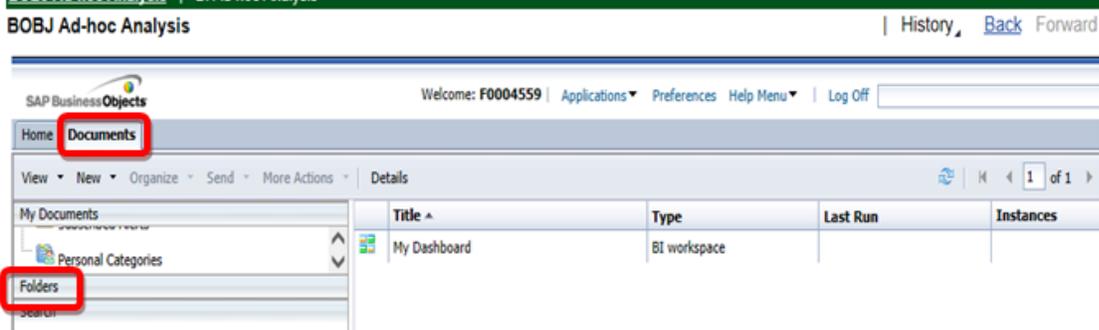
HANA

FMMI Role

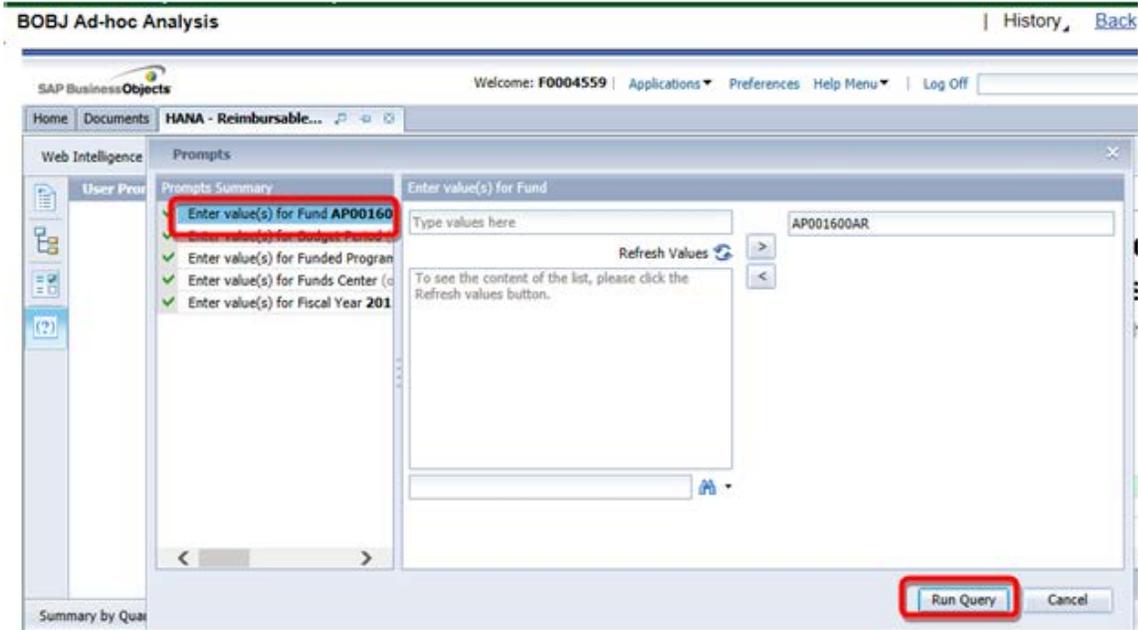
Ad-hoc Analysis, BOBJ Ad-hoc Analysis

Instructions

STEP 1: Go to Ad-hoc Analysis > Documents > Folders > Public Folders > FMMI

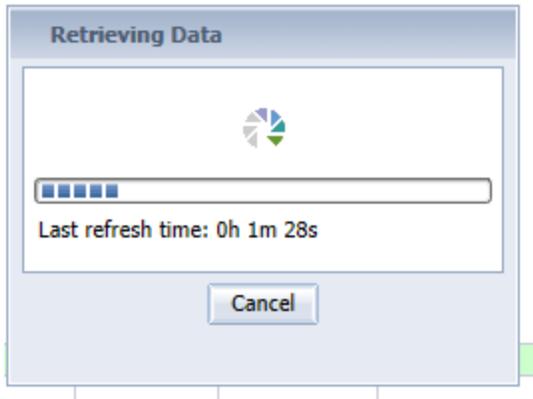


Next go to **APHIS > Accounts Receivable > HANA – Reimbursable Billing Document TRD**



- Click on **Enter Value(s) for Fund AP001600AR**
- Click on **Run Query**

This report will take a little time to load:



When the report first comes up, it will look like this:

The screenshot shows the SAP Business Objects interface. The top navigation bar includes "SAP Business Objects", "Welcome: F0004559", and menu items like "Applications", "Preferences", "Help Menu", and "Log Off". The main area displays a report titled "United States Department of Summary Reimbursable F Animal and Plant Health Inspecti".

On the left, a "User Prompt Input" panel contains several input fields with the following values:

- Enter value(s) for Fund: AP001600AR
- Enter value(s) for Budget Period (option): 15XX;14XX;13XX
- Enter value(s) for Funded Program (option):
- Enter value(s) for Funds Center (option):
- Enter value(s) for Fiscal Year: 2015

The main report area shows the following details:

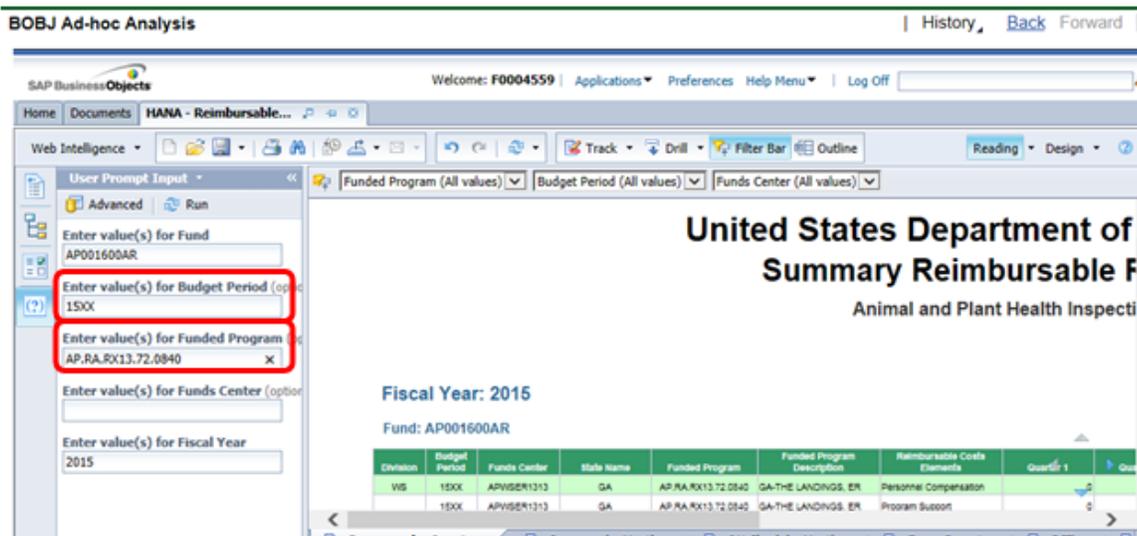
- Fiscal Year: 2015
- Fund: AP001600AR

A data table is displayed with the following columns and rows:

Division	Budget Period	Funds Center	State Name	Funded Program	Funded Program Description	Reimbursable Costs
IS	13XX	APISHQAS24	MD	AP.RA.OVHD.IS	OVERHEAD RA IS	Program Support
	13XX	APISHQCB24	MD	AP.RA.DOS1.BP	USDA-DEPT STATE AGMNT - BEP	Other Services

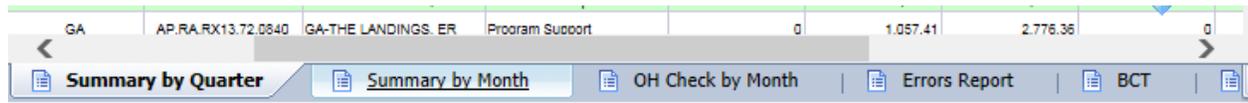
At the bottom, there are navigation options: "Summary by Quarter", "Summary by Month", "OH Check by Month", "Errors Report", and "BCT".

From here you can search several ways. You can check for an individual program code by inputting information in the User Prompt fields:



- In the **Enter Value(s) for Budget Period**, remove the budget period(s) you don't want to view or change it to the budget period you do want to view if it is not listed.
- In the **Enter value(s) for Funded Program**, enter the WBS you want to view
- Hit enter

You can view view the Summary of expenses by quarter, the expenses posted by Month, or check for overhead by month:

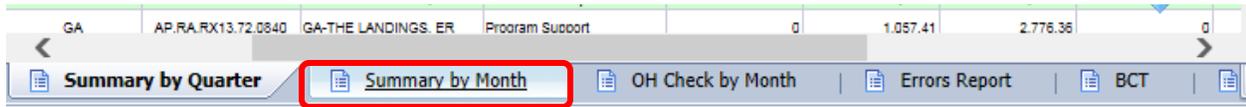


The Summary of Expenses will be the default screen and you can scroll to the right to view the details:

Funded Program	Funded Program Description	Reimbursable Costs Elements	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
AP,RA,RX13.72.0840	GA-THE LANDINGS, ER	Personnel Compensation	0	3,894.7	9,998.06	3,462.63	17,355.39
AP,RA,RX13.72.0840	GA-THE LANDINGS, ER	Program Support	0	1,057.41	2,776.36	0	3,833.77
AP,RA,RX13.72.0840	GA-THE LANDINGS, ER	Supplies and Materials	0	0	228	0	228
		Sum:	0	4,952.11	13,002.42	3,462.63	21,417.16
		Sum:	0	4,952.11	13,002.42	3,462.63	21,417.16

The summary by quarter will list the expenses broken down by major BOC. Keep in mind, if this is an active agreement, the current quarter might have expenses but they won't be the final expenses for the quarter until the

quarter ends. If an expense posts 10 minutes after you run the report, you should be able to rerun the report a short time later and new a new total in the current quarter.



The view the summary of expenses by Month:

- Click on the **Summary by Month** tab
- Scroll to the right to view the details:



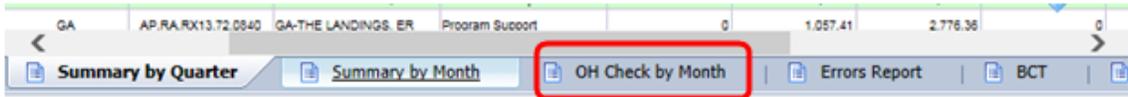
January	February	March	April	May	June	July	August	September
0	0	3,894.7	2,462.34	4,688.69	2,847.03	3,462.63	0	0
0	0	1,057.41	668.52	1,334.88	772.96	0	0	0
0	0	0	0	228	0	0	0	0
0	0	4,952.11	3,130.86	6,251.57	3,619.99	3,462.63	0	0
0	0	4,952.11	3,130.86	6,251.57	3,619.99	3,462.63	0	0



January	February	March	April	May	June	July	August	September
0	0	3,894.7	2,462.34	4,688.69	2,847.03	3,462.63	0	0
0	0	1,057.41	668.52	1,334.88	772.96	0	0	0
0	0	0	0	228	0	0	0	0
0	0	4,952.11	3,130.86	6,251.57	3,619.99	3,462.63	0	0
0	0	4,952.11	3,130.86	6,251.57	3,619.99	3,462.63	0	0

The expenses will be posted by major BOC like in the Summary by Quarter view, however when you scroll to the right the column showing the Reimbursable Cost Element titles will disappear from view on months later in the year.

To see if overhead was posted in a particular month:



To see if overhead was posted in a particular month:

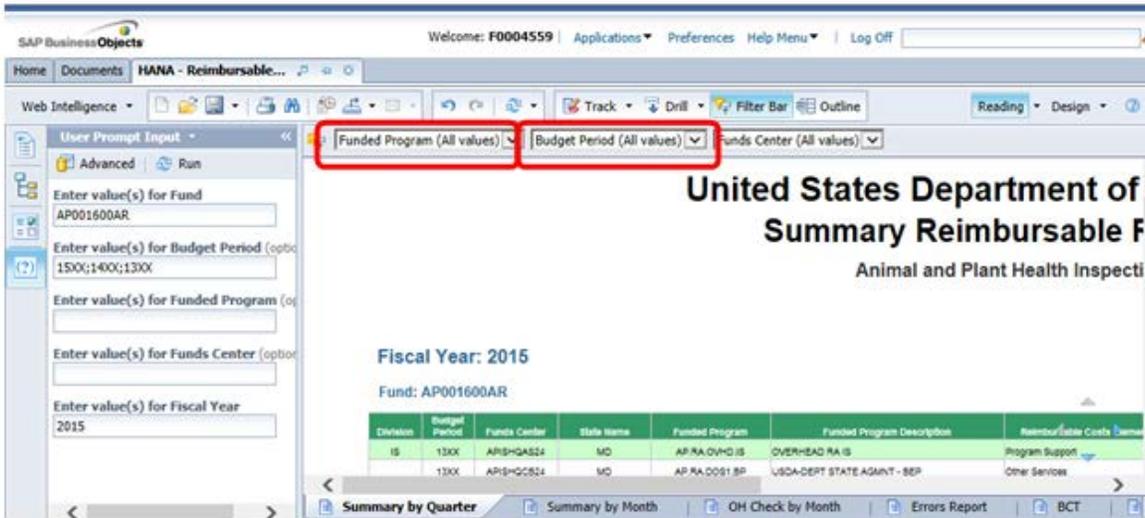
- Click on The **OH Check by Month** tab

The screenshot shows a data table with the following structure:

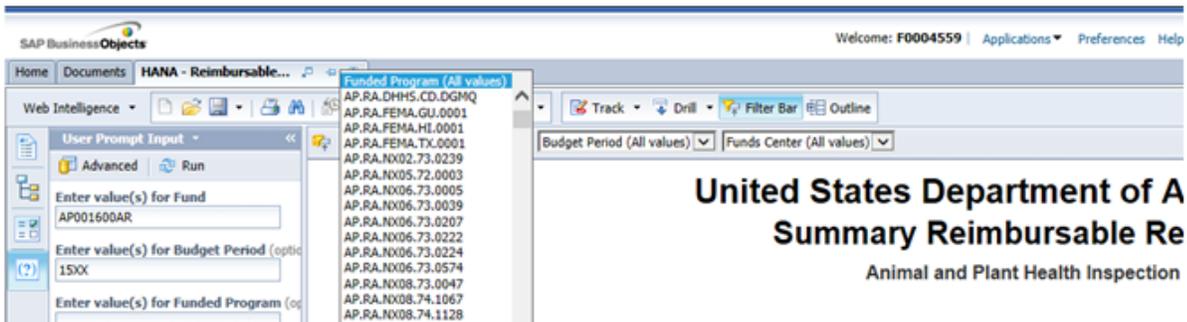
- Filters: Funded Program (All values), Program Support, Funds Center (All values)
- Columns: November, December, January, February, March, April, May, June, July, August
- Rows: Multiple rows of data with values for each month.

November	December	January	February	March	April	May	June	July	August
0	0	0	0	1,057.41	0	0	0	0	0
0	0	0	0	0	668.52	0	0	0	0
0	0	0	0	0	0	1,334.88	0	0	0
0	0	0	0	0	0	0	772.96	0	0
0	0	0	0	1,057.41	668.52	1,334.88	772.96	0	0
0	0	0	0	1,057.41	668.52	1,334.88	772.96	0	0

Another way to search is by choosing the WBS and Budget period from the drop down menus:

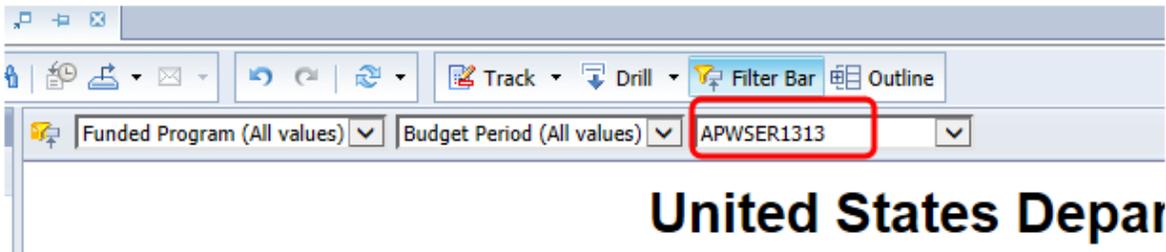
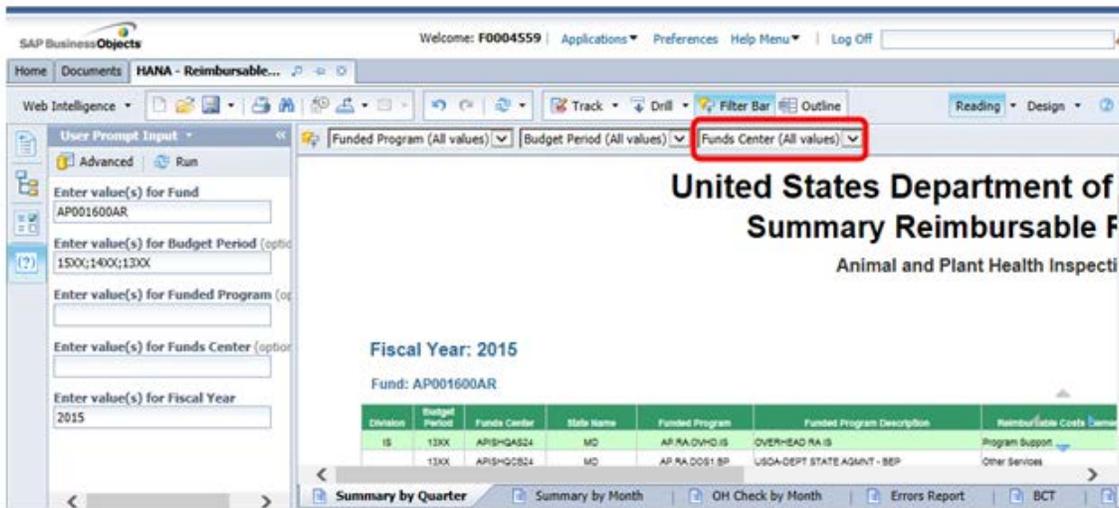


BOBJ Ad-hoc Analysis

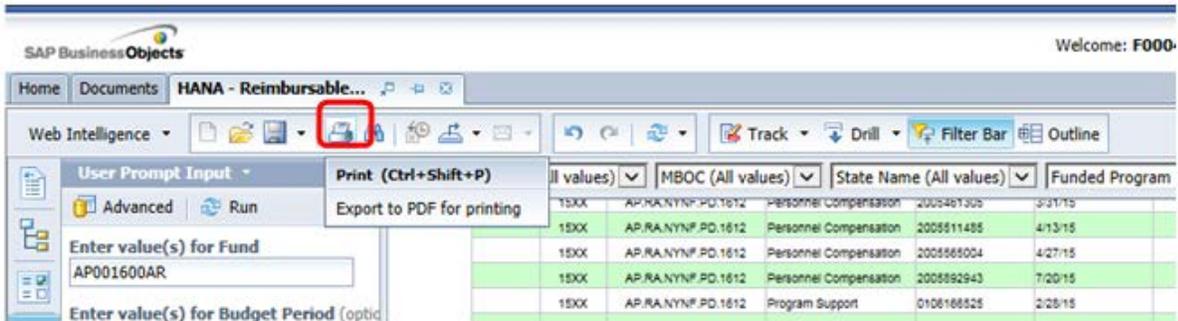


Once you find your WBS, you can check each of the tabs for the report information above just like you did when you searched using the User Prompt input fields on the left side of the screen.

If you have a whole stack of bills to verify and they all have the same Fund Center, you can pull up all WBS elements that have that Fund Center by choosing a Fund Center from the drop down menu:



BOBJ Ad-hoc Analysis



You can also print or export your report:

- Click on the **Printer** icon
- Choose from the dropdown menu either **Print** or **Export to PDF**



- Click on **Open** or **Save**

HANA - Reimbursable Billing Document TRD.pdf - Adobe Acrobat

File Edit View Window Help

Create = [Icons] 100% Common Tools Sign

Bookmarks

- Summary by Quarter
- Summary by Month
- OH Check by Month
- Errors Report
- BCT
- Prompt Summary

United States Department of Agriculture

Last Refreshed Date and Time

Summary Reimbursable Report by Quarter

Animal and Plant Health Inspection Service

Fiscal Year: 2015
Fund: AP001600AR

Division	Budget	Fiscal Center	Rate Name	Number Program	Partial Program Description	Reimbursable Code	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
MS	1403	APHISDP133	MS	AP AA-R021 712000	MS00 PORTLAND JETP1-01	Statement	0	0	0	0	0
1403	APHISDP133	MS	AP AA-R021 712000	MS00 PORTLAND JETP1-01	Other Services		0	34,42	0	0	34,42
1403	APHISDP133	MS	AP AA-R021 712000	MS00 PORTLAND JETP1-01	Personal Compensation		2,400.00	1,400.00	323.46	323.46	5,026.92
1403	APHISDP133	MS	AP AA-R021 712000	MS00 PORTLAND JETP1-01	Program Support		910.41	400.00	27	0	1,337.41
1403	APHISDP133	MS	AP AA-R021 712000	MS00 PORTLAND JETP1-01	Travel and Mileage		300.0	346.7	0	0	646.7
1403	APHISDP133	MS	AP AA-R021 712000	MS00 PORTLAND JETP1-01	Travel		0	0	0	0	0
					Sum		4,200.41	2,126.26	350.46	350.46	6,827.59
Grand Total											

Budget

APHIS AVC Budgets by Fund

APHIS AVC in FMMI & Budgetary Posting Method

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

All other funds should be Budget PD + FUND + FA

**This fund should have Automatic Budget Posting (ABP) at the invoice level*

Last Updated 21-Mar-12

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

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

APHIS AVC in FMMI & Budgetary Posting Method

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

All other funds should be Budget PD + FUND + FA

*This fund should have Automatic Budget Posting (ABP) at the invoice level

Last Updated

11-Aug-14

AVC Tables

Budget Availability Control

Purpose

The AVC Tables in FMMI provide budget availability balances.

Considerations

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

Report Type

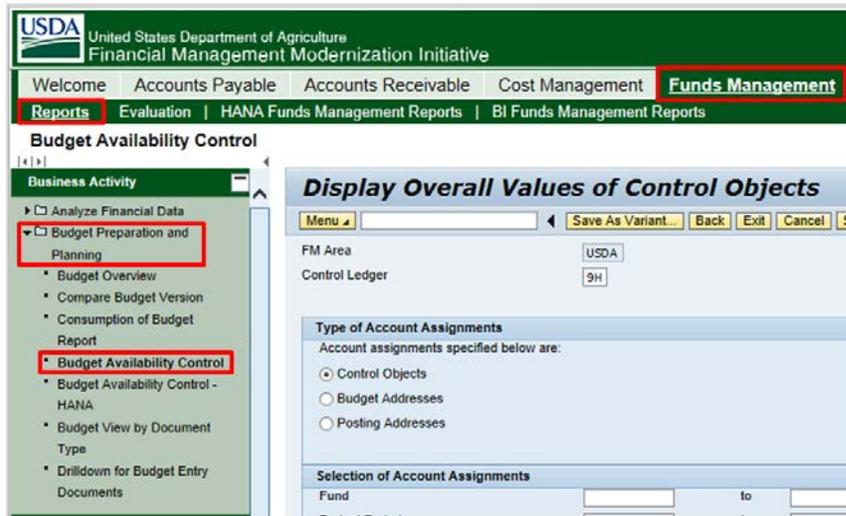
ECC

FMMI Role

Funds Management, ECC Reporting

Instructions

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



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

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

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

STEP 4: The report will populate as shown below

- i. Consumable Amount represents the total amount of budget authority for the agreement, including indirect expenses (OH), for the BP.
- ii. Consumed Amount represents the total amount spent, including indirect expenses (OH), for the BP.
- iii. Available Amount represents the total amount remaining to be spent, including indirect expenses (OH), for the BP.

Display Overall Values of Control Objects

Menu ◀ Back Exit Cancel System ▾ Details Add Hierarchy of Budget and Posting Addresses BCS Documents

Control Objects Data: Overall Values

FM Area: USDA (USD) Fund: AP001600AR
 Control Ledger: 9H Funds Center: APWSWR3232
 Functional Area: AP00AGREIMBUR000
 Funded Program: AP.RA.NA32.71.0346

Overall Values of Control Objects	Consumable Amt	Consumed Amt	Available Amt
<Several Budget Period Values>	54,822.00	7,826.45	46,995.55
1313	27,411.00	0.00	27,411.00
13XX	0.00	0.00	0.00
1414	27,411.00	7,826.45	19,584.55
ALLOBJECTS	27,411.00	26,301.11	1,109.89
REVENUE	0.00	18,474.66-	18,474.66

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

Display Sales Order

Display Reimb - No Advance 320004752: Overview

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

Reimb - No Advance: 320004752 Net value: 2,323,218.00 USD
 Sold-To Party: 5000141 DFAS-ADCA DE / 6760 EAST IRVINGTON PLACE / DENVER CO 802...
 Ship-To Party: 5000141 DFAS-ADCA DE / 6760 EAST IRVINGTON PLACE / DENVER CO 802...
 PO Number: PO date: 02/07/2014

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

Req. deliv date: 02/07/2014 Deliver Plant: Contract start: Contract end: Total Weight: 0 KG
 Delivery block: Volume: 0.000 Billing block: Pricing date: 02/07/2014
 Payment terms: 0001 Pay Immediately w/o ... Incoterms: Order reason: Sales area: AP00 / AG / AG APHS, USDA, USDA

Item	Material	Description	WBS Element	Order Quantity	Un	Amount	per	UoM	Net price	Crcy	Plnt	ITCa	CnTy	CRTD	BLCK	O
220	REIMB	14-7100-0322-Q AP.RA.NA33.71.0322		1	VA	16,800.00	1	VA	16,800.00	USD	D	AP00	RONA	REMB		
230	REIMB	14-7100-0322-Q AP.RA.NA34.71.0323		1	VA	36,460.00	1	VA	36,460.00	USD	D	AP00	RONA	REMB		
240	REIMB	14-7100-0322-Q AP.RA.NA32.71.0346		1	VA	27,411.00	1	VA	27,411.00	USD	D	AP00	RONA	REMB		
250	REIMB	14-7100-0322-Q AP.RA.NA36.71.0324		1	VA	91,685.00	1	VA	91,685.00	USD	D	AP00	RONA	REMB		
260	REIMB	14-7100-0322-Q AP.RA.NA36.71.0326		1	VA	61,505.00	1	VA	61,505.00	USD	D	AP00	RONA	REMB		
270	REIMB	14-7100-0322-Q AP.RA.NA36.71.0327		1	VA	8,984.00	1	VA	8,984.00	USD	D	AP00	RONA	REMB		
280	REIMB	14-7100-0322-Q AP.RA.NA39.71.0328		1	VA	56,567.00	1	VA	56,567.00	USD	D	AP00	RONA	REMB		
280	REIMB	14-7100-0322-Q AP.RA.NA39.71.0329		1	VA	72,860.00	1	VA	72,860.00	USD	D	AP00	RONA	REMB		
300	REIMB	14-7100-0322-Q AP.RA.NA39.71.0330		1	VA	49,266.00	1	VA	49,266.00	USD	D	AP00	RONA	REMB		

Line Items - Actual Costs/Revenues
 Line Items - Actual Costs/Revenues
Display Actual Cost Line Items for Projects

Menu | Back | Exit | Cancel | System | Document | Master Record | Correction Request | Details | Set Filter

Layout /TF-RECN R TF RRB Calc Recon-Rmv docs a
 Object WBS AP.RA.NA32.71.0346 13 7100 0322 IA DOD ANG RENO
 Cost Element 5200000200 To 6400001299 ServRev-Exch...
 Posting Date 01/01/2011 To 11/30/2014

WBS Element	Doc Date	BP	Val/COArea Crpy Doc	Cost Elem	Created on	Posting Date
	09/18/2014		1,063.64			
	09/19/2014	1414	290.10-SU	6100002111	09/22/2014	09/19/2014
		1414	350.00-	6100002131	09/22/2014	09/19/2014
		1414	210.00-	6100002161	09/22/2014	09/19/2014
	09/19/2014		850.10-			
	09/30/2014	1414	784.70-ZP	6100001101	09/27/2014	09/27/2014
		1414	7.85-	6100001274	09/27/2014	09/27/2014
		1414	31.38-	6100001275	09/27/2014	09/27/2014
		1414	1.64-	6400001202	09/27/2014	09/27/2014
		1414	11.37-	6400001213	09/27/2014	09/27/2014
		1414	93.38-	6400001264	09/27/2014	09/27/2014
		1414	48.65-	6400001269	09/27/2014	09/27/2014
	09/30/2014		978.97-			
Fiscal Year 2014			25,570.73			
AP.RA.NA32.71.0346	10/21/2014	1414	400.14-CT	6100980000	10/21/2014	10/21/2014
		1414	400.14	6100980000	10/21/2014	10/21/2014
	10/21/2014		800.28			
	11/02/2014	1414	69.90-SU	6100002131	11/04/2014	11/02/2014
	11/02/2014		69.90-			
Fiscal Year 2015			730.38			
AP.RA.NA32.71.0346			26,301.11			
			26,301.11			

Status of Funds Project-to-Date

Status of Funds Project-to-Date
 Open | Save As... | Display As Table | Info | Print Version | Export to Microsoft Excel

Columns: Fund, Funds Center, Funded Program, Authority, Budget Authority, Commitments, Obligations, Expenditures, Disbursements, Total Commitments and Obligations, Available Authority

Budget Period	Authority	Budget Authority	Commitments	Obligations	Expenditures	Disbursements	Total Commitments and Obligations	Available Authority
1414	0.00	0.00	0.00	0.00	0.00	26,301.11	26,301.11	1,109.89
Overall Result	0.00	0.00	0.00	0.00	0.00	26,301.11	26,301.11	1,109.89

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

Display Overall Values of Control Objects

Menu | Back | Exit | Cancel | System | Details | Add Hierarchy of Budget and Posting Addresses | BCS Documents

Control Objects Data: Overall Values

FM Area: USDA (USD)
 Control Ledger: 9H
 Fund: AP001600AR
 Funds Center: APWSWR3232
 Functional Area: AP00AGREIMBUR000
 Funded Program: AP.RA.NA32.71.0346

Overall Values of Control Objects	Consumable Amt	Consumed Amt	Available Amt
<Several Budget Period Values>	54,822.00	7,826.45	46,995.55
1313	27,411.00	0.00	27,411.00
13XX	0.00	0.00	0.00
1414	27,411.00	7,826.45	19,584.55
ALLOBJECTS	27,411.00	26,301.11	1,109.89
REVENUE	0.00	18,474.66-	18,474.66

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

Display Overall Values of Control Objects

Menu | Save As Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant... | Program Documentation

FM Area: USDA
Control Ledger: **ZR**

Type of Account Assignments
Account assignments specified below are:
 Control Objects
 Budget Addresses
 Posting Addresses

Selection of Account Assignments

Fund		to		➔
Budget Period		to		➔
Funds Center		to		➔
Commitment Item		to		➔
Functional Area		to		➔
Funded Program	AP,RA.NA32.71.0346	to		➔

Restriction According to Attributes

➔ Multiple Selection FM Account Assignment | Variant Name: _____

Layout Options

Display Options

Use View 'Outgoing Amounts':
 Use View 'Incoming Amounts':
 Maximum Usage Rate: 100.00
 Display Budget Deficits Only:
 Only Obj. With Overall Checks:
 Hierarch. View of AVC Elements:

STEP 11: The report will populate as shown below

Display Overall Values of Control Objects

Menu | Back | Exit | Cancel | System | Details | Add Hierarchy of Budget and Posting Addresses | BCS Documents

Control Objects Data: Overall Values

FM Area	USDA (USD)	Fund	AP001600AR
Control Ledger	ZR	Funds Center	APWSWR3232
		Functional Area	AP00AGREIMBUR000
		Funded Program	AP.RA.NA32.71.0346

Overall Values of Control Objects

Overall Values of Control Objects	Consumable Amt	Consumed Amt	Available Amt
<Several Budget Period Values>	45,157.66	588.89-	45,746.55

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

Display Overall Values of Control Objects

Menu Back Exit Cancel System Details Add Hierarchy of Budget and Posting Addresses BCS Documents

Control Objects Data: Overall Values

FM Area: USDA (USD) Fund: AP001600AR
 Control Ledger: ZR Funds Center: APWSWR3232
 Functional Area: AP00AGREIMBUR000
 Funded Program: AP.RA.NA32.71.0346

Overall Values of Control Objects	Consumable Amt	Consumed Amt	Available Amt
> <Several Budget Period Values>	45,157.66	588.89-	45,746.55

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

Display Overall Values of Control Objects

Menu Back Exit Cancel System Details Add Hierarchy of Budget and Posting Addresses BCS Documents

Control Objects Data: Overall Values

FM Area: USDA (USD) Fund: AP001600AR
 Control Ledger: ZR Funds Center: APWSWR3232
 Functional Area: AP00AGREIMBUR000
 Funded Program: AP.RA.NA32.71.0346

Overall Values of Control Objects	Consumable Amt	Consumed Amt	Available Amt
> <Several Budget Period Values>	45,157.66	588.89-	45,746.55
> 1313	23,599.66	3,670.23-	27,269.89
> 13XX	0.00	0.00	0.00
> 1414	21,558.00	3,081.34	18,476.66

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

- e. Note the following items for the ZR Control Ledger:
 - i. Consumable Amount represents the total amount of budget authority for the agreement, less indirect expenses, for the BP.
 - ii. Consumed Amount represents the total amount spent, less indirect expenses and non-reversed accruals, for the BP.
 - iii. Available Amount represents the total amount remaining to be spent, less indirect expenses and non-reversed accruals, for the BP.

Display Overall Values of Control Objects

Menu Back Exit Cancel System Details Add Hierarchy of Budget and Posting Addresses BCS Documents

Control Objects Data: Overall Values

FM Area: USDA (USD) Fund: AP001600AR
 Control Ledger: ZR Funds Center: APWSWR3232
 Functional Area: AP00AGREIMBUR000
 Funded Program: AP.RA.NA32.71.0346

Overall Values of Control Objects	Consumable Amt	Consumed Amt	Available Amt
<Several Budget Period Values>	45,157.66	588.89-	45,746.55
1313	23,599.66	3,670.23-	27,269.89
13XX	0.00	0.00	0.00
1414	21,558.00	3,081.34	18,476.66
ALLOBJECTS	21,558.00	21,556.00	2.00
REVENUE	0.00	18,474.66-	18,474.66

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

Display Sales Order

Display Reimb - No Advance 3200004752: Item Data

Menu Back Exit Cancel System First item Previous item Next item Last item Display

Sales Document Item: 240 Item category: RONA Reimb - No Advance
 Material: REIMB 14-7100-0322-Q

Sales A Sales B Contract data Shipping Billing Document Conditions **Account assignment**

Account assignment

Business Area: AP00 Order:
 Profit Center: Profit Segment:

WBS Element: AP.RA.NA32.71.0346

Data relevant for cost accounting

Costing sheet: ZRR81 USDA - OH for All Expenses
 Overhead key: **R2715**

FM AccAssignt

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects							
Menu <input type="text"/> <input type="button" value="Back"/> <input type="button" value="Exit"/> <input type="button" value="Cancel"/> <input type="button" value="System"/> <input type="button" value="Document"/> <input type="button" value="Master Record"/> <input type="button" value="Correction Request"/> <input type="button" value="D"/>							
Layout	/TF-OH TOT		TF OH Totals-Run with GL 6100980000				
Object	WBS AP.RA.NA32.71.0346		13 7100 0322 IA DOD ANG RENO				
Cost Element	6100980000	To	6100980000	OpEx-Overhead % Calc			
Posting Date	10/01/2010	To	11/30/2014				

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

Calculations

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

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

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

Indirect Cost Allocation (Based on \$5,853.00 total)

WS indirect 11% = \$21,558.00 * .11 = \$2,371.38
 WS pool 11% = \$21,558.00 * .11 = \$2,371.38
 PM 5.15% = \$21,558.00 * .0515 = \$1,110.24

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

STEP 16: Additional Items to Note:

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

HANA – Analysis of Availability AP001600AR TRD

Background

Web Intelligence is the software that runs BOBJ or HANA BOBJ Reports. This document discusses the Non Federal Reimbursable Invoices. This report brings in multiple Fiscal Years but has set filters that allow you to choose only the Fiscal Years you wish to see. This report shows collections, Estimated Collections, Receivables; Collections therefore it should be used only for fund AP001600AR. The report has multiple tabs to view your data in different ways.

Roles

BOBJ and/or BOBJ HANA Reporting Role

Process

1. Locate the HANA – ANALYSIS OF AVAILABILITY AP001600AR TRD in the Public Folders under the APHIS General Ledger Reports.

Note: For detailed instructions on locating APHIS Ad-Hoc reports see the “Opening a Previously Created BOBJ/HANA Ad-Hoc Report” document.

Title	Type	Last Run	Instances	Description	Created By
HANA Analysis of Availability Annual Approp TRD	Web Intelligence		0	The report is based off the Federal Transaction Re	P0002971
HANA Analysis of Availability Annual Approp TRD FPQ	Web Intelligence		0	The report is based off the Federal Transaction Re	P0002971
HANA Analysis of Availability Annual Approp TRD FPQ [I]	Web Intelligence		0	The report is based off the Federal Transaction Re	P0003582
HANA Analysis of Availability AP001600AR TRD	Web Intelligence		0	The report is based off the Federal Transaction Re	P0002971
HANA Detail Report for AP001600AR TRD	Web Intelligence		0	The report is based off the Federal Transaction Re	P0002971
HANA TRD Download Collections	Web Intelligence		0		P0002971
HANA TRD Download Obligations	Web Intelligence		0		P0002971
HANA TRD Download Obligations PY	Web Intelligence		0	This is set up to bring in more than one Fiscal Year	P0002971
Status of Funds Report Prototype	Web Intelligence		0		P0008727

2. The document will open with current data.

There are multiple reports created from the data; the different reports can be seen by clicking the tabs at the bottom of the screen.

a.

The screenshot shows a software interface for generating reports. On the left, there is a tree view of 'Available Objects' with various filters like 'Account Number', 'Budget Period', etc. A callout box points to this area with the text '<Click> on Input Controls which allows you to filter the data.' Another callout box points to the top of the report area with the text 'Report may default to Available Objects'. The main report area displays a table titled 'United States Department of Agriculture HANA PROJECT TO DATE TOTAL COLLECTIONS AND OBLIGATIONS'. The table has columns for Program, Functional Area, Total Sales Order, Total PTD Actual Collections, Total Open Sales Order Amount, Total PTD Obligations, and Total PTD Availability. A callout box labeled 'Body of the Report' points to the table. At the bottom, there is a navigation bar with tabs for 'Total Report', 'Total Analysis', 'Report by Program', 'Report by Budget Period', 'Report by Detail Expenditures', 'Download', and 'Notes'.

a. Total Report (HANA PROJECT TO DATE TOTAL COLLECTIONS AND OBLIGATIONS) is the first tab which summarizes the data by AP001600AR, breaking out the data by program and functional area. The report totals the Fund. This is a high level report which brings in the estimated collections to agency for that line item.

- Total Obligations calculates the totals by adding together the Total Commitments, Total Account Recoveries, Total Undelivered Orders, Total Expenditures and Total Disbursements.
- Total PTD Availability is Total PTD Collections minus Total Obligations.
 - A negative Total PTD Availability means that there have been more Obligations than Collections.
 - A positive Total PTD Availability means that there have been more Collections than Obligations.
- Total Open Sales Order Amount is Total Sales Order minus Total PTD Actual Collections.
 - A positive amount in the “Total Open Sales Order Amount” column means that the estimate might need to be decreased.
 - A negative amount in the “Total Open Sales Order Amount” column means that the estimate needs to be increased. Collections have already occurred and this column should eventually be zero

Note: This is the report format that is shown first when you run the report.

b.

Reset Buttons that resets all input controls back to All Values.

Input Controls which allow you to filter the data.

Input Controls

New Macro Reset

Fiscal Year

All Values

2011

2012

2013

2014

Budget Period

All Values

000X

030X

050X

0606

If you do not see the Input Controls <click> on the icon on the left hand side.

Functional Area

All Values

AGDEFAULT

AP00AGDISTRIB000

AP00AGINTEREST00

AP00AGREIMBUR000

Funds Center

All Values

AP00000000

AP000CSPD24

AP000PCH24

AP000FEMA24

Funded Program

All Values

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United States Department of Agriculture

HANA Total by Fund Center and Funded Program

Last Refreshed Date: 4/15/15

Program	Functional Area	Fund Center	Funded Program	Total Sales Order	Total Receivables	Total Actual Collections	Total Obligations	Total Open Sales Order Amount	Total Availability
Fund: AP001600AR									
00	AGDEFAULT	AP00000000	FPDEFAULT	38,719,385.43	620.28	36,979,930.35	34,712,739.54	1,739,455.08	2,267,190.81
	AP00AGDISTRIB000	AP00000000	FPDEFAULT	0	0	0	0	0	0
	AP00AGINTEREST00	AP00000000	FPDEFAULT	0	0	466.92	0	-466.92	466.92
	AP00AGREIMBUR000	AP00000000	FPDEFAULT	9,984,407.46	0	6.635	6.635	9,984,407.46	-6,635
	AP00AGREIMBUR000	AP00CSPD24	AP.RA.ASCS.13	104,429	0	32,689	65,118.58	71,740	-32,429.58
	AP00AGREIMBUR000	AP00CSPD24	AP.RA.ASCS.19	0	0	0	0	0	0
	AP00AGREIMBUR000	AP00CSPD24	AP.RA.ASCS.A1	0	0	71,454.98	71,454.98	-71,454.98	0
	AP00AGREIMBUR000	AP00CSPD24	AP.RA.ASCS.A2	0	0	84,646.67	84,646.67	-84,646.67	0
	AP00AGREIMBUR000	AP00DPCH24	AP.RA.DEPT.04	14,603.23	0	0	0	14,603.23	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.AK.0001	979.69	0	979.69	979.69	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.AK.0002	8,651.22	0	8,651.22	8,651.22	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.AL.0001	490.94	0	490.94	490.94	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.CO.0001	2,110	0	2,110	2,110	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.CO.0002	4,209.28	0	4,209.28	4,209.28	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.CT.0001	1,698.26	0	1,698.26	1,698.26	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.CT.0002	153.91	0	153.91	153.91	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.DC.0001	8,323.9	0	8,323.9	8,323.9	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.DE.0001	3,405.67	0	3,405.67	3,405.67	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.DE.0002	6,155.44	0	6,155.44	6,155.44	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.FL.0001	854.68	0	854.68	854.68	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.HI.0001	1,418.37	0	1,418.37	1,418.37	0	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.LA.0001	1,608.94	0	804.47	804.47	804.47	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.LA.0002	2,897.84	0	1,448.92	1,448.92	1,448.92	0
	AP00AGREIMBUR000	AP00FEMA24	AP.RA.FEMA.LA.0003	7,784.83	0	7,784.83	7,784.83	0	0

b. Total Analysis (HANA Total by Fund Center and Funded Program) - breaks out the data by the Program, Fund, Functional Area, Fund Center and Funded Program. The report subtotals Program and Fund. This report allows you to see all activity that occurred by for a certain reimbursable for a program. Total Availability is Total Actual Collections minus Total Obligations. You can use the input controls on the left to filter to just a certain Fiscal Years, Budget Periods, Programs etc., that you are interested in reviewing.



Make sure you have clicked on this icon which will activate the input control. Please remember input controls only work for the report you are working on. If you move to another report/tab then you will need to use the input control to filter that tab individually. To remove an input control <click> on All Values and Ok to remove an input control individually, or the Reset button at the top of the list of Input Controls.

c.

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United States Department of Agriculture
HANA Report by Program

Last Refreshed Date: 4/15/15

Program	Functional Area	Fund Center	Funded Program	BP	Total Sales Order	Receivables	Actual Collections	Obligations	Total Open Sales Order Amount	Availability
Fund: AP001600AR										
00	AGDEFAULT	AP00000000	FPDEFAULT	00XX	0	0	0	0	0	0
	AGDEFAULT	AP00000000	FPDEFAULT	03XX	6,891.24	0	0	6,891.24	6,891.24	-6,891.24
	AGDEFAULT	AP00000000	FPDEFAULT	05XX	21,032.73	0	0	12,302.79	21,032.73	-12,302.79
	AGDEFAULT	AP00000000	FPDEFAULT	0606	0	0	0	150,800.2	0	-150,800.2
	AGDEFAULT	AP00000000	FPDEFAULT	06XX	0	0	-192,053.42	216,066.26	192,053.42	-408,119.68
	AGDEFAULT	AP00000000	FPDEFAULT	0707	0	0	0	405,695.22	0	-405,695.22
	AGDEFAULT	AP00000000	FPDEFAULT	07XX	27,780.53	0	-4,009,420.43	-2,236,533.56	4,037,200.96	-1,772,886.87
	AGDEFAULT	AP00000000	FPDEFAULT	0808	0	0	-129,248.76	460,763.95	129,248.76	-590,012.71
	AGDEFAULT	AP00000000	FPDEFAULT	08XX	4,728.93	0	-1,837,860.78	-1,034,243.45	1,842,589.71	-803,617.33
	AGDEFAULT	AP00000000	FPDEFAULT	0909	0	0	-142,158.55	319,516.53	142,158.55	-461,675.08
	AGDEFAULT	AP00000000	FPDEFAULT	09XX	671,362.73	0	-3,157,445.73	-2,234,582.95	3,828,808.46	-922,862.78
	AGDEFAULT	AP00000000	FPDEFAULT	1010	0	0	5,933,315.6	4,698,199.52	-5,933,315.6	1,235,116.08
	AGDEFAULT	AP00000000	FPDEFAULT	10XX	3,520,824.88	0	9,780,158.81	-1,302,978.19	-6,259,333.93	11,083,137
	AGDEFAULT	AP00000000	FPDEFAULT	1111	11,574,604.18	0	7,375,730.6	11,999,679.5	4,198,873.38	-4,623,948.9
	AGDEFAULT	AP00000000	FPDEFAULT	11XX	21,907,105.22	620.28	23,358,913.01	23,188,645.83	-2,051,807.79	170,267.18
	AGDEFAULT	AP00000000	FPDEFAULT	12XX	0	0	0	0	0	0
	AGDEFAULT	AP00000000	FPDEFAULT	1313	0	0	0	0	0	0
	AGDEFAULT	AP00000000	FPDEFAULT	13XX	1,584,497.01	0	0	62,516.65	1,584,497.01	-62,516.65
	AGDEFAULT	AP00000000	FPDEFAULT	1414	0	0	0	0	0	0
	AGDEFAULT	AP00000000	FPDEFAULT	1515	0	0	0	0	0	0
	AGDEFAULT	AP00000000	FPDEFAULT	95XX	557.98	0	0	0	0	557.98
	AGDEFAULT	AP00000000	FPDEFAULT	95XX	557.98	0	0	0	0	557.98
Total	AGDEFAULT	AP00000000	FPDEFAULT	10XX	38,719,385.43	620.28	36,979,930.35	34,712,739.54	1,739,455.08	2,267,190.81

c. Report by Program (HANA Report by Program) - breaks out the data by the Program, Budget Period, Fund, Functional Area, Fund Center, and Funded Program. The report subtotals by the Program, Functional Area and Grand total. This report allows you to see all the programs that had activity at a detailed master data level.

d.

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United States Department of Agriculture
HANA Report Subtotaled by Budget Period

Last Refreshed Date: 4/15/15

BP	Program	Functional Area	Fund Center	Funded Program	Total Sales Orders	Receivable	Collections	Obligations	Total Open Sales Order Amount	Availability
Fund: AP001600AR										
03XX	00	AGDEFAULT	AP00000000	FPDEFAULT	6,891.24	0	0	6,891.24	6,891.24	-6,891.24
				00 Subtotal:	6,891.24	0	0	6,891.24	6,891.24	-6,891.24
				03XX Total:	6,891.24	0	0	6,891.24	6,891.24	-6,891.24
05XX	00	AGDEFAULT	AP00000000	FPDEFAULT	21,032.73	0	0	12,302.79	21,032.73	-12,302.79
				00 Subtotal:	21,032.73	0	0	12,302.79	21,032.73	-12,302.79
				05XX Total:	21,032.73	0	0	12,302.79	21,032.73	-12,302.79
0606	00	AGDEFAULT	AP00000000	FPDEFAULT	0	0	0	150,800.2	0	-150,800.2
				00 Subtotal:	0	0	0	150,800.2	0	-150,800.2
				0606 Total:	0	0	0	150,800.2	0	-150,800.2
06XX	00	AGDEFAULT	AP00000000	FPDEFAULT	0	0	-192,053.42	216,066.26	192,053.42	-408,119.68
				00 Subtotal:	0	0	-192,053.42	216,066.26	192,053.42	-408,119.68
				06XX Total:	0	0	-192,053.42	216,066.26	192,053.42	-408,119.68
0707	00	AGDEFAULT	AP00000000	FPDEFAULT	0	0	0	405,695.22	0	-405,695.22
				00 Subtotal:	0	0	0	405,695.22	0	-405,695.22
				0707 Total:	0	0	0	405,695.22	0	-405,695.22
07XX	00	AGDEFAULT	AP00000000	FPDEFAULT	27,780.53	0	-4,009,420.43	-2,236,533.56	4,037,200.96	-1,772,886.87
				00 Subtotal:	27,780.53	0	-4,009,420.43	-2,236,533.56	4,037,200.96	-1,772,886.87
				07XX Total:	27,780.53	0	-4,009,420.43	-2,236,533.56	4,037,200.96	-1,772,886.87
0808	00	AGDEFAULT	AP00000000	FPDEFAULT	0	0	-129,248.76	460,763.95	129,248.76	-590,012.71
				00 Subtotal:	0	0	-129,248.76	460,763.95	129,248.76	-590,012.71
				0808 Total:	0	0	-129,248.76	460,763.95	129,248.76	-590,012.71
08XX	00	AGDEFAULT	AP00000000	FPDEFAULT	4,728.93	0	-1,837,860.78	-1,034,243.45	1,842,589.71	-803,617.33
				00 Subtotal:	4,728.93	0	-1,837,860.78	-1,034,243.45	1,842,589.71	-803,617.33
				08XX Total:	4,728.93	0	-1,837,860.78	-1,034,243.45	1,842,589.71	-803,617.33

d. Report by Budget Period (HANA Report Subtotaled by Budget Period) - breaks out the data by the Fund, Budget Period, Functional Area, and Program. The report subtotals by the Budget Period, and Program. This report allows you to see all the programs that had activity at each Budget Period.

e.

BP	FY	Fund	Functional Area	Fund Center	Funded Program	Total Sales Order	Collections	Total Open Sales Order Amount	Total Account Recovery	Total Commitment	Total Undelivered Orders	Total Expenditures	Total Disbursement	Total Obligations	Availability
1414	00	AP001600AR	AP00AGREIM0000	AP00000000	FPDEFAULT	4,341,232.2	0	4,341,232.2	0	0	0	0	0	0	0
1414	00	AP001600AR	AP00AGREIM0000	AP00000000	AP00TELE24	38,693.31	0	38,693.31	0	0	0	0	0	0	0
1414	00	AP001600AR	AP00AGREIM0000	AP00000000	AP00TELE24	37,418	0	37,418	0	0	0	0	0	0	0
1414	00	AP001600AR	AP00AGREIM0000	AP00000000	00 Subtotal:	4,417,543.51	0	4,417,543.51	0	0	0	0	0	0	0
1414	AC	AP001600AR	AP00AGREIM0000	AP00000000	APACCW/MON	6,750	3,578.43	3,171.57	0	0	0	0	3,578.43	3,578.43	0
1414	AC	AP001600AR	AP00AGREIM0000	AP00000000	AC Subtotal:	6,750	3,578.43	3,171.57	0	0	0	0	3,578.43	3,578.43	0
1414	CR	AP001600AR	AP00AGREIM0000	AP00000000	APCR000024	18,879.68	0	18,879.68	0	0	0	0	0	0	0
1414	CR	AP001600AR	AP00AGREIM0000	AP00000000	CR Subtotal:	26,431.55	0	26,431.55	0	0	0	0	0	0	0
1414	IS	AP001600AR	AP00AGREIM0000	AP00000000	APSLAF00KE	106,301.71	75,885.23	30,416.48	0	0	0	0	75,885.23	75,885.23	0
1414	IS	AP001600AR	AP00AGREIM0000	AP00000000	IS Subtotal:	240,214.12	210,350.88	29,885.24	0	0	0	0	210,350.88	210,350.88	0
1414	IS	AP001600AR	AP00AGREIM0000	AP00000000	IS Subtotal:	336,996.19	158,758.9	118,212.29	0	0	0	0	157,659.78	157,659.78	1,099.12
1414	IS	AP001600AR	AP00AGREIM0000	AP00000000	IS Subtotal:	607,167.7	421,479.68	185,888.02	-11,885.14	11,885.14	0	0	420,380.56	420,380.56	1,099.12
1414	IS	AP001600AR	AP00AGREIM0000	AP00000000	IS Subtotal:	11,589.35	10,472.94	3,110.65	0	0	0	0	10,472.94	10,472.94	0
1414	IS	AP001600AR	AP00AGREIM0000	AP00000000	IS Subtotal:	267,468.75	244,339.14	23,129.61	-197.26	197.26	0	0	244,339.14	244,339.14	0
1414	IS	AP001600AR	AP00AGREIM0000	AP00000000	IS Subtotal:	0	0	0	0	0	0	0	-32,155.1	-32,155.1	32,155.1

e. Report by Detail Expenditures (HANA Report by Detail Collections and Expenditures) - breaks out the data by the Fund, Budget Period, Functional Area, Fund Center, Funded Program and Program. The report subtotals by Fund Center, Budget Period, Program and Grand Total. This report allows you to see all the programs that had activity grouped by Budget Period. The data is broken out by Total Sales Order, Total PTD Actual Collections, Total Open Sales Order Amount, Total Account Recovery, Total Commitments, Total Undelivered Orders, Total Expenditures, Total Disbursements, Total Obligations, and Availability.

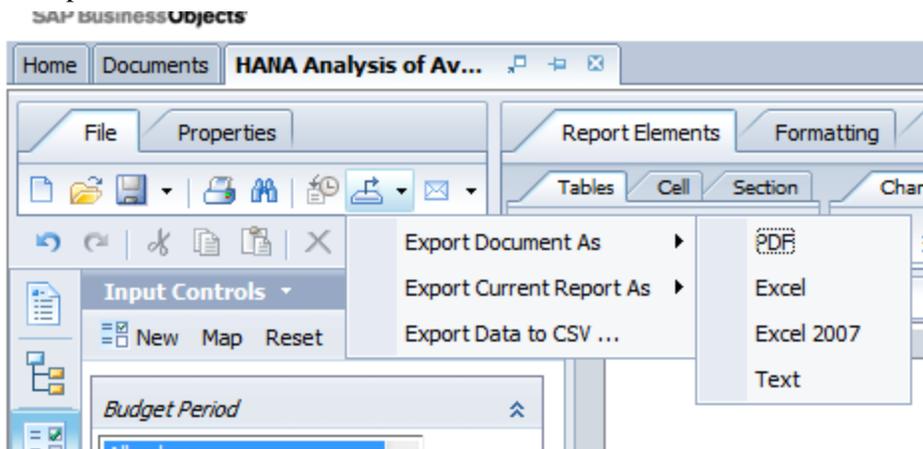
f.

Fiscal Year	Fund	Functional Area	Funds Center	Funded Program	3BOC	Total Sales Order	Total PTD Actual Collections	Total Open Sales Order Amount	Total Account Recovery	Total Commitment	Total Undelivered Orders	
00	2011	AP001600AR	00XX	AGDEFAULT	AP00000000	FPDEFAULT	020	0	1,919,355.91	-1,919,355.91	0	0
00	2011	AP001600AR	00XX	AGDEFAULT	AP00000000	FPDEFAULT	NA	0	-1,919,355.91	1,919,355.91	0	0
00	2011	AP001600AR	03XX	AGDEFAULT	AP00000000	FPDEFAULT	020	0	11,391.28	-11,391.28	0	0
00	2011	AP001600AR	03XX	AGDEFAULT	AP00000000	FPDEFAULT	ALL	11,391.28	0	11,391.28	0	0
00	2011	AP001600AR	03XX	AGDEFAULT	AP00000000	FPDEFAULT	NA	0	-11,391.28	11,391.28	0	0
00	2011	AP001600AR	05XX	AGDEFAULT	AP00000000	FPDEFAULT	020	0	21,032.73	-21,032.73	0	0
00	2011	AP001600AR	05XX	AGDEFAULT	AP00000000	FPDEFAULT	ALL	21,032.73	0	21,032.73	0	0
00	2011	AP001600AR	05XX	AGDEFAULT	AP00000000	FPDEFAULT	NA	0	-21,032.73	21,032.73	0	0
00	2011	AP001600AR	0606	AGDEFAULT	AP00000000	FPDEFAULT	ALL	0	0	233,727.68	0	-23
00	2011	AP001600AR	0606	AGDEFAULT	AP00000000	FPDEFAULT	NA	0	0	-233,727.68	0	23
00	2011	AP001600AR	060X	AGDEFAULT	AP00000000	FPDEFAULT	250	0	0	0	0	0
00	2011	AP001600AR	06XX	AGDEFAULT	AP00000000	FPDEFAULT	NA	0	-192,053.42	192,053.42	0	0
00	2011	AP001600AR	0707	AGDEFAULT	AP00000000	FPDEFAULT	250	0	0	0	0	0
00	2011	AP001600AR	0707	AGDEFAULT	AP00000000	FPDEFAULT	NA	0	0	-1,591,517.96	0	1,59
00	2011	AP001600AR	07XX	AGDEFAULT	AP00000000	FPDEFAULT	250	0	0	0	0	0
00	2011	AP001600AR	07XX	AGDEFAULT	AP00000000	FPDEFAULT	ALL	-5,949.24	0	-5,949.24	0	0
00	2011	AP001600AR	07XX	AGDEFAULT	AP00000000	FPDEFAULT	NA	0	-4,009,420.43	4,009,420.43	0	0
00	2011	AP001600AR	0808	AGDEFAULT	AP00000000	FPDEFAULT	250	0	0	0	0	0
00	2011	AP001600AR	0808	AGDEFAULT	AP00000000	FPDEFAULT	NA	0	-129,248.76	129,248.76	-155,178.74	15
00	2011	AP001600AR	08XX	AGDEFAULT	AP00000000	FPDEFAULT	250	0	0	0	0	0

f. Download – contains all the available fields for download Program, Budget Period, Fiscal Year, Fund, Functional Area, Funds Center, Funded Program, 3BOC, Total Sales Order, Total PTD Actual Collections, Total Open Sales Order Amount, Total Account Recovery, Total Commitments, Total Undelivered Orders, Total Expenditures, Total Disbursements, Total Obligations, and Availability.

The report contains no subtotals but does contain a grand total. This allows you to download the data to excel to easily manipulate the information.

To Export the tab:



Go to the Export tab under file and then the Export Current Report As. <Click> on the Excel 2007 if you want data for a download. If you want Every tab in the report then you will want to Export Document As.

eg.

HANA Analysis of Availability AP001600AR TRD

This report is a high level Analysis for Fund AP001600AR. The data shows the difference between Estimated Collections and what was actually collected.

NOTES:

- * If you Download data make sure you take note of what Input Controls(Filter) you have applied on the data. Input controls only effect the individual report/tab you are in and
 - * Total Commitments include the following SGL Accounts 4700.
 - * Total Disbursements include the following SGL Accounts 4902; 4972
 - * Total Undelivered Order include the following SGL Accounts 4801; 4802; 4881
 - * Total Expenditures include the following SGL Accounts 4901.
 - * Total PTD Receivables include the following SGL Accounts 4251.
 - * Program is the 3rd and 4th digit of the Fund Center.
 - * Total PTD Actual Collections include the following SGL Accounts 4252.
 - * Total Account Recovery is SGL Accounts 4871 and 4971.
 - * Total PTD Availability is Total PTD Actual Collections minus Total PTD Obligations.
- g. The final tab is the Notes which tells you more about the document; how the fields are created and anything else that might help the end user.

Over Budget Issues

Common Over Budget Issues

- Cannot post additional expenses
 - OH (indirect expenses) will not post
 - Direct expenses will not post
- Cannot close SO or associated master data elements

Reasons and Resolutions for Over Budget Issues (“Budget Exceeded” errors)

- SO BP line amount has been reduced (check **Display SO**, **Doc Flow**, and/or manually recalculate **AVC Tables**)
 - Request change of SO BP line amount to MRP.Billing.Requests@aphis.usda.gov (where justified)
- Expenses overspent or posted to wrong account (check **ROR**, manually recalculate **ZR AVC Tables**, **LIACR** and/or **Payroll Detail Report**)
 - Modification of Agreement, Expenditure Adjustment for direct expenses, or Request Additional Collection(s), as warranted
- OH (indirect expenses) overspent (can be any associated OH account) (manually recalculate **ZR AVC Table**, check **LIACR** and/or **SOF PTD**)
 - Expenditure Adjustment for indirect expenses
- Open Unneeded Obligations absorbing budget (check **ULO** or **SOF PTD**)
 - Deobligate unnecessary open obligations
- Accruals not reversed
 - Follow up on non-reversed accruals
- ROWA, additional reasons/resolutions:
 - Collection not received (check **Doc Flow**, **ROR**, and/or **Daily Collections**)
 - Request collection from customer
 - Collection not cleared (check **Doc Flow** and/or **ROR**)
 - Follow up on why it is uncleared, as needed, with Lucy.A.Currie@aphis.usda.gov or MRP.Billing.Requests@aphis.usda.gov
 - Collection not posted properly (check **Doc Flow**, **ROR**, and/or **Daily Collections**)
 - Follow up with Lucy.A.Currie@aphis.usda.gov for a collection modification
 - Additional uncleared, unnecessary DPRs (check **Doc Flow** and **ROR**)
 - Follow up with MRP.Billing.Requests@aphis.usda.gov if there are any additional uncleared, unnecessary DPRs
- INTR – Intra-agency – USDA, additional reasons/resolutions:
 - PO not entered, not approved (i.e. parked), or increased to appropriate funding
 - Second line was created on PO rather than increasing the first line
 - Contact David.L.Santelman@aphis.usda.gov for assistance on INTR PO issues

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

Example - Over Budget Issue on OH Account

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

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

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

You should see a “budget” of \$4100 in the overhead pot of funds.

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

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

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

Unliquidated Obligations (ULO)

Overview

Purpose

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

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

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

Unliquidated Obligations (ULO) Detail Report

Purpose

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

Considerations

- These instructions have been specifically tailored to Wildlife Services.

Report Type

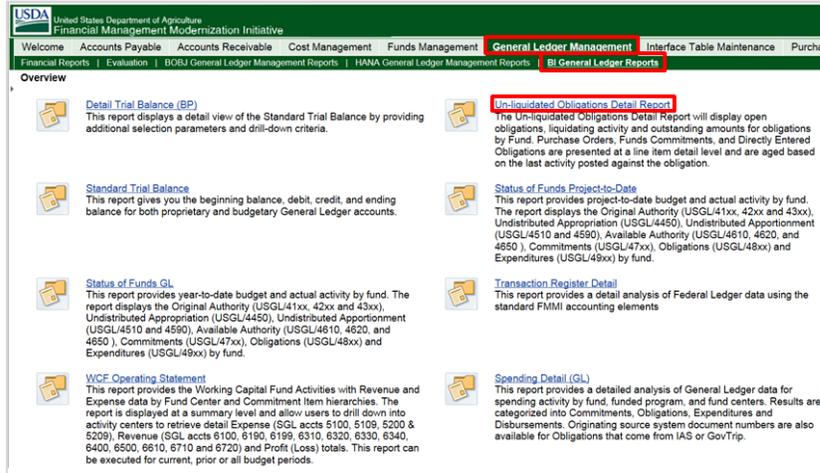
BI BEx

Role

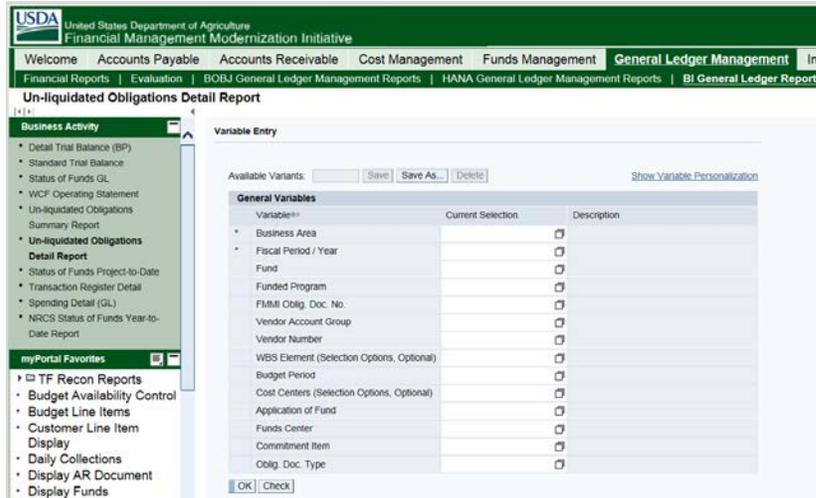
General Ledger Management, BI Reporter

Instructions

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



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



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

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

Un-liquidated Obligations Detail Report

Variable Entry

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

General Variables		
Variable*	Current Selection	Description
* Business Area	AP00	AP00 ANIMAL/PLANT HEALTH INSP SVC
* Fiscal Period / Year	001/2014	OCT 2014
Fund		
Funded Program		
FMMI Oblig. Doc. No.		
Vendor Account Group		
Vendor Number		
WBS Element (Selection Options, Optional)		
Budget Period		
Cost Centers (Selection Options, Optional)		
Application of Fund		
Funds Center	APWSER2828	APWSER2828 ER - MISSISSIPPI
Commitment Item		
Oblig. Doc. Type		

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

Fund		FMMI Obl Doc Nbr	Vendor	FMMI Oblig Doc Type	Last Activity Date	Days Old Since Last Activity**	Years Old**	Line Item Amount**	Activity Amount**	Outstanding Amount**
								\$	\$	\$
AP001600AD	GENERAL-DIRECT-CAT A	7000494552	1200005140 SCOTT A ALLS	GovTrip Travel Commi	11/04/2013	382	1.0	577.00	0.00	577.00
		7000494587	1200155215 SCOTT A WATSON	GovTrip Travel Commi	11/07/2013	379	1.0	584.00	0.00	584.00
		7000511995	1200065315 SETH C NELSON	GovTrip Travel Commi	11/20/2013	366	1.0	176.00	0.00	176.00
		7000512311	1200155215 SCOTT A WATSON	GovTrip Travel Commi	11/07/2013	379	1.0	330.00	0.00	330.00
		7100002917	1100184882 MAYFLOWER TRANSIT, LLC	Travel Obligation	11/14/2013	372	1.0	0.00	26,403.16	-26,403.16
AP001600AR	GENERAL-REIMB-CAT A	7000435434	1200155215 SCOTT A WATSON	GovTrip Travel Commi	11/07/2013	379	1.0	56,092.38	26,671.80	29,420.58
		7000503844	1200017757 DAVID B JOLLEY	GovTrip Travel Commi	11/21/2013	365	1.0	161.00	0.00	161.00
		Overall Result						X	X	163,209.14

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

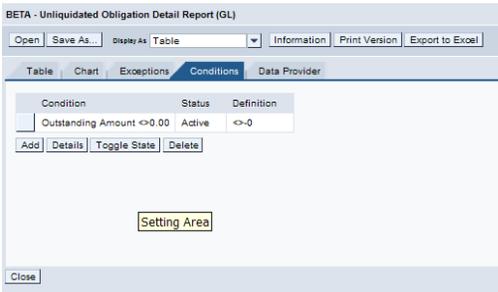
Welcome ADRIANNE JACKSON Help Log Off

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

Reporting Favorites | Manage Favorites

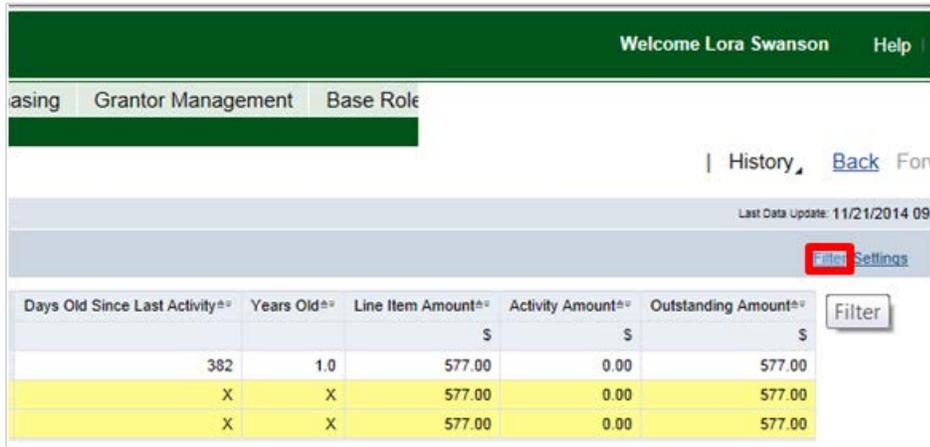
Reporting Favorites | History Back Forward

- ⚠ There is a condit. on Funds Center, results row suppress. active on WBS Element[WBS_ELEMT] (conditional)
- ⚠ There is a condit. on Legacy Oblig Doc Nbr, results row suppress. active on FMMI Obl Doc Nbr[ZFMMDOC] (conditional)
- ⚠ There is a condit. on Budget Period, results row suppress. active on Vendor[VENDOR] (conditional)
- ⚠ There is a condit. on Vendor, results row suppress. active on Last Activity Date[ZLACTDT] (conditional)

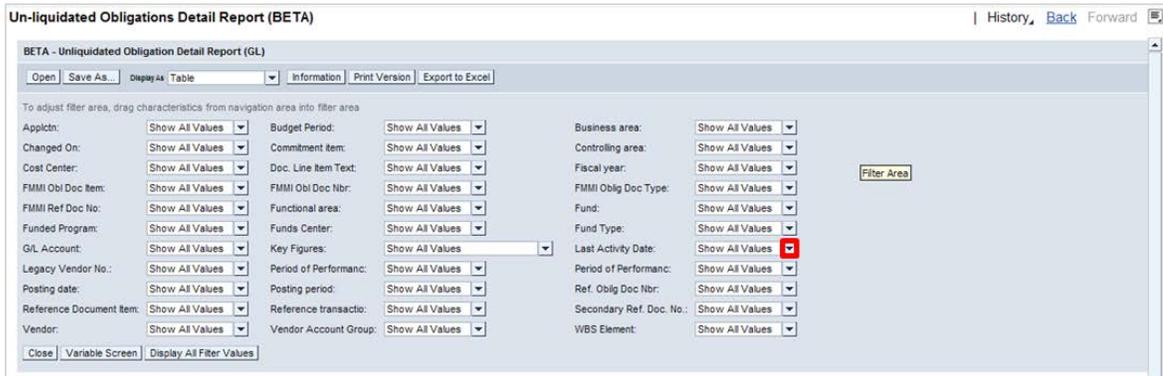


ULO 12 Months No Activity

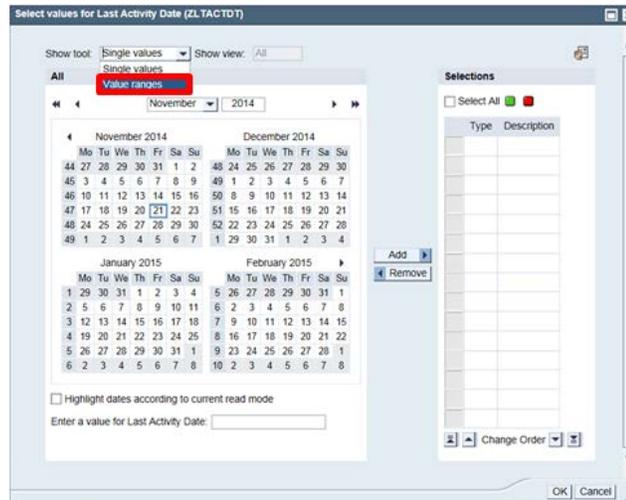
STEP 6: To sort based on 12 months of no activity, first click on **Filter**.



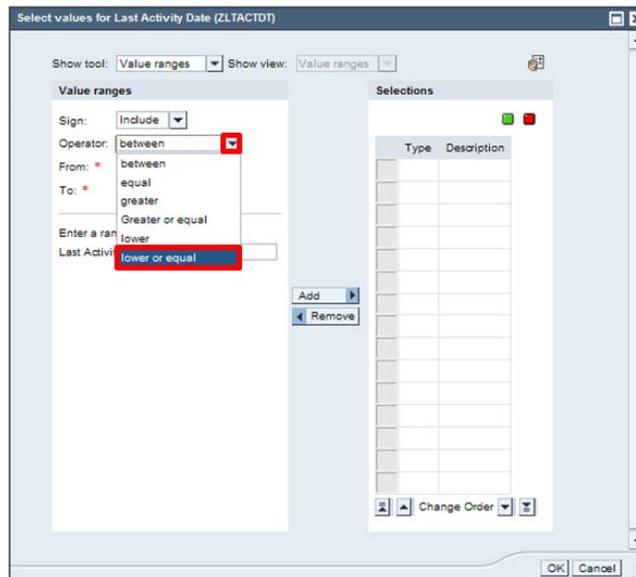
STEP 7: The screen will refresh to display the following. Click on the drop down box under Last Activity Date, and click **edit**.



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

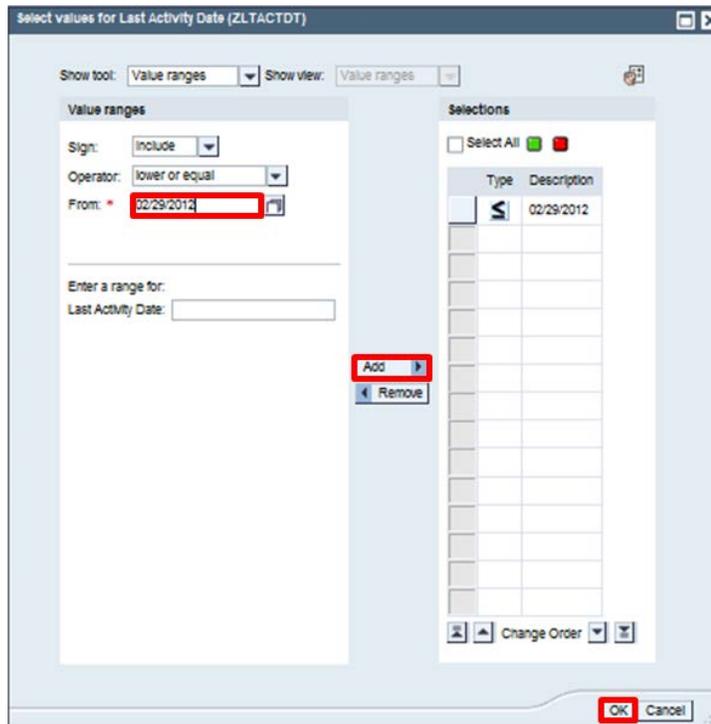


STEP 9: Click on the drop down box for Operator and select **Lower or Equal**.



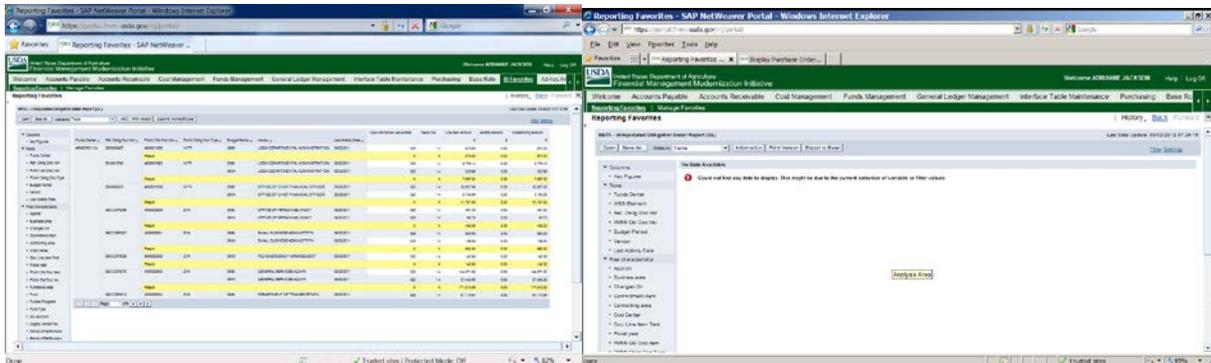
STEP 10: Enter the date one year back from the date you are reporting on in the From field, and click **Add** to insert the limit, and click **OK** to set the filter.

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



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

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



Request Collection Modification

Purpose

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

Instructions

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

- a. Subject – “Collection Modification Request – Doc Number 1200001234 - \$250.00”
- b. Body – include the following:
 - i. Incorrect Collection Posting Document Number (i.e., 1200001234)
 1. See **Daily Collections** for detailed instructions. Document numbers for collection postings are 10 digit numbers beginning with 12, 13, or 14.
 - ii. Justification for Request (i.e., Should be Advance Collection)
 - iii. Correct Posting Information:
 1. Customer Type (i.e., Advance, Reimbursable, or OTC)
 2. Customer Number (i.e., 3301234)
 3. WBS Element (i.e., AP.RA.xxxx.xx.xxxx)
 4. BP (i.e., 14XX)
 5. Amount (i.e., \$250.00)

Example

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

To: Currie, Lucy A - APHIS;

CC:

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

Hi Lucy,

Please modify the below collection as follows:

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

Thanks! |

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

Request Customer Refund

Purpose

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

Instructions

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

- c. Subject – “Customer Refund Request – Cust. No. 3301234 - \$565.25”
- d. Attachment – Completed **Request for Customer Refund Form**

	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
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Request for Customer Refund Form
(Fillable PDF)

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

Sales Order # _____ WBS Element _____

Refund Dollar Amount \$ _____

Customer Name _____

Customer Account Number _____

Customer Mailing Address _____

Customer City, State, ZIP Code _____

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

Financial Institution Name _____

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

Depositor Account Number (customer) _____

Type: Checking Savings

Program Manager Name _____ Phone _____

Program Manager Signature _____ Date _____

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

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

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

Fax To: (612) 336-3563

Debt Management

Process

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

Day 1 – This is the Bill Date.

Day 30 – Bill payment is due.

Day 31 – This is the day interest begins to be assessed. In 2015, interest is 1% per annum. The interest rate is mandated by U.S. Treasury.) **NOTE:** FMMI is **not** currently set up to have past due notices, interest, or penalties automatically generated. This will occur at a future date.

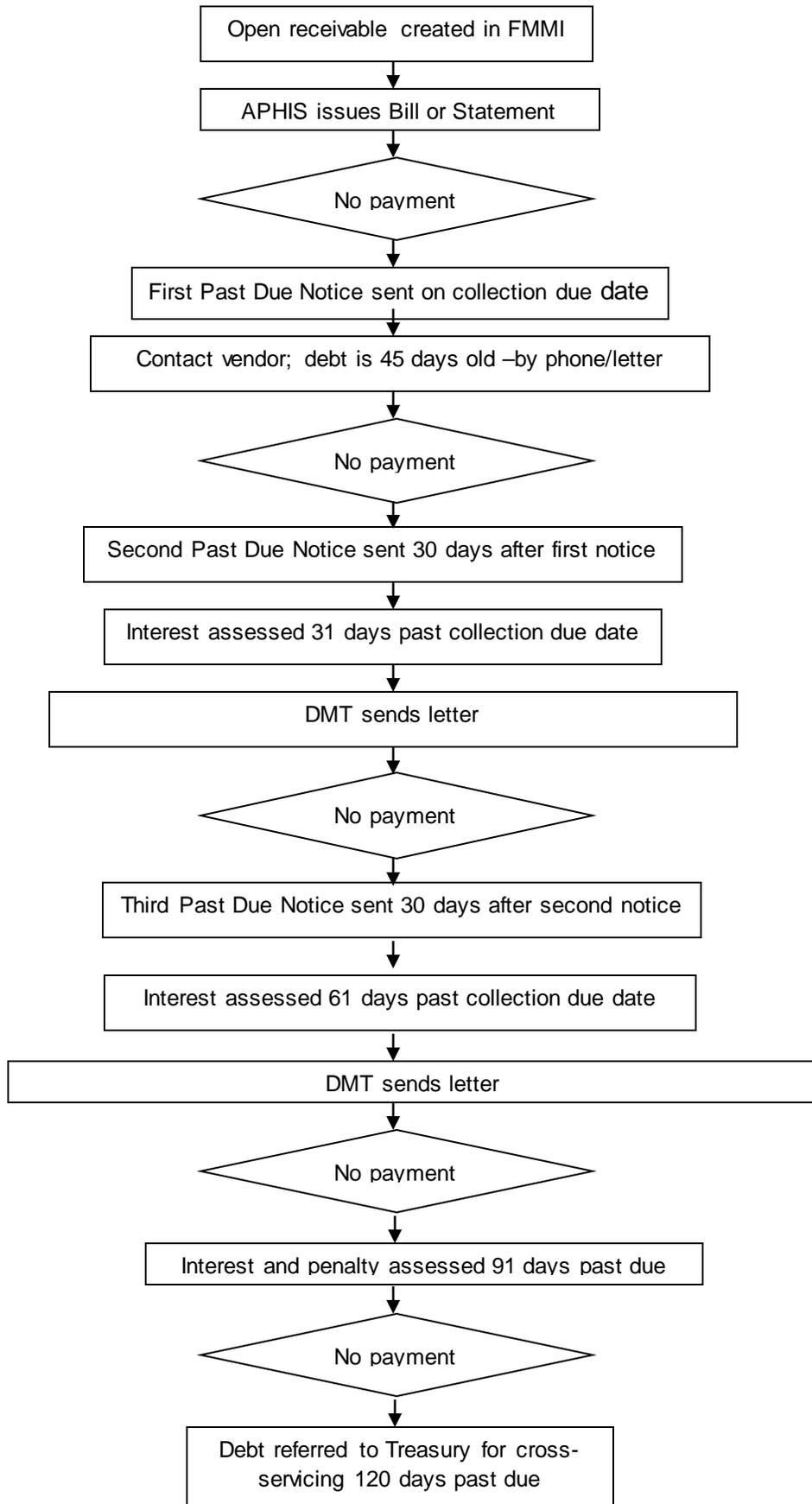
Day 45 – An Accounts Receivable Specialist in FMD will contact the customer requesting payment.

Day 60 – A letter of intent is manually sent to past due customer from Accounts Receivable Specialist in FMD.

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

Day 120 – The debt is now 90 days past due. If there has been no response to the letter of intent, the debt will be prepared to send to the U. S. Department of Treasury. The specialist will inform the program if services to the cooperator should be suspended. The specialist will confer with the analyst on what has occurred and how to proceed. The specialist will begin preparing the debt for referral to U.S. Treasury for **cross servicing**.

Debt Management Process Flow Chart



Debt Management Regulations

Regulation References:

Debt Collection Improvement Act of 1996

Public Law 104-134

Seven purposes:

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

This law provides that any non-tax debt or claim owed to the United States that has been delinquent for a period 120 days shall be turned over to the Secretary of the Treasury for appropriate action to collect or terminate collection actions on the debt or claim.

Section 5 of the DATA Act amends 31 U.S.C. 3716(c)(6) and now requires agencies to refer to Treasury valid, delinquent nontax debts for the purpose of administrative offset (TOP) at 120 days - 60 days earlier than the previous 180-day requirement.

http://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscTools/debt_DATA_act.htm

31 USC 7701

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

7 CFR 3.34 (USDA Debt Management)

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

Separation of Duties for Collection Officer:

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

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

1. Shipping of goods and billing for goods and services.
2. Controlling accounts receivable and subsidiary ledgers.
3. Preparing and mailing statements of balances due.
4. Authorizing and approving credits for returns and allowances or adjustments of amounts due.
5. Preparing cash reconciliations.

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

31 CFR 901.1 Aggressive agency collection activities

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

31 CFR 901.2 Demand for Payment

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

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

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

31 CFR 901.9 Interest, penalties, and administrative costs

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

31 CFR 902.2 Basis for Compromise

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

New RRB Bill Format



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 GFEB5 ARMY 00008522
 GFEB5 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	2.52
Other Services	2.00
Total Charges	4.52

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

BILLING INFORMATION

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

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

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

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

PAYMENTS

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

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

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

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

APHIS ALC 12403400
AMS ALC 12250001

GIPSA ALC 12403600
FAS ALC 12401000

CUSTOMER SERVICE

USDA APHIS DEBT MGMT TEAM
PO Box 3334
MINNEAPOLIS MN 55403

TOLL FREE: 877-777-2128
COMMERCIAL: 612-336-3400
E-MAIL: ABSHELPLINE@USDA.GOV

LATE PAYMENT CHARGES

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

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

The ABS Helpline

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

ABS Helpline is a toll free number that any customer can call when they have questions regarding their USDA customer account. This phone number is listed on all of our dunning notices, past due letters, and monthly statements. This line has a recorded message instructing callers to leave their name, phone number, customer account number and brief message. The voicemail messages are picked up by members of the APHIS and Non-APHIS Account Receivable team members. The messages are written up and distributed to the correct FMD employee that handles the customer account. The program offices should not call this number - they should contact the proper specialist in FMD directly. There is no zero out option on the ABS Helpline. A voicemail message must be left in order to receive a response from FMD.

EMAIL: ABSHELPLINE@USDA.APHIS.GOV

Emailing the ABS Helpline is another method for our customers to contact us about their account or bill questions. All staff members of the APHIS and Non-APHIS Accounts Receivable teams check the email helpline on a regular, hourly basis.

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

Close Sales Order

Zero Dollar Balance

Sales Orders should be closed when either the POP has expired or when all work is completed if before the end of the POP. Closed means “zero” balance, which means the SO amount, the expenses and the billed amount are equal.

Instructions

1. Ensure all collections and expenses are posted correctly (see **Daily Collections** and **LIACR** for detailed instructions)
2. Verify OH was captured on all periods with expenses (see **LIACR** for detailed instructions)
3. Verify All Expenses Have Been Billed (see **ROR** for detailed instructions)
4. Request SO Line Amount be Reduced to Consumed Amount (see **ROR** for detailed instructions)
 - a. Email to MRP.Billing.Requests@aphis.usda.gov
5. Ensure Zero Balance (see **SOF PTD** for detailed instructions)
 - a. Advance SO – Request Refund if needed (see **Refund Request** for detailed instructions)
 - i. Email to Lucy.A.Currie@aphis.usda.gov or Jennifer.L.Elias@aphis.usda.gov
6. Reconcile Account Zero Balance (WBS and BP = SO Line Item) (see **SOF PTD** for detailed instructions)
7. Check Doc Flow for any uncleared items (see **View a SO, Doc Flow** for detailed instructions)

- a. Research and resolve any uncleared items – contact appropriate party by doc type (i.e. RV doc contact Billing group)
8. Request to manually clear customer line items, F32 (see **Customer Line Item Display** for detailed instructions)
- a. Email to Katrina.J.Sopcyk@aphis.usda.gov

Examples of ROR in SO Close

Example 1

Sales Order Amount	VBAP Order Amount	Total Consumption	Commitment	Obligation	Expenditure	Total Revenue	Billed Amount	Non Billable	Earned Unbilled
65,118.58	65,118.58	65,118.58	0.00	0.00	65,118.58	32,689.00	32,689.00	0.00	32,429.58
29,717.70	29,717.70	29,717.70	0.00	0.00	29,717.70	0.00	0.00	0.00	29,717.70
31,952.00	31,952.00	31,952.00	0.00	0.00	31,952.00	0.00	0.00	0.00	31,952.00

- The Earned Unbilled column shows positive balance
- Total Expenditures equals Sales Order Amount
- Determine whether amount in Earned Unbilled needs to be billed

* Note, these examples are from converted FY11 sales orders and may have issues due to conversion

Example 2

Sales Order Amount	VBAP Order Amount	Total Consumption	Commitment	Obligation	Expenditure	Total Revenue	Billed Amount	Non Billable	Earned Unbilled
146,660.88	146,660.88	143,261.24	0.00	0.00	143,261.24	146,660.88	146,660.88	0.00	-3,399.64
52,990.00	52,990.00	43,517.53	0.00	0.00	43,517.53	46,447.53	46,447.53	0.00	-2,930.00
11,250.00	11,250.00	12,705.74	0.00	0.00	12,705.74	15,844.36	15,844.36	0.00	-3,138.62
38,812.00	38,812.00	32,148.20	0.00	0.00	32,148.20	35,620.19	35,620.19	0.00	-3,471.99

- Expenditures are less than Sales Order amount
- Earned Unbilled shows a negative number which indicated a credit amount
- Determine if credit amount needs to be refunded

Example 3, Converted Issue

K	L	M	N	O	P	Q	R	S	T	U
Sales Order Amount	VBAP Order Amount	Total Consumption	Commitment	Obligation	Expenditure	Total Revenue	Billed Amount	Non Billable	Earned Unbilled	FM SO Unbilled
0.00	0.00	0.00	0.00	0.00	0.00	99,323.03	99,323.03	0.00	-99,323.03	-99,323.03

- Sales Order amount and expenditures equal
- Earned Unbilled amount indicated whole billed amount of expenses has been removed
- Determine whether a refund is needed or if all the expenses need to be SU'd back on.

*Note, with rules in FMMI now, we couldn't have an SO of zero if there is a positive billed amount

Example 4

Sales Order Amount	VBAP Order Amount	Total Consumption	Commitment	Obligation	Expenditure	Total Revenue	Billed Amount	Non Billable	Earned Unbilled
46,200.00	46,200.00	28,853.78	0.00	0.00	28,853.78	28,853.78	28,853.78	0.00	0.00
72,700.00	72,700.00	69,981.13	0.00	0.00	69,981.13	69,981.13	69,981.13	0.00	0.00

- Expenditures and Billed amount match
- Earned Unbilled amount is zero
- Sales order amount is larger than the billed and Expenditures and billed amount
 - Send in a SO Request form requesting the SO be reduced to Billed and Expenditure amount

Request Close of Shorthand Codes

Purpose

Closing SHCs prevents further activity from posting to those SHCs.

Considerations

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

Instructions

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

Shorthand Code Close Verification

Purpose

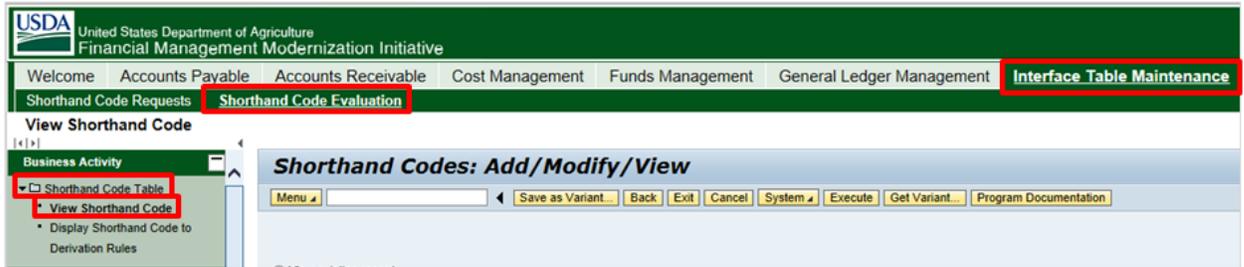
To verify if a SHC request for (activation or) deactivation has been successfully completed in FMFI.

FMFI Role

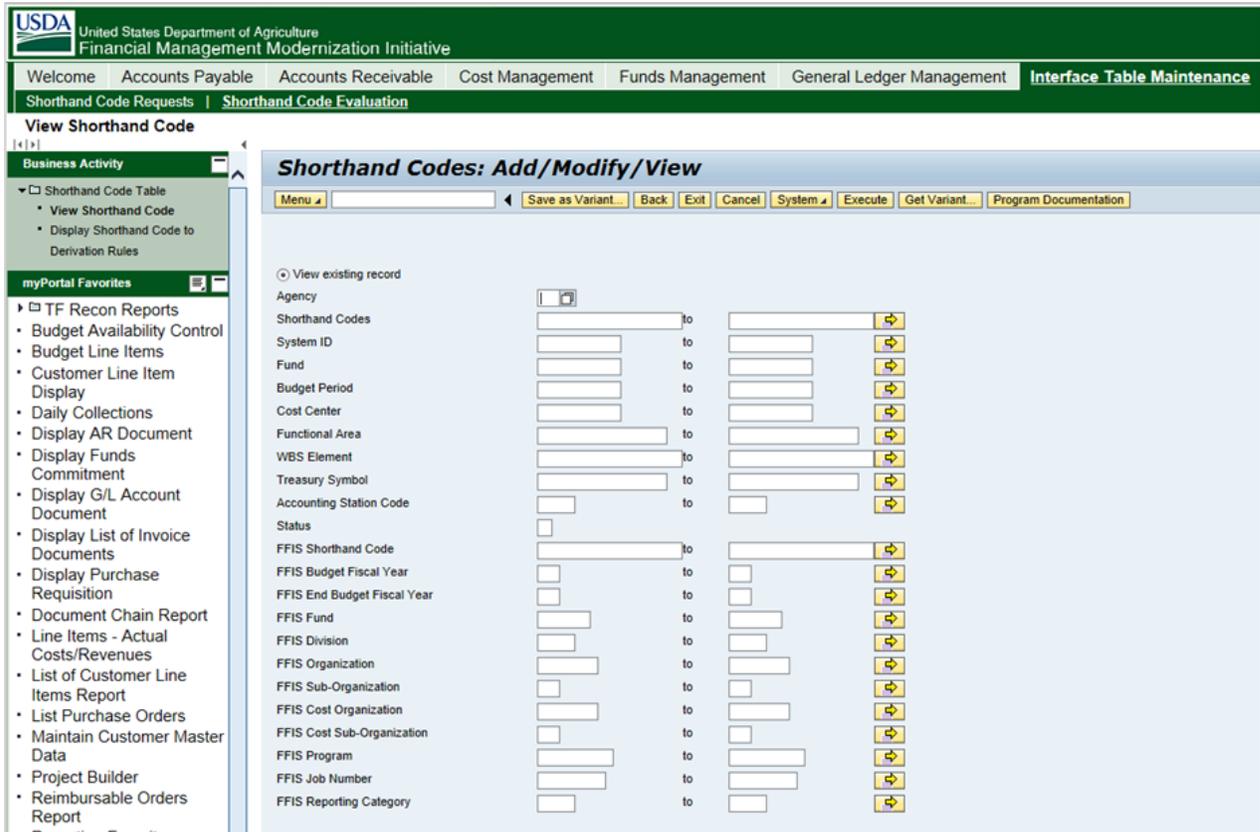
Interface Table Maintenance Evaluator

Instructions

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



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



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

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

View Shorthand Code

Shorthand Codes: Add/Modify/View

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant

View existing record

Agency: 34

Shorthand Codes: [] to []

System ID: [] to []

Fund: [] to []

Budget Period: [] to []

Cost Center: [] to []

Functional Area: [] to []

WBS Element: **AP, RA, RX47, 72, 0080** to []

Treasury Symbol: [] to []

Accounting Station Code: [] to []

Status:

STEP 4: The report will populate as shown below

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

View Shorthand Code

View Shorthand Code

Menu | Back | Exit | Cancel | System | GovTrip Orgs

Agency	Code	SysID	Period	Status	Description	Fund	CostCntr	FuncArea	WBS	TrSymbol
34	5XWSER4747REIMBURRX47720080	CPAIS	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP, RA, RX47, 72, 0080	12X1600
34	5XWSER4747REIMBURRX47720080	GOVTRIP	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP, RA, RX47, 72, 0080	12X1600
34	5XWSER4747REIMBURRX47720080	IAS	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP, RA, RX47, 72, 0080	12X1600
34	5XWSER4747REIMBURRX47720080	MASC	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP, RA, RX47, 72, 0080	12X1600
34	5XWSER4747REIMBURRX47720080	SMARTPAY	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP, RA, RX47, 72, 0080	12X1600
34	5XWSER4747REIMBURRX47720080	WEBTA	15XX	Active	BNSF TN	AP001600AR	APWSER4747	AP00AGREIMBUR000	AP, RA, RX47, 72, 0080	12X1600

Request Close of WBS Elements (Where Applicable)

Purpose

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

Considerations

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

Instructions

Designated program staff should send an email to APHIS-Master Data Requests

(Master.Data.Requests@aphis.usda.gov), stating that the code will no longer be needed, the account balance is zero, and the account has been fully reconciled.

WBS Elements Close Verification (Where Applicable)

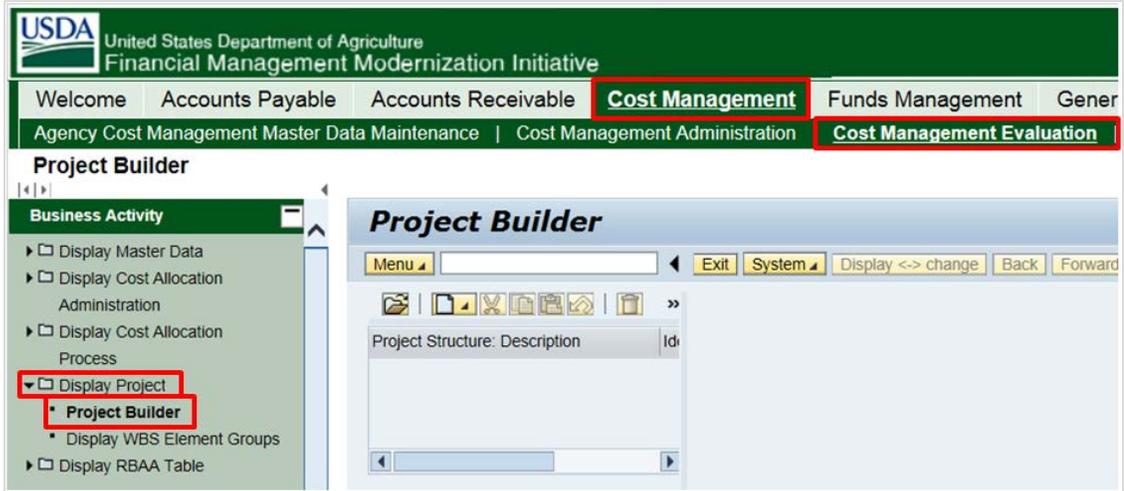
Purpose

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

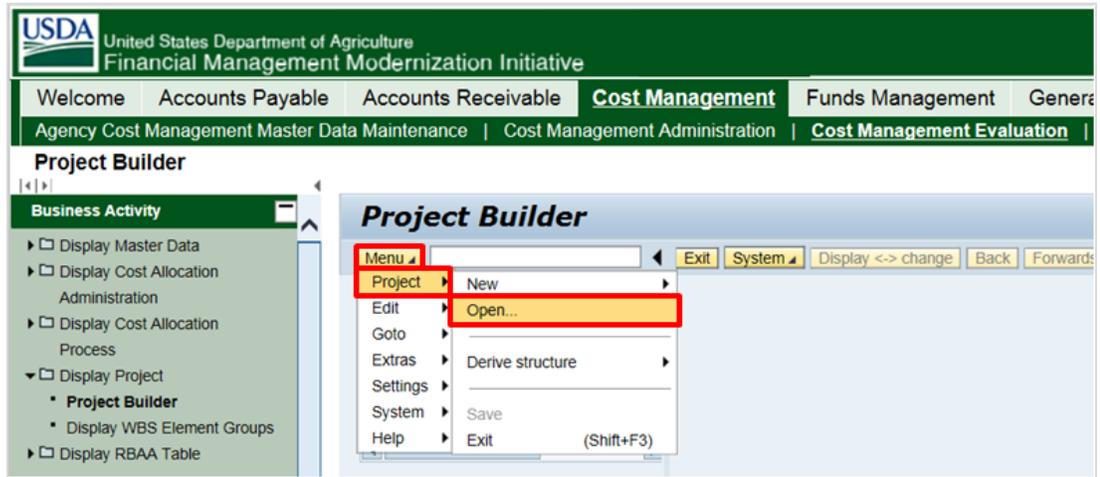
FMMI Role
Cost Management Evaluator

Instructions

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

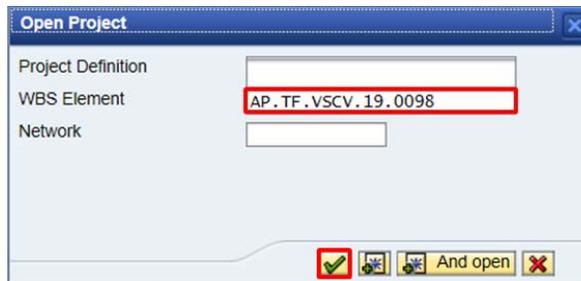


STEP 2: To search by WBS go to **Menu > Project > Open**



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

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



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

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

Project Builder

Project Builder: Display subproject AP.TF.VSCV.19.0098

Menu | Back | Exit | Cancel | System | Display <-> change | Back | Forwards | Project planning board | Hierarchy

Project Structure: Description | Id |

- CVB TRUST FUNDS
- BIOCHECK USA**

Identification and view selection

WBS Element: AP . TF . VSCV . 19 . 0098 | BIOCHECK USA

Detail: [Warning Icon]

Overview(s): [Icons]

Basic data | Dates | Assignments | Control | User fields | Administr. | Superior

Proj.type: USDA - Resource Related Billing Pro:▼

Status

System Status: **CLSD ACPT** [Info Icon]

User status: APPR

Responsibilities | **Operative indicators**

Resp. cost cntr: [Input Field]

Acct asst elem.
 Billing element

Customer Line Item Display

Purpose

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

Considerations

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

Report Type

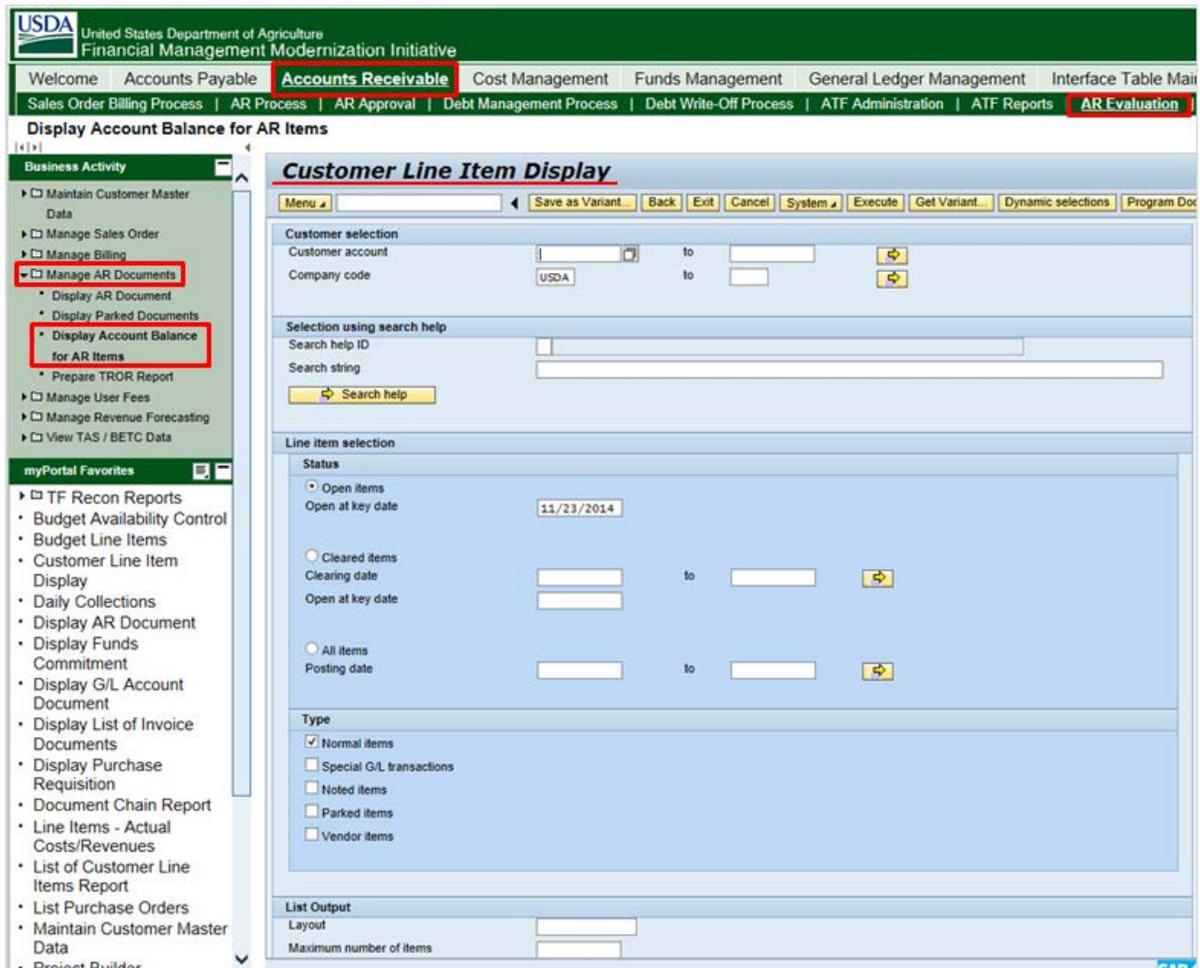
ECC

FMMI Role

Accounts Receivable, AR Evaluator Role

Instructions

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



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

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

Display Account Balance for AR Items

Customer Line Item Display

Menu | Save as Variant | Back | Exit | Cancel | System | **Execute** | Get Variant... | Dynamic selections | Program Doc

Customer selection
 Customer account: 3365613 to []
 Company code: USDA to []

Selection using search help
 Search help ID: []
 Search string: []
 Search help

Line item selection
 Status
 Open items
 Open at key date: 11/24/2014
 Cleared items
 Clearing date: [] to []
 Open at key date: []
 All items
 Posting date: [] to []

Type
 Normal items
 Special G/L transactions
 Voted items
 Parked items
 Vendor items

List Output
 Layout: **/WS UNCLEAR**
 Maximum number of items: []

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

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

Display Account Balance for AR Items

Customer Line Item Display

Menu | Back | Exit | Cancel | System | First column | Column Left | Column Right | Last column | Display Document | Change document | Mass change | Change error log | Display check information | Account master data | Correction req

Customer: 3365613
 Company Code: USDA
 Name: WILDLIFE SERVICES GEORGIA OTC
 City: MINNEAPOLIS

ST	documentno	typ	doc. date	BUFA	DD	amt. in loc. cur.	clrng doc.	reference	document header text	text	net due dt	posting date	bill date	reverse	rev. with	PK	KCD	Inv. ref.	
	1400945783	DL	11/24/2014	AP00		342.55-		342011	AMERICAN PROTEINS	00096210	11/24/2014	11/23/2014	11/24/2014					14	1400945309
	*					342.55-													
	1400597312	DL	02/20/2014	AP00		3,379.79	1400597312	341819	UNIVERSITY OF NORTH	370992	02/20/2014	02/20/2014	02/20/2014					07	1400597312
	1400714914	DL	02/13/2014	AP00		2,983.46-	1400714914	341815	GARY TYRE	1180	03/09/2014	02/13/2014	03/09/2014					17	3001169082
	1400733635	DL	02/20/2014	AP00		996.33-	1400733635	341819	UNIVERSITY OF NORTH	370992	02/20/2014	02/20/2014	02/20/2014					15	1400733635
	1400597756	DL	08/14/2013	AP00		492.75-	1400597756	341692	SOUTHEAST NGMT CO	035841	08/14/2013	11/04/2013	08/14/2013					15	1400597756
	1400658067	DL	08/14/2013	AP00		492.50-	1400658067	341692	SOUTHEAST NGMT CO	035841	08/14/2013	12/12/2013	08/14/2013					07	1400658067
	3001037716	RV	12/12/2013	AP00		200.25	1400658067	0091230993			01/11/2014	12/12/2013	12/12/2013					01	3001037716
	1400580907	DL	08/14/2013	AP00		492.50-	1400580907	341692	SOUTHEAST NGMT CO	035841	08/14/2013	11/12/2013	08/14/2013					14	1400580907
	1400872497	DL	08/14/2013	AP00		492.50-	1400872497	341692	SOUTHEAST NGMT CO	035841	08/14/2013	01/07/2014	08/14/2013					07	1400872497
	1400596188	DL	09/23/2013	AP00		150.00-	1400596188	245555	LK PRICE	PG-25CFPL7F	09/23/2013	09/30/2013	09/23/2013					13	1400596188
	1400872497	DL	08/14/2013	AP00		492.50-	1400872497	341692	SOUTHEAST NGMT CO	035841	02/06/2014	01/07/2014	02/06/2014					17	3001150973
	1400672498	DL	09/23/2013	AP00		642.50-	1400672498	245555	LK PRICE	PG-25CFPL7F	09/23/2013	02/07/2014	09/23/2013					07	1400672498

STEP 4: In regards to closing a SO, you need to ensure all items affecting the SO are completely cleared. In the example above that is simply showing a collection not yet applied to a bill. No action is necessary in this example

as the account is not ready to be closed and it will clear on its own once the next RRB bill is produced and FIFO is run.

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

- a. Determine which items need to be manually cleared to close the SO. These must be:
 - i. Only the items related to the SO you are trying to close.
 - ii. Balanced to zero dollars.
- b. Send an email to Katrina Sopcyk 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	7:20:58 AM	RV		3001169452	1	01	3001169452	6.63			0	0091095165	F0003305
	●	AP00	4/11/2014	1:57:47 PM	RV		3001151088	1	11	3001151088	-2,979.62	X		0	0091350564	F0004559
	●	AP00	4/15/2014	6:39:06 AM	RV		3001133630	4	06	3001133630	5,947.98			0	0091095167	F0004559
	●	AP00	4/15/2014	6:39:06 AM	RV	A	3001133630	3	19	1400098930	-5,947.98		3700001503	10	0091095167	F0004559
	●	AP00	4/15/2014	6:39:06 AM	RV		3001133630	1	11	V	-5,947.98			0	0091095167	F0004559
	●	AP00	4/15/2014	7:52:20 AM	RV		3001287154	4	16	3001287154	-5,947.98	X		0	0091350726	F0004559
	●	AP00	4/15/2014	7:52:20 AM	RV	A	3001287154	3	09	1400098930	5,947.98	X	3700001503	10	0091350726	F0004559
	●	AP00	4/15/2014	7:52:20 AM	RV		3001287154	1	01	3001287154	5,947.98	X		0	0091350726	F0004559
	●	AP00	4/15/2014	8:10:09 AM	RV		3001133631	4	06	3001133631	481.21	X		0	0091350738	F0004559
	●	AP00	4/15/2014	8:10:09 AM	RV	A	3001133631	3	19	1400098930	-481.21	X	3700001503	10	0091350738	F0004559
	●	AP00	4/15/2014	8:10:09 AM	RV		3001133631	1	11	3001133631	-481.21	X		0	0091350738	F0004559
	●	AP00	4/15/2014	1:33:54 PM	RV		3001149330	4	06	3001149330	5,947.98			0	0091350726	F0004559
	●	AP00	4/15/2014	1:33:54 PM	RV	A	3001149330	3	19	1400098930	-5,947.98		3700001503	10	0091350726	F0004559
	●	AP00	4/15/2014	1:33:54 PM	RV		3001149330	1	11	V	-5,947.98			0	0091350726	F0004559
	●	AP00	4/15/2014	1:34:07 PM	RV		3001150193	1	01	3001150193	2,979.62			0	0091350564	F0004559
	●	AP00	4/15/2014	1:34:21 PM	RV		3001150194	4	16	3001150194	-481.21			0	0091350738	F0004559
	●	AP00	4/15/2014	1:34:21 PM	RV	A	3001150194	3	09	1400098930	481.21		3700001503	10	0091350738	F0004559
	●	AP00	4/15/2014	1:34:21 PM	RV		3001150194	1	01	3001150194	481.21			0	0091350738	F0004559
											0.00					

FMMI Posting Keys (PK)

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

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

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

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

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

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

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

FMMI Tips and Tricks

General (applies throughout FMMI)

FMMI Screen Layout

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

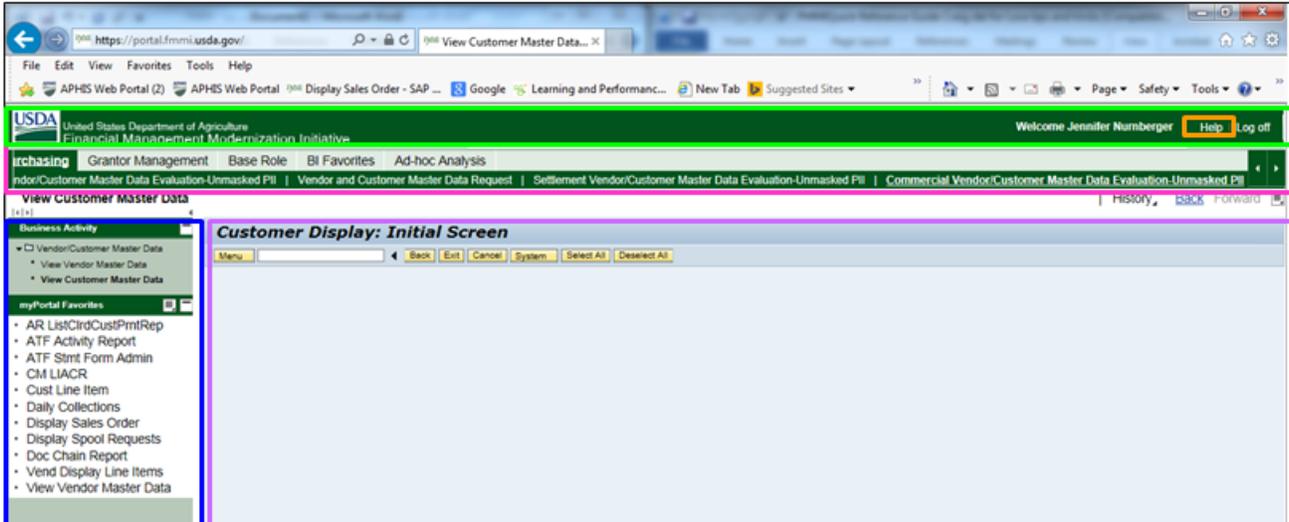
Top Level Navigation Ribbon and Tabs - Displays the entry point for navigation using the content which is assigned to the user

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

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

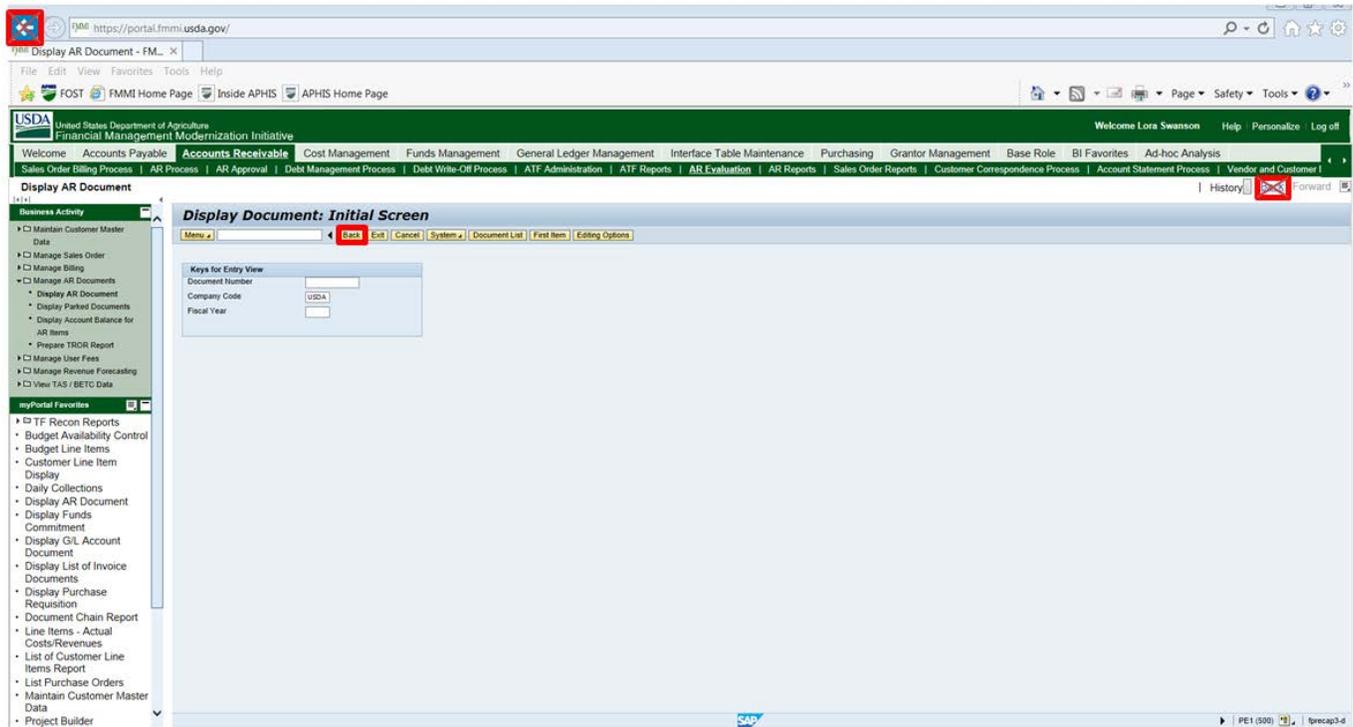
Navigation Panel Displays - The Navigation Panel is located on the left side of the screen and is divided into the following areas: Detailed Navigation and Portal Favorites

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



Back Button

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



Required Fields

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

Wildcard

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

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

myPortal Favorites – Add Report or Task

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

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

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

The screenshot displays the FMMI portal interface. The browser address bar shows <https://portal.fmmi.usda.gov/>. The page title is "Daily Collections - FMMI P...". The navigation ribbon includes "Accounts Receivable" and "Accounts Payable". The left sidebar has a "myPortal Favorites" section with a list of tasks, including "Daily Collections". The main content area shows a "Variable Entry" table with columns for "Variable", "Current Selection", and "Description". A context menu is open over the "Add to Portal Favorites" button in the sidebar.

Variable	Current Selection	Description
Business Area		
Fiscal Year		
Document Type (Predefined Collections)	AC; AF; DB; DL; DO; DP;	AC ABCO Emp Collection; AF Depreciation I
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		

myPortal Favorites – Organizing Entries

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

- Renaming
- Deleting
- Creating folders
- Moving

The screenshot shows a web browser window displaying the USDA FMMI portal. The main navigation bar includes 'Welcome Lora Swanson', 'Help', and 'Log off'. The 'Accounts Receivable' section is active, showing a list of reports and tasks. The 'myPortal Favorites' menu is open, and the 'Organize Entries' option is highlighted in red. The main content area displays a 'Variable Entry' form with a table of '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 I
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		

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.

The screenshot shows the 'Display Project Actual Cost Line Items' configuration screen. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are displayed. Below this is a navigation bar with tabs for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management' (selected), 'Funds Management', and 'General Ledger Mana'. A secondary navigation bar includes 'Agency Cost Management Master Data Maintenance', 'Cost Management Administration', 'Cost Management Evaluation', and 'Cost Managemer'. The main title is 'Line Items - Actual Costs/Revenues'. The report title is 'Display Project Actual Cost Line Items'. A toolbar contains buttons: 'Menu', 'Save as variant', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Selection options', 'Get', 'Dynamic selections' (highlighted in red), and 'Dele'. The configuration is divided into several sections: 'Project Management Selections (DB profile: 000000000001)' with fields for Project, WBS Element, Network/order, Activity, and Materials in network; 'Cost Elements' with fields for Cost Element, Or, and Cost Element Group; 'Posting Data' with a date range from 11/01/2014 to 11/30/2014; and 'Settings' with a Layout field set to /FOST and a 'Further Settings...' button.

Save Variant

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

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

Variable Entry

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

General Variables		
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 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

Open/Select Variant

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

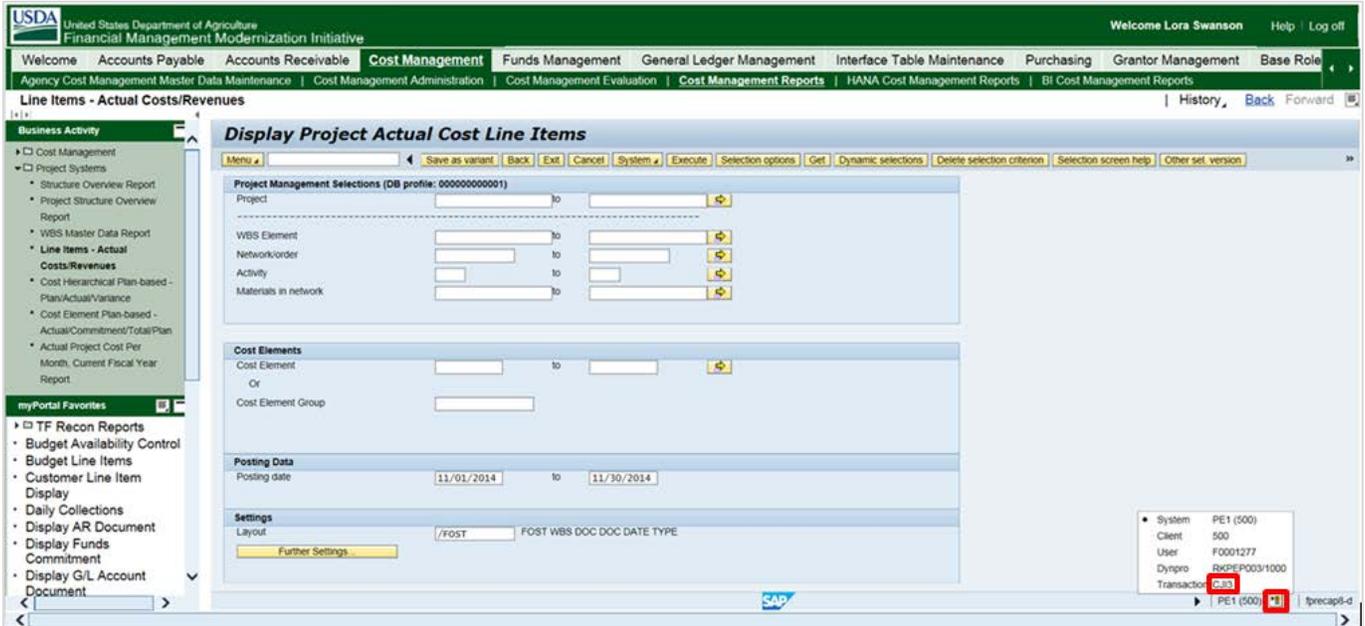
Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables		
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 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"/>

Determining the Level of Customization of a Report

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



ECC Reporting (applies to ECC Reports)

Multiple Selections

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

The screenshot shows the 'Display Project Actual Cost Line Items' form within the USDA Financial Management Modernization Initiative. The form is titled 'Line Items - Actual Costs/Revenues' and includes a navigation bar with tabs for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', and 'General Ledger Management'. Below the navigation bar, there are several menu items: 'Agency Cost Management Master Data Maintenance', 'Cost Management Administration', 'Cost Management Evaluation', and 'Cost Management'. The main form area is divided into several sections: 'Project Management Selections (DB profile: 000000000001)' with fields for Project, WBS Element, Network/order, Activity, and Materials in network; 'Cost Elements' with fields for Cost Element and Cost Element Group; 'Posting Data' with a date range from 11/01/2014 to 11/30/2014; and 'Settings' with a layout field set to '/FOST' and a 'Further Settings...' button. The 'WBS Element' field has a red box around its selection arrow, indicating it is the current selection point.

General

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

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

The screenshot shows the SAP ECC interface for the report 'Display Actual Cost Line Items for Projects'. The main table lists cost elements with columns for WBS Element, SP, Pe, Posting Date, Doc. Date, DocumentNo, Doc., Cost Elem., Cost element descr., #, Value TranC, D/C, Document Header Text, and Name. The first row is highlighted in yellow.

WBS Element	SP	Pe	Posting Date	Doc. Date	DocumentNo	Doc.	Cost Elem.	Cost element descr.	#	Value TranC	D/C	Document Header Text	Name
AP.RA.RX42.72.0217	14XX	7	04/27/2014	04/30/2014	3018500587	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	15.96	C	0207	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018801109	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	5.32	C	0607	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018801161	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	5.32	D	0607	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/12/2014	04/17/2014	3018529339	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	5.32	D	0606	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018800270	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	15.96	D	0207	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018800587	ZP	6100001274	TSP - Government-Basic Contribution	0.16	C	0207	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018801109	ZP	6100001274	TSP - Government-Basic Contribution	0.05	C	0607	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018801161	ZP	6100001274	TSP - Government-Basic Contribution	0.05	D	0607	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/12/2014	04/17/2014	3018529339	ZP	6100001274	TSP - Government-Basic Contribution	0.05	D	0606	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018800270	ZP	6100001274	TSP - Government-Basic Contribution	0.16	D	0207	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018800587	ZP	6100001275	TSP - Government-Matching Contribution	0.48	C	0207	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018801109	ZP	6100001275	TSP - Government-Matching Contribution	0.16	C	0607	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/12/2014	04/17/2014	3018529339	ZP	6100001275	TSP - Government-Matching Contribution	0.16	D	0606	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018801161	ZP	6100001275	TSP - Government-Matching Contribution	0.16	D	0607	34.4XWSER4242REIMBURRX42720217	F
AP.RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018800270	ZP	6100001275	TSP - Government-Matching Contribution	0.48	D	0207	34.4XWSER4242REIMBURRX42720217	F

The sidebar on the left contains a 'myPortal Favorites' section with various report options. The right sidebar shows layout options, with 'Save Layout...', 'Total', and 'Subtotals' highlighted in red.

BI Reporting (applies to BI Reports)

Save Layout

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

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

The screenshot shows the 'Daily Collection Report' interface. At the top, there are buttons for 'Open', 'Save As...', 'Display As' (set to 'Table'), 'Info', 'Print Version', and 'Export to Microsoft Excel'. The 'Save As...' button is highlighted with a red box. Below the buttons is a table with columns: Deposit Number, Check Number, Document Type, Collection Document, Document Header, and Customer. The table contains three rows of data, each followed by a 'Result' row. The 'Overall Result' row is highlighted in yellow.

Deposit Number	Check Number	Document Type	Collection Document	Document Header	Customer
341872	005152	DL	1400730816	DWNTON DEVELOPMENT	0003363845
Result					
341882	007008	DL	1400815048	FORNSTROM FARM ACCO	0003363845
Result					
341953	005224	DL	1400886208	DWNTOWN DEV AUTHOR	0003363845
Result					
Overall Result					

Open/Select Layout

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

The screenshot shows the 'Daily Collection Report' interface. At the top, there are buttons for 'Open', 'Save As...', 'Display As' (set to 'Table'), 'Info', 'Print Version', and 'Export to Microsoft Excel'. The 'Open' button is highlighted with a red box. Below the buttons is a table with columns: Deposit Number, Check Number, Document Type, Collection Document, Document Header, and Customer. The table contains three rows of data, each followed by a 'Result' row. The 'Overall Result' row is highlighted in yellow.

Deposit Number	Check Number	Document Type	Collection Document	Document Header	Customer
341872	005152	DL	1400730816	DWNTON DEVELOPMENT	0003363845
Result					
341882	007008	DL	1400815048	FORNSTROM FARM ACCO	0003363845
Result					
341953	005224	DL	1400886208	DWNTOWN DEV AUTHOR	0003363845
Result					
Overall Result					

General

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

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Lora Swanson Help Log off

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

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

Status of Funds Project-to-Date History Back Forward

Status of Funds Project-to-Date Last Data Update: 11/25/2014 00:31:53

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

Columns	Funded Program	Authority**	Undistributed Appropriation**	Undistributed Apportionment**	Budget Authority**	Commitments**	Obligations**	Expenditures**	Disbursements**	Total Commitments and Obligations**	Available Authority**
		\$	\$		\$	\$	\$	\$	\$	\$	\$
• SOF GL Keyfigures GL (PTD)	AP:AR.WSFA.PA						0.00	0.00	2,982.89	2,982.89	0.00
• Funded Program	AP:RA.NA42.71.0001	0.00			0.00				5,863.83	5,863.83	5,863.83
• Free characteristics	AP:RA.NA42.71.0011	0.00			0.00			0.00	3,447.64	3,447.64	3,447.66
• Applctn	AP:RA.NA42.71.0018	0.00			0.00				15,967.83	15,967.83	15,967.85
• Budget Period	AP:RA.NA42.71.0019	0.00			0.00				30,726.00	30,726.00	30,726.00
• Commitment Item	AP:RA.NA42.71.0331	0.00	0.00		0.00			0.00	144,842.28	144,842.28	176,066.26
• Fiscal year/period	AP:RA.NA42.71.0332	0.00	0.00		0.00		0.00		131,421.24	131,421.24	160,915.25
• Functional area	AP:RA.NA42.72.0109	0.00			0.00	0.00	25,139.00	940.50	154,726.82	180,806.32	370,620.92
• Fund	AP:RA.NA42.72.0154	0.00			0.00				1,288.90	1,288.90	5,105.90
• Funds Center	AP:RA.NA42.72.0488	0.00			0.00			0.00	17,594.66	17,594.66	34,066.77
• GL Account	AP:RA.NX42.72.0001	0.00			0.00			0.00	9,776.49	9,776.49	-9,776.49
• SQL Account for Fede	AP:RA.NX42.72.0035	0.00			0.00			2,856.75	167,643.07	170,499.82	21,301.31
	AP:RA.NX42.72.0049	0.00			0.00			0.00	9,230.16	9,230.16	-16.14
	AP:RA.NX42.72.0088	0.00			0.00				20,585.31	20,585.31	0.00
	AP:RA.NX42.72.0109	0.00			0.00		0.00		311,972.19	311,972.19	0.00
	AP:RA.NX42.72.0137	0.00			0.00			0.00	580.36	580.36	0.00
	AP:RA.OTCS.WS.ER42	0.00			0.00			0.00	13,190.84	13,190.84	19,478.88
	AP:RA.OVHD.WS.EE42							0.00	42,866.53	42,866.53	0.00
	AP:RA.OVHD.WS.ER42							0.00	-1.78	-1.78	0.00
	AP:RA.POOL.WS.ER42							0.00	881.86	-65,948.33	-65,066.47

Subtotals

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

Authority ¹¹	Undistributed Appropriation ¹²	Undistributed Apportionment ¹³	Budget Authority ¹⁴	Commitments ¹⁵	Obligations ¹⁶	Expenditures ¹⁷	Disbursements ¹⁸	Total Commitments and Obligations ¹⁹	Available Authority ²⁰	
AP-AR-WSFA-PA	11XX					0.00	0.00	2,103.40	2,103.40	0.00
	12XX					0.00	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	0.00	5,863.83	5,863.83	5,863.83
	Result		0.00			0.00	0.00	5,863.83	5,863.83	5,863.83
AP-RA-NA42.71.0017	1111		0.00			0.00	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	59,270.82
	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	0.00	62,776.82	62,776.82	180,878.10

Researching FMMI User IDs

Purpose

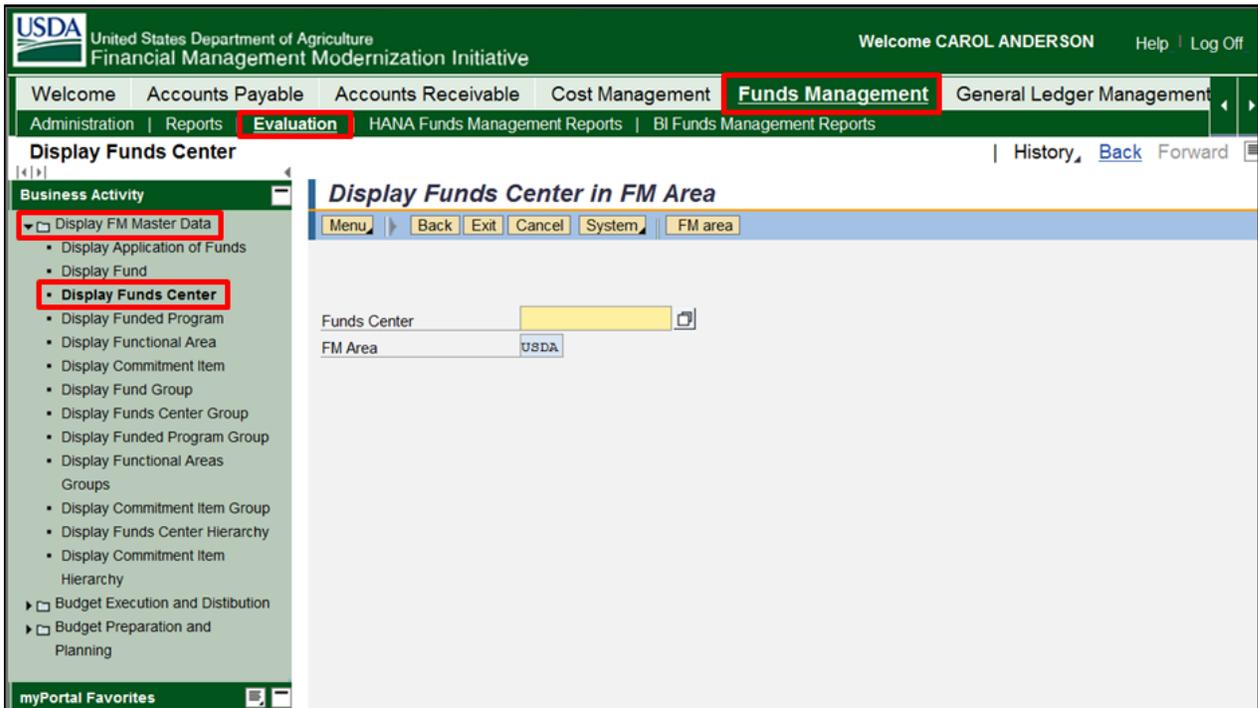
This guide provides instructions to obtain the User Name associated with a User ID Number in FMMI.

Role

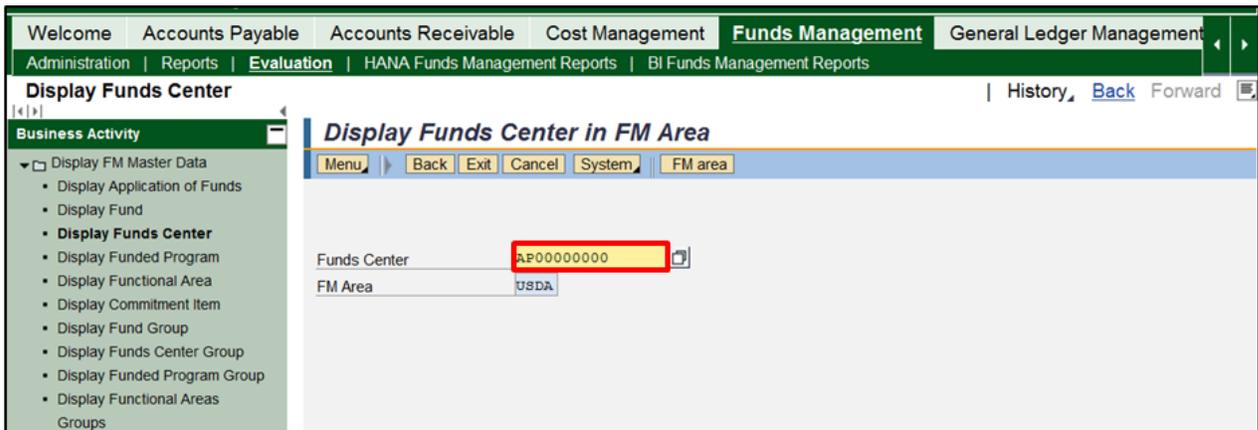
Funds Management Evaluator

Instructions

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



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



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

Display Funds Center

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

Funds Center Display

Menu | Back | Exit | Cancel | System | Period | Long text | Classification | Drilldown | Change do

FM Area: USDA | US Dept of Agriculture
 Funds Center: AP00000000
 Analysis Time Frame from: 01/01/1900 | Analysis Time Frame to: 12/31/9999

Basic data | Hierarchy | Address | Communication

Names

Name: APHIS DEFAULT
 Description: APHIS DEFAULT

Basic data

Valid From: 01/01/1900 | Valid Until: 12/31/9999
 Authorization group: AP00
 Company Code: USDA | US Dept of Agriculture
 Business Area: AP00 | Animal/Plant Health Insp Svc

Person responsible

User name: F0000607 | [User Selection Icon]

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

Restrict Value Range (1)

Search Criteria

User: F0003121
 Last name:
 First name:
 Department:
 Building code:
 Room Number:
 Extension:
 Cost center:
 Internal mail:
 Company name:
 City:
 Maximum No. of Hits: 500

Start Search

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

[Welcome](#) | [Accounts Payable](#) | [Accounts Receivable](#) | [Cost Management](#) | **[Funds Management](#)** | [General Ledger Management](#) | [Interface Error H](#)

[Administration](#) | [Reports](#) | [Evaluation](#) | [HANA Funds Management Reports](#) | [BI Funds Management Reports](#)

Display Funds Center

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

Funds Center Display

[Menu](#) | [Back](#) | [Exit](#) | [Cancel](#) | [System](#) | [Period](#) | [Long text](#) | [Classification](#) | [Drilldown](#) | [Change documents](#) | [Where-used list](#)

Restrict Value Range (1)

Search Criteria

User Name	Last name	First name	Department	Buildings	Room No.	Extension	Cost ctr	Int. mail	Name	City
F0003121	ANDERSON	CAROL	Systems Accountant						USDA	

1 Entry found

For a listing of FMD FMMI User IDs, see [Appendix C](#).

Adjustments and Accruals

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

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

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

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

Two Common Types of Adjustments

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

Two Common Types of Accruals

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

Rules for Adjustments

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

Who can Process Expenditure Adjustments in FMFI

FMD wrote a policy on this which basically says that:

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

What should be a Debit or Credit

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

Expenditure Adjustment Example



FMMI B2 Example.xls

SU EXPENDITURE ADJUSTMENT FORM														
Document Number SU <u>107280876</u>			(Data Entry)			Posting Period (MM/YY) <u>11/15</u>			(Approver, (MM))					
Reference (Optional) _____			(Preparer or Data Entry)			Document Date (MM/DD/YYYY) <u>03/05/15</u>			(Preparer or Data Entry)					
Doc. Header Text (Optional) _____			(Preparer or Data Entry)			Business Area <u>AF00</u>								
Document Type: SU						Program SU Tracking ID (Optional) _____								
GL Transaction/Var: B2 TO														
L.N.	FMMI FUND	BUDGET PERIOD	BOC Characterized Year	FUNDCEN TR LOST CENTER	FUNDED PROGRAM WBS ELEMENT	FUNCTIONAL AREA	DEBIT AMOUNT (Must be a positive number)	CREDIT AMOUNT (Must be a positive number)	DEBIT AMOUNT (Must be a positive number)	TEXT LINE DESCRIPTION	PAY HOURS	TRADING PARTNER		
021	AF001602AD1515	1215		AFMRFBM027	TPDEFAULT	AP09AGDISTR000	2,602.23			PAYROLL BENEFITS	9900			
022	AF001602AR1515	1215		AFMRFBM027	APRA TR/TRA B	AP01AGRFBMIR000			2,602.23	PAYROLL BENEFITS	9900			
023														
024														
025														
026														
027														
028														
029														
030														
TOTAL							-2,602.23	2,602.23		0.00	0			
<p>Note: Describe why the adjustment is needed. Please review the SU policy before filling out this form for suggestions on valid justifications.</p> <p style="text-align: center;">Reversing SU 107147522</p> <p>PLEASE ONLY PREPARE A 10 LINE SU.</p> <p><i>*FMMI SU adjustments are either a credit or a debit. On the form all the decreases (negatives) will be a credit and located in column H. All the increases will be a debit and located in column I. The amount field should reflect either a negative or a positive so that the total formula in J20 will be zero.</i></p> <p><i>Once the document has been prepared and entered, it must be approved within 5 days or an explanation for the delay needs to be included with the SU documentation.</i></p>														
Prepared By: _____ <small>(Provide the complete set of approved transactions; the preparer and approver must be approved)</small>			Approved Program Preparer (Optional): _____ <small>(Provide name, title, program, version, or all documentation)</small>			Entered By: _____ <small>(Enter the program or FMMI file preparer and be entered as the single person)</small>			Reviewed By (Program Manager only): _____ <small>(Enter name of field leader, if different from file and FMMI preparer)</small>			Approved By and Date: _____ <small>(Signature, title, date, and time of approval; must be signed and dated by the approver)</small>		
Signature: <u>TANYA HURSTON</u>			Signature: _____			Signature: <u>TANYA HURSTON</u>			Signature: _____			Signature: _____		
Printed Name: <u>Tanya Hurston</u>			Printed Name: _____			Printed Name: <u>Tanya Hurston</u>			Printed Name: _____			Printed Name: _____		
Date: <u>03/05/15</u>			Date: _____			Date: <u>03/05/15</u>			Date: _____			Date: _____		
Telephone Number: (301) 851-2838			Telephone Number: _____			Telephone Number: (301) 851-2838			Telephone Number: _____			Telephone Number: _____		
<small>Updated 12/1/2014 - Preparer can make a credit.</small>														

Miscellaneous

FMML Dates Explained

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

Document Date - The date the document was created.

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

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

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

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

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

Clearing Date - The date the item is considered cleared.

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

Transparent Financial Descriptions

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

Helpful Links/Resources

- **APHIS Homepage**
www.aphis.usda.gov
- **FMD Website**
APHIS Homepage → Our Focus → Business Services → Financial Management
 - [Travel Service Center](#) (portal log-in required)
Financial Management > Travel Services Center (Employees Only)
 - [FOST](#)
Financial Management > Financial Operations Services Team
 - [Agreement Services Center FAQs](#)
Financial Management > Financial Services Branch > Agreements Services Center > Frequently Asked Questions
- **[Financial Management Modernization Initiative \(FMMI\)](#)**
APHIS Homepage > Our Focus > Business Services > Application Systems > Financial Management Modernization Initiative (FMMI)
- **BOC Handbook**
<https://cod.nfc.usda.gov/Documents/toc.html>
- **Federal Account Symbols and Titles (FAST Book)**
http://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm
- **US Standard General Ledger (USSGL)**
<http://fms.treas.gov/ussgl/index.html>
- **GovTrip:**
<https://govtrip.com/govtrip/site/index.jsp>
- **GSA Travel Resources**
<http://www.gsa.gov/portal/content/105307>
- **GSA Forms Library**
<http://www.gsa.gov/portal/forms/type/TOP>
- **OPM Forms Library**
<http://www.opm.gov/forms/>
- **Inside APHIS:**
<http://inside.aphis.usda.gov/>
- **USDA Washington Metro Area Telephone Directory**
<http://dc-directory.hqnet.usda.gov/dlsnew/phone.aspx>
- **Internet Search Engines:**
 - www.google.com
 - www.yahoo.com
 - www.bing.com
 - www.ask.com
- **APHIS Budget and Accounting Manual (BAM) (portal log-in required)**
http://inside.aphis.usda.gov/mrpbs/publications/accounting_manual/accounting_manual.shtml

Conversion Errors

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

DP 98 File

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

Exceptions/customizations

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

Appendix A- FMMI Doc Types



United States Department of Agriculture



**Financial Management
Modernization Initiative (FMMI)**

FMMI Document Types Job Aid

Version 1

Mar-10



FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
AP	3P	GovTrip Pay IBA	19	1900000000	1999999999	KA	Vendor Document
AP	4P	GovTrip Pay CBA	19	1900000000	1999999999	KA	Vendor Document
AP	CB	TRVL CB Credit Card	19	1900000000	1999999999	CB	TRVL CB Credit Card
AP/AR	IC	IPAC Confirm (Received)	21	2100000000	2199999999	IC	IPAC Confirm
AP	IT	TRVL Interest	19	1900000000	1999999999	IT	TRVL Interest
AP/AR	IV	IPAC Confirmation (Initiated)	24	2400000000	2499999999	IV	IPAC Confirmation
AP	KA	Vendor Document	17	1700000000	1799999999	KA	Vendor Document
AP	KB	Vendor BOC Adjust	19	1900000000	1999999999	KB	Vendor BOC Adjust
AP	KC	Vendor Inv CancFund	19	1900000000	1999999999	KA	Vendor Document
AP	KG	Vendor Credit Memo	17	1700000000	1799999999	KA	Vendor Document
AP	KR	Vendor Invoice	19	1900000000	1999999999	KA	Vendor Document
AP	KZ	Vendor Payment	15	1500000000	1599999999	KA	Vendor Document
AP	ND	Non-Disbursing	19	1900000000	1999999999		
AP	PC	Payment Clearing	22	2200000000	2299999999	PC	Payment Clearing
AP/AR	R1	Grants Disb 1099	51/52	5100000000	5299999999	R1	Grants Disb 1099
AP/AR	R7	Grants Disb non-1099	51/52	5100000000	5299999999	R7	Grants Disb non-1099
AP	RE	Invoice - Gross	51/52	5100000000	5299999999	RE	Invoice - Gross
AP	TA	GovTrip Advance	17	1700000000	1799999999	TA	GovTrip Advance
AP	TC	Treasury Confirm	21	2100000000	2199999999	TR	Treasury Reversal
AP	TE	TELE Invoice	19	1900000000	1999999999	TE	TELE Invoice
AP	TI	Treasury In-Transit	20	2000000000	2099999999	TI	Treasury In-Transit
AP	TP	TRVL Third Party	19	1900000000	1999999999	TP	TRVL Third Party
AP	TR	Treasury Reversal	21	2100000000	2199999999	TC	Treasury Confirm
AP	TV	GovTrip Reimbursable	19	1900000000	1999999999	KA	Vendor Document
AP	UT	UTVN Invoice	19	1900000000	1999999999	UT	UTVN Invoice
AP	VA	Vendor Prepay Adv	17	1700000000	1799999999	VA	Vendor Prepay Adv
AP	VI	VADR FI Invoice	19	1900000000	1999999999	VI	VADR FI Invoice
AP	VM	VADR MM Invoice	51/52	5100000000	5299999999	VM	VADR MM Invoice
AP	VR	Vendor Prepay Inv	19	1900000000	1999999999	VR	Vendor Prepay Inv
AP	VW	Payroll Recertify	19	1900000000	1999999999	VW	Benefit Disbursement
AP	VX	External ALC Invoice	19	1900000000	1999999999	VX	External ALC Invoice
AP	XA	TRVL Advance	17	1700000000	1799999999	XA	TRVL Advance
AP	XC	TRVL Cash Receipt (Embassy)	18	1800000000	1899999999	XC	TRVL Cash Receipt
AP	XD	TRVL Dummy Advance (Embassy)	17	1700000000	1799999999	XD	TRVL Dummy Advance
AP	XE	TRVL OASDI (SS Tax)	1	1000000000	1999999999	XE	TRVL OASDI (SS Tax)
AP	XM	TRVL WTA Voucher	17	1700000000	1799999999	XM	TRVL WTA Voucher
AP	XN	TRVL Cash Distrib.	19	1900000000	1999999999	XN	TRVL Cash Distrib.
AP	XP	TRVL Third Party Voucher (Moving Co)	19	1900000000	1999999999	XP	TRVL TP Voucher
AP	XT	TRVL Local Voucher	19	1900000000	1999999999	XT	TRVL Local Voucher
AP	XV	TRVL Relo Voucher	19	1900000000	1999999999	XV	TRVL Relo Voucher
AP	XW	TRVL Tax Withholding	1	1000000000	1999999999	XW	TRVL Tax Withholding
AP	XX	TRVL Net to Traveler	19	1900000000	1999999999	XX	TRVL Net to Traveler
AP	XZ	TRVL Payroll Zap (Gamish Pay)	19	1900000000	1999999999	XZ	TRVL Payroll Zap
AP	ZR	Bank Reconciliation	20	2000000000	2099999999	ZR	Bank Reconciliation
AP	ZV	Payment Clearing	20	2000000000	2099999999	ZV	Payment Clearing
AP	ZW	SmartPay2 Purch Card	19	1900000000	1999999999	ZW	SmartPay2 Purch Card



FMMI Document Types Job Aid

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



FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
FM	WC	Working Capital Fund	81	8100000000	8199999999	N/A	
FM	XO	TRVL Travel Obligation	71	7100000000	7199999999	N/A	
MM	IM	IAS Invoice with GR	51/52	5100000000	5299999999	IM	IAS Invoice with GR
MM	INTR	INTR Purchase Order w/Sales Order	46	4600000000	4699999999	INTR	INTR Purchase Order w/SO
MM	IR	IAS Invoice w/o GR	51/52	5100000000	5299999999	IR	IAS Invoice w/o GR
MM	NB	Purchase Requisition (Direct)	1	100000000	199999999	NB	
MM	NB	Purchase Order (Direct)	45	4500000000	4599999999	NB	Purchase Order Doc
MM	ZCOB	CREEMS PO	43	4300000000	4399999999	ZCOB	CREEMS PO
MM	ZIO	IAS Purchase Order w/PR	60	6000000000	6099999999	ZIO	IAS Purchase Order
MM	ZIN	IAS Purchase Order w/o PR	60	6000000000	6099999999	ZIN	IAS Purchase Order
MM	ZIQ	IAS Purchase Requisition	30	3000000000	3099999999	ZIQ	IAS Purchase Requisition
MM	ZVA	Service/Value-based	43	4300000000	4399999999	ZVA	Service/Value-based
MM	ZVR	Service/Value-based	40	4000000000	4099999999	ZVR	Service/Value-based
NA	AA	Asset Posting	1	100000000	199999999		
NA	AB	Accounting Document	1	100000000	199999999	AB	Accounting Document
NA	AN	Net Asset Posting	1	100000000	199999999		
NA	CH	Contract Settlement	1	100000000	199999999		
NA	EU	Euro Rounding Diff.	2	200000000	299999999	EU	
NA	EX	External Number	2	200000000	299999999	AB	Accounting Document
NA	II	IPAC In-Transit	20	2000000000	2099999999	II	IPAC In-Transit
NA	IP	IPAC Payment	23	2300000000	2399999999	IP	IPAC Payment
NA	KN	Net Vendors	1	100000000	199999999	KN	
NA	KP	Account Maintenance	48	4800000000	4899999999	KP	Account Maintenance
NA	ML	ML Settlement	47	4700000000	4799999999	ML	
NA	PR	Price Change	48	4800000000	4899999999	PR	
NA	RA	Sub.Cred.Memo Stmt	51/52	5100000000	5299999999	RA	Sub.Cred.Memo Stmt
NA	RB	Reserve for Bad Debt	RB			RB	
NA	RN	Invoice - Net	51	5100000000	5199999999	RN	Invoice - Net
NA	RV	Billing Doc.Transfer	30	3000000000	3099999999	AB	Accounting Document
NA	S1	Settlement Document	1	100000000	199999999	AB	Accounting Document
NA	SK	Cash Document	13	1300000000	1399999999	AB	Accounting Document
NA	UE	Data Transfer	4	400000000	499999999		
NA	WA	Goods Issue	49	4900000000	4999999999		
NA	WI	Inventory Document	49	4900000000	4999999999		
NA	WL	Goods Issue/Delivery	49	4900000000	4999999999		
NA	WN	Net Goods Receipt	50	5000000000	5099999999		
SGL	BL	Budgetary Ledger	4	400000000	499999999	BL	
SGL	CA	CAPS Expense GL	1	100000000	199999999	CA	CAPS Expense GL
SGL	CL	G/L Account Document	1	100000000	199999999	CL	G/L Account Document
SGL	DN	Exp Accr'l No Obs	1	100000000	199999999	DN	Exp Accr'l No Obs
SGL	OF	IPAC Offset	1	100000000	199999999	OF	IPAC Offset
SGL	S2	Lockbox suspense posting	12	1200000000	1299999999	S2	Lockbox suspense posting
SGL	SA	G/L Account Document	1	100000000	199999999	SA	Accounting Document
SGL	SB	G/L Account Adjustment Posting	12	1200000000	1299999999	SB	Accounting Document
SGL	SF	1081 Cash Transfer	11	1100000000	1199999999	SF	Accounting Document
SGL	SU	Adjustment Document (Upward/Downward)	1	100000000	199999999	SU	Adjustment Document



FMMI Document Types Job Aid

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

Key	
	AP
	AR
	SGL
	FM
	MM
	CO
	Not Used

Appendix B - Reallocation Process

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

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

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

BOC (4)

Transaction Management

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

BOC (4)	
Value:	<input style="width: 80%;" type="text" value="2670"/>
Description:	<input style="width: 80%;" type="text"/>
Search Type:	<input type="text" value="Begins with"/> ▼

Display ▼ Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

	BOC	Value Description
Select	2670	SUPPLIES AND MATERIALS GENERAL

Records 1 - 1 of 1

[<< Back to TM Allocations](#)

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

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

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

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

How do you know if a transaction is locked?

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

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

Summary | Allocations | Transaction Line Items | Comments | Approval History

The Allocations tab displays the cost center allocation(s) associated to the transaction.

Allocations are no longer available for editing because the transaction:

has been included in a GL Extract.



is no longer in your approval queue.

Records 1 - 1 of 1

Allocation Source: User Last Changed By: Bona, Shannon L

Amount	Percent		Prepopulated Accounting Code Selection
\$1,404.03	100.00%		#FY14 Toner

 Valid Accounting Code

Records 1 - 1 of 1

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

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

\$824.22			CC Order				
\$115.02			NGAKD13141N				
1,404.03			2/6/14				
\$15.00			00000000001239997				

How can the accounting information be changed if the transaction has already been included in GL extract?

The cardholder needs to report the transaction to the budget analyst to determine if the accounting adjustment can be done in FMFI.

Transaction Availability

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

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

How to reallocate a transaction that has already been “Approved”?

If the transaction is available for modifications, the cardholder needs to follow the steps below to edit the transaction.

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

<input type="checkbox"/>	Approved	02/21	02/24	VIDEO & TELECOMMUNICATIO	703-6580304, VA	\$824.22
<input checked="" type="checkbox"/>	Approved	02/14	02/17	APRISA TECHNOLOGY LLC	516-629-4771, NY	\$115.02

Disputed
 Reallocated
 Trans Detail Level
 Extracted
 Reallocation Locked
 Valid Accounting Code
 Comments

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 25 of 28
Page: 1 | 2

[Reallocate](#)
[Mass Reallocate](#)
[Approve](#)
[Pull Back](#)

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

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

STEP 1: Approving Official will:

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

STEP 2: Cardholder will:

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

Appendix C - FMD FMMI User IDs

F000078	DENISE BASSELL	F0002961	DARLENE STEPHENS
F0000304	LAN-ANH DAO	F0002962	PAULA DAUGARD
F0000337	CATHERINE TIMMS	F0002967	CAROL DINGESS
F0000443	CANDY ANDERSON	F0002968	CAROLYN BROWNE
F0000490	BRENDA GILLUM	F0002969	EILEEN BERKE
F0000514	TANICA BUTLER	F0002970	JOANNE MANN
F0000524	ELIZABETH JOHNSON GROTH	F0002971	GRETCHEN STRECKER
F0000581	HEATHER TRAINUM	F0002972	GLORIA BENSON
F0000656	HARVEY KINCAID	F0002973	HILDA ADAME
F0000748	LORI KOROCK	F0002974	GIANA JOWERS
F0000776	DAWN LARSON	F0002976	JENNIFER ELIAS
F0000790	JOANNE LENOX	F0002977	KANDY NELSON
F0000809	SHELLY LITTLE	F0002978	LESBIA ORANTES-DE-CARDONA
F0000839	LINDA MAIN	F0002980	CONNIE BARNES
F0000875	ANTONIO MCFADDEN	F0002981	LATISHA HOLLMAN
F0000882	JAMIE KIRBY	F0002983	HELEN GREGORY
F0000889	CHRISTINA MERCER	F0002987	PEGGY GOBLE
F0000897	ROSALIE MEYER	F0002989	CRYSTAL TOUPIN
F0000937	CHRISTINE CARAHER	F0002990	PIEDAD AMENABAR
F0000995	DEBORAH OBRIEN	F0002991	MOUSTAPHA SEYE
F0001002	SHALON OLSON	F0002995	MICHAEL VINCE
F0001004	KIM OLSON	F0002998	CHRISTINE SMITH
F0001122	ANGELA GODFREY	F0003002	TOU VANG
F0001167	MICHELLE SCHMID	F0003003	SHEILA HENSLEY
F0001180	KARIMAE FAULKNER	F0003005	PATRICIA SMITH
F0001210	WAYNE SIMON	F0003006	JOHN YOUNG
F0001277	LORA SWANSON	F0003008	ARLICHA STEWART
F0001315	JENNIFER TIZCARENO	F0003009	GAYLE WINES
F0001328	BARRETT TRIMBLE	F0003010	PAMELA MUILENBURG
F0001330	JULIE TRIPP	F0003012	QING ZOU
F0001339	BRIAN TULLOCK	F0003013	DOUGLAS CREWS
F0001341	CHEMIN BOLDEN	F0003014	SHARON CRONK
F0001365	EDISON VIZUETE	F0003017	DONNA CICHY
F0001475	DEREK MEZZE	F0003020	AMY COCHRAN
F0002099	IRENE FERNANDEZ	F0003023	CRAIG BLICHFELDT
F0002106	THOMAS MURPHY	F0003025	NATHAN JOHNSON
F0002120	BONNIE KETOLA	F0003027	MARIA ANDREA DELOSSANTOS
F0002143	ALLISON NAITHRAM	F0003031	RENATA BADILLA
F0002369	NAOMI YANG	F0003032	MEGAN PHOMMAHAXAY
F0002959	ROBIN DYER	F0003034	CLAUDIA ROBERTS

F0003038	MARGARET MALIZIO	F0003147	KEVIN WILLIAMS
F0003058	KIMBERLY RUNNINGEN	F0003148	KATHLEEN LEGENDRE
F0003065	ARLETHA STEPE	F0003150	DOROTHEA CHURCHWELL
F0003066	ROBERT FREULER	F0003150	DOROTHEA JACOBS
F0003068	SADIE STRONG	F0003151	FERNANDO PIZA
F0003073	MARY KIMBALL	F0003152	DONNA RALSTON
F0003074	MICHAEL BECHTEL	F0003153	DICK AUSTIN
F0003075	ANGELINA FALCONE	F0003154	DIANA ALMERAZ
F0003077	ANTOINETTE MCPHEARSON	F0003155	KELLY HUSZAR
F0003078	PAMELA WILLIAMS	F0003156	EVELYN VARGAS-SEE
F0003080	PATRICIA BROWN	F0003158	KAY JONES
F0003081	PAUL HANTO	F0003160	DAWN HALVORSON
F0003082	PAULA FLATHER	F0003162	RUTHIE BURNEY
F0003084	WALTER PECK	F0003163	MARIA IBANEZ
F0003090	LAURA BLICHFELDT	F0003164	EVA SCHNEIDER
F0003103	ADJOA ATAAH	F0003165	GABRIELA ZAVALA
F0003105	ALIDA ROGSTAD	F0003166	ILEANA IZQUIERDO
F0003107	SEPTEMBER FITZGERALD	F0003167	JONI DAVIS
F0003108	BARBARA BLACKWELL	F0003170	KRISTINA FRANK
F0003109	BEATRICE SMITH	F0003172	LAURIE MCDONALD
F0003112	BHADRA VADALI	F0003174	ADA-PATRICIA MOLINA-DE-PEZZAROSSO
F0003114	BILLIE MITCHELL	F0003175	PATRICIA FELLERS
F0003115	BOBBY HARGROVE	F0003176	DANITA THOMPSON
F0003117	CARLA PERRY HARBOUR	F0003177	BECKY GOMEZ
F0003119	SHANNON FENNELL	F0003178	DENISE EDGERTON
F0003121	CAROL ANDERSON	F0003179	TERRINA HAIRSTON
F0003122	CAROL FISH	F0003180	KAREN DOWDY
F0003124	CAROL YORK	F0003183	MARLA KIELER
F0003125	CATHERINE SAUNDERS	F0003185	LATOYA JONES
F0003126	CHARLEANE GADDIE	F0003186	VIRGINIA RODRIGUEZ
F0003127	CHERYL HERSMAN	F0003189	LISA LAYNE
F0003128	CHICKEILLA CARTER	F0003190	DANIEL QUICK
F0003129	CONNIE MURPHY	F0003192	SUSAN MURPHY
F0003130	CONSTANCE TIMM	F0003194	ELIZABETH SPAULDING
F0003132	NORMA SMITH	F0003196	CHERYL GALIDA
F0003133	HELEN ROBINSON	F0003197	IGOR TSIBULEVSKIY
F0003134	CYNTHIA JORDAN	F0003198	JOANNE TOMIKEL
F0003135	SHERI WILKERSON	F0003199	RODNEY WALKER
F0003138	DONNA SHULTZ	F0003202	KIM WILLIAMS
F0003139	JAMES ROLOFF	F0003203	MAYME WHALEY
F0003141	JUDITH PIEKARSKI	F0003204	MELONIE TORILLO
F0003142	JANE LARSEN	F0003206	MARLENE O NEAL
F0003144	KARLA KEKELA	F0003207	DANIEL WILLIAMS

F0003210	KEMAMO HOOKANO	F0003274	FRED WANG
F0003212	OLA GAMALELDIN	F0003275	BILLIE LENEAR
F0003213	JANICE ROKOS	F0003276	ROBIN DICKERSON
F0003215	AMY MIZE	F0003277	LARA HICOK
F0003216	LINDA WEAVER	F0003280	CORY OGLESBY
F0003217	IVONNE ROSENBLATT	F0003282	LATONYA JACKSON
F0003219	LEAH LEELAND	F0003283	CHERYL AMOS
F0003220	VIKTORIA JOHNSON	F0003284	ERIC GORINSON
F0003221	LAUREN SHEPHERD	F0003285	SANDRA NAVIA
F0003224	LASHAUN NELSON	F0003286	PATRICIA DONOHUE GALVIN
F0003228	MARSHALL PLY	F0003287	VIKTORIA MALAKIE
F0003229	JENNIFER RIVAS	F0003288	FREDERICK MUCCIARDI
F0003230	CHARLENE MAYO	F0003289	BOB LANBERG
F0003231	LATISHA BEVERLY	F0003290	EARL THORPE
F0003232	SAMUEL DENHAM	F0003291	LISA SPINELLI
F0003234	PAMELA SCHOEN	F0003293	BONNIE SIMPSON
F0003236	DAPHNE O'NEAL-SAMUELSSON	F0003294	LINDA WASHINGTON
F0003238	BRITTANY KINNEY	F0003296	ANDRE NELSON
F0003239	EMILY BROWN	F0003305	DEBORAH HELSETH
F0003240	MAVIS FERGUS	F0003306	MELVIN COPELAND
F0003241	ANDREA SMALL	F0003307	DOROTHY SIMMON
F0003243	JON FRANCOIS	F0003308	CRYSTAL FRYE
F0003244	JACQUELINE TRAN	F0003310	SHIRLEY ROPER
F0003245	DAISY MARRERO	F0003312	STACEY MUSSER
F0003246	SAMANTHA ZIEGLER	F0003313	STEPHANIE DROKE
F0003247	SHERMAN TYLER	F0003314	JOHN KIDD
F0003249	CHRISTINA KLAUS	F0003318	TIARA BYRD
F0003250	MARIA RODRIGUEZ	F0003320	VICKI HAYGOOD
F0003253	BENIGNO QUICHOCHO	F0003322	INGE SANOU
F0003254	RAKHEE MASSON	F0003324	ELIZABETH NOLCOX
F0003259	TIMIKA SHIELDS	F0003326	ERNESTO RODRIQUEZ
F0003260	TONI PARIS	F0003328	MARIA TINKER
F0003261	VANESSA STAMPLEY	F0003329	MICHELLE CANADY
F0003262	GLENN ELSTUN	F0003331	VIRGINIA GREEN
F0003263	MICHAEL WESLEY	F0003332	MELISSA ARNOLD
F0003264	CARRIE CROY OWEN	F0003336	JANET AMSALU
F0003265	JACQUELINE SALAZAR	F0003337	MARCO BENAVIDEZ
F0003266	MARNIE DAVIDSON	F0003338	JAMIE SHULTZ
F0003267	JACQUELINE TVETER	F0003339	JESSICA SHAMMAMI
F0003268	LOIS PERRY	F0003342	SABRINA FERGUSON
F0003269	CHRISTINA TAYLOR	F0003346	CORI MAYHUE
F0003272	COLLETTE ROSE	F0003347	SONJA HORNE
F0003273	SHEILA JACKSON	F0003348	NICHOLAS JOWERS

F0003350	CHERYL REED	F0003419	ROSA RUIZ
F0003354	XOCHITL MEDINA	F0003420	MARIE COSTALES
F0003355	YVONNE MEDEIROS	F0003422	KARI HOFFMAN
F0003358	LAURA BLANCO	F0003426	GLADYS SOLANO
F0003360	JOY MONDA	F0003427	ALEJANDRO ZUCARO
F0003361	DIANNE ARNOLD	F0003428	JOY LOWE
F0003366	JUSTIN GURKSNIS	F0003431	ALLISON BOEHM
F0003367	GINA WATTS	F0003432	PATRICK JOHNSON
F0003368	JEAN BUTTICE	F0003433	STEPHANIE CARR
F0003369	MICHAEL CHIODI	F0003434	RICHARD LEWIS
F0003370	LAURA WEEKS	F0003436	PATSY BACA
F0003371	LAUREEN GARRISON	F0003437	MONICA GURROLA
F0003372	LINDA CHAN	F0003438	SUMMER BAILEY
F0003374	LISA BURLEY	F0003439	CARRI MARKS
F0003376	LISA HURST	F0003440	DIONNE MURRAY
F0003377	ELIZABETH NAPUTI	F0003441	MELANIE ADAMS
F0003378	LORRAINE WOLFE	F0003443	LA VONNE MARSHALL
F0003379	LOURDES KRAMER	F0003445	LINDA SMITH
F0003382	MARCUS BROWN	F0003446	RHONDA AMEY
F0003384	MARIA BILOTTE	F0003447	HECTOR CABANTOG
F0003385	MARIANNA BRUNKOW	F0003448	JULIE KAISER
F0003386	MARIANNE RODRIGUEZ	F0003450	JEAN MONTAGUE
F0003387	MARIETTE AMUNDSON	F0003451	ARRIA CHEELEY
F0003388	MARY WIGGETT	F0003452	ARACELY GALAN
F0003390	PAMALA HANSON	F0003454	CARLEEN PEREZ
F0003391	LAEBETZ NILES HOLMES	F0003455	PENNY KESLER
F0003392	PATRICIA DURAN	F0003456	KIMBERLY HILL
F0003393	PHILLIP THOMAS	F0003459	DAVID ALEXANDER
F0003395	AMANDA BENNETT	F0003461	MONTGOMERY JENSEN
F0003398	AMBER MILLER	F0003462	LISA HOPKINS
F0003402	REGINA WOLF	F0003464	PIA HERRING
F0003403	RELINDIS JOOSTEN	F0003465	LLOYD PEYMBROECK
F0003405	RICHARD O NEILL	F0003466	DENISE PRICE
F0003406	ROBERTA BUSHMAN	F0003467	MARLIES MCQUILLEN
F0003407	BERTHA HINES	F0003468	ERIC LONGEN
F0003408	VIELKA DYER	F0003470	MINH DANG
F0003410	SALLY SWEIGART	F0003472	JULIA BARON
F0003411	AMY CHRISTY	F0003473	RESA PERRY
F0003413	BRENDA SCOTT	F0003475	DEBORAH LEVITAN
F0003414	KERRY HALLER	F0003476	MARGIE NAPIER
F0003415	SHERYL SHAW	F0003477	MICHELE MCKAY
F0003417	ADRIANNE LEFKOWITZ	F0003478	KATHERINE JOHNSON
F0003418	CYNTHIA MORALES	F0003481	GAIL THOMPSON

F0003482	ANGEL CESPEDES	F0003559	SHARON BRAVO
F0003484	SUSAN GAMBLE	F0003560	SHERRY PARSONS
F0003485	SAMUEL GUY	F0003563	ANA NATARENO
F0003486	CAROLDINE RABB-NUOMAH	F0003566	STEVEN TANAKA
F0003489	JOY MURRAY	F0003568	SUZY KENT
F0003490	ANTOINE GERMEILLE	F0003569	TANIA HEPBURN
F0003491	VALERIE NWAJOEI	F0003570	TERESA ERDMAN
F0003497	SHANNON ROGERS	F0003571	TERRI LIMKEMAN
F0003498	AMY PEREZ	F0003572	THERESA KERBER
F0003499	PATRICIA LANE	F0003573	TIMOTHY SOLINGER
F0003500	DOREEN LEWIS	F0003574	TWILA SEAMAN
F0003504	LISA LAMBING	F0003575	VALERIE PUTMAN
F0003506	JILL HAND	F0003576	VIVIENNE BENSON
F0003507	RHONDA GRAHAM	F0003577	WILLIAM HUGHES
F0003509	WILLIAM MALAVE	F0003579	YOKO HONMA
F0003513	DAPHNE REID	F0003580	VALORIE MARTIN
F0003519	ANGELA ATKINSON	F0003582	XIMENA MIRANDA
F0003520	MATTHEW TRAVIS	F0003583	SHARON ORTIZ
F0003521	RALPH O'NEAL	F0003584	JOYCE NOLTE
F0003524	ENRIQUE DIAZ	F0003585	GREGORY WILKES
F0003526	MARY WATERBURY	F0003588	KIESHA BELL
F0003528	EMILY BRAMHALL	F0003592	JOANN BOTTE
F0003529	MICHELLE BATTLE	F0003593	TAMMY WAGNER
F0003530	ELIZABETH RIVERA-TIRADO	F0003595	VICKIE BOVEE
F0003531	SHIRLEY ICKES	F0003596	PALOMA BUTRON
F0003532	KIMBERLY WILLIAMS	F0003597	JODY SHREVE
F0003533	DARYL SEEMAN	F0003598	DEBRA HALVORSON
F0003534	KELLI LUNDY	F0003599	LUCY CURRIE
F0003535	XOCHILT MIRANDA	F0003600	CONNIE OSMUNDSON
F0003537	CHAELENA DUCKERY	F0003603	CANDICE SUKO STASTNY
F0003539	ELIZABETH POGGIALI	F0003604	CHERRYL TOPE
F0003540	TRACI JONES	F0003605	DEBORAH MOORE
F0003544	MONIQUE GARCIA	F0003606	CYNTHIA ROSS
F0003545	ROBERT WHEELER	F0003610	ELLEN WASHBURN
F0003546	MICHELLE RODRIGUEZ	F0003612	ANA SANCHEZ
F0003548	RICHARD HEIMLICH	F0003613	JOHN BEAMON
F0003550	CHERYL BOONE	F0003614	JOSEPH CLOPTON
F0003551	MAMIE SMITH	F0003615	DEBORAH SMITH
F0003553	SAMUEL ERDAHL	F0003616	KITTY STARK
F0003554	LEIGH EAGLE	F0003617	ELAINE LOWELL
F0003556	SANDRA WALLACE	F0003618	JUDITH BERGANINI
F0003557	SANDRA TORREZ	F0003619	ANN PETERS
F0003558	SARA MATCHIE	F0003621	CHERYL TOWELL

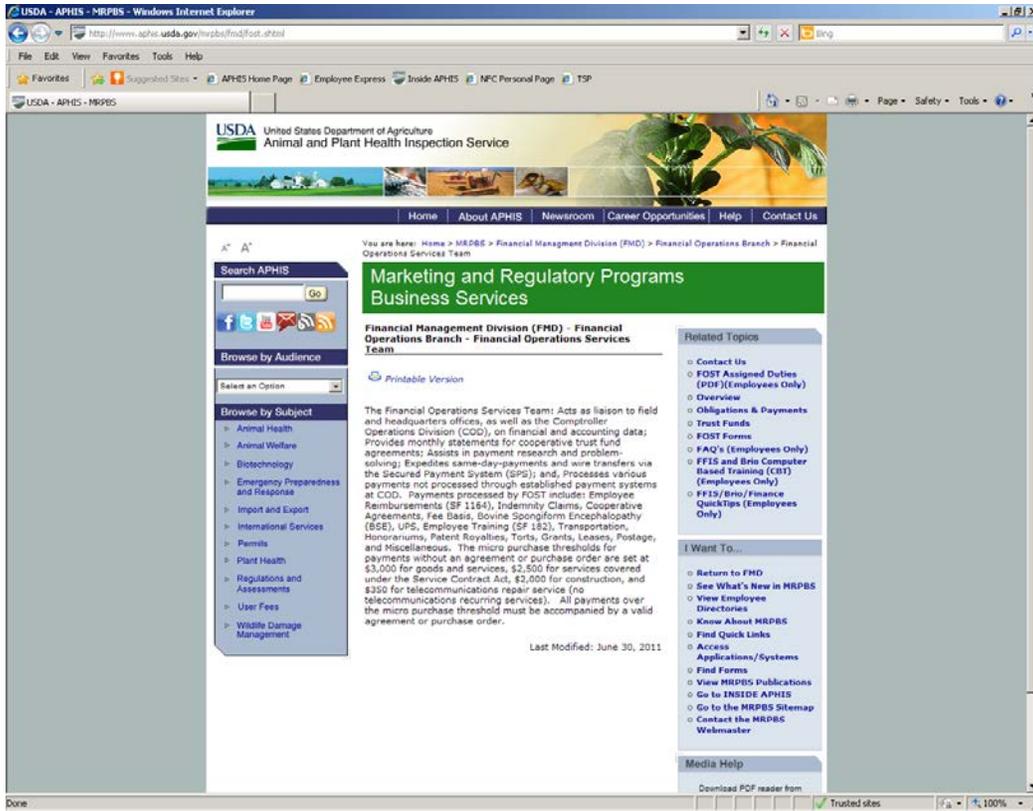
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F0003625	CHARIS GUINTO	F0003687	THERESE MINDEMANN
F0003626	DAWN SMITH	F0003688	LAWRANCE LAW
F0003627	JAAP VAN DUJN	F0003689	TIMOTHY UDING
F0003628	DEBRA LISK	F0003690	JESSICA LITTLE
F0003629	CAROL WALL	F0003691	GLORUSTINE TYNES
F0003630	JODI WILKENING	F0003694	SHANNON GILLINGHAM
F0003631	CHRISTOPHER POTEETE	F0003696	KELLY SMITH
F0003632	BARBRA DAVIS	F0003697	JOANNE NELSON
F0003633	DONNA JOHNSTON	F0003733	PIERE MARTIN
F0003634	CHERYL BOVEE	F0003734	MARCELA LOYO
F0003636	KIMBERLY MOTT	F0003738	STEPHANIE STEVENS
F0003637	JUANITA CRAWFORD	F0003739	BERTA ALTIZER
F0003638	TANYA HAIRSTON	F0003740	TINA JENKINS
F0003639	MARGARET FERRISS	F0003742	SHARON PHILLIPS
F0003642	DEBRA PEREZ	F0003743	DIANNA HERBERT
F0003643	EMERLINDA HERNANDEZ	F0003744	NORMA LOPEZ
F0003645	KENNETH HORNER	F0003745	RUBY LOADER
F0003647	NORMA MORENO	F0003747	KATHLEEN MURRAY
F0003651	SHARI EWELL	F0003748	DARLENE SCOTT
F0003652	ROSA NAVA	F0003800	MARGAUX NENICHKA
F0003655	JANICE SIMONS	F0003801	MARTHA GARZA
F0003656	CHARLES SMITH	F0003813	KENNETH BARTH
F0003657	KAREN RAY	F0003814	CHRISTINA WILLIAMS
F0003658	DAWN WANCZYK	F0003815	JESSIE SHEFFERD
F0003659	CARLOS MARTINEZ	F0003817	KATHLEEN MOODY
F0003660	CORINNE NYGREN	F0003818	SHIN CHRISTENSEN
F0003662	TRACY JOHNSON	F0003819	ROBERT CAYWOOD
F0003663	MAYDENE CAMPBELL	F0003820	CAROL TUSZYNSKI
F0003664	MARY MAGGI	F0003821	HOWARD STOLLER
F0003666	LENORA MACNEVIN	F0003822	CHERRI GOLDEN
F0003667	FONDA TANNER	F0003823	JULIE FIERSTINE
F0003670	DEBORAH STALMAN	F0003824	TAMMIE LONG
F0003672	LORI STEWART	F0003827	MAUREEN HARDISTY
F0003673	KARLA MARTINEZ GARCIA	F0003879	SARITA WHEELER DANIELS
F0003674	ADRIANNE JACKSON	F0003883	JEANINE GORAL
F0003675	CAROL MURPHY	F0004238	IRA HUNTER
F0003676	JUNE WEISBECK	F0004402	JENNIFER NURNBERGER
F0003677	JAMIE CARSRUD	F0004511	BECKY NYE
F0003678	SANDRA MARTINEZ	F0004512	TRANG DINH
F0003680	DIANE HASHIMOTO	F0004513	JONEKA GIVENS
F0003681	FAITH TAYLOR	F0004514	KRAIG PETERSON

F0004515	DAVID SANTELMAN	F0008406	TIMOTHY SHEAD
F0004516	SHAWN ADAMEK	F0008600	TONY QUAN
F0004517	SHANNON BONA	F0008890	PATRICIA DE GRAFF
F0004519	MATTHEW SANDERSON	F0008918	BEARIAT BEYENE
F0004522	SOEURETTE DUNN	F0008922	BRUCE ADAMIC
F0004559	PATRICIA FUCILE	F0009064	MICHAEL JOHNSON
F0004567	YAJAIRA TORRES	F0009072	ADRIAN VILLALOBOS
F0004707	CHARLEEN FRENCHMAN	F0009123	ALYSSA PIERCE
F0005069	TAUNYA SAID	F0009129	TAYRN GUDE
F0005100	GARY HOWARD	F0009139	STEPHANIE KOZAR
F0005122	KRISTA DUPRE	F0009171	EDWARD SMITH
F0005129	BONNIE SILVERNALE	F0018227	SUSAN DE HOND
F0005134	GARY LEFEBVRE	F0018251	BONNIE BRADSHAW
F0005137	KATRINA SOPCYK	F0018269	BECKY ROBERTS
F0005141	NITA HIRYAK	F0018296	PETER QUICHOCHO
F0005168	PENNY STRANG	F0018302	MELINDA MILLER
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F0005275	KRISTI EWING	F0019480	KMORNWAN APINUN
F0005300	AZIZA CLARK	F0019578	TRAVIS HARRISON
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F0006024	CHARLES SINGER	F0019644	BUCK RICHARDSON
F0006057	MANDY HIGHT	F0019706	CRYSTAL LAMARR
F0006151	MELISSA BEAUCHAMP	F0019772	TIFFANY STOLEE
F0006210	JAIME REDMOND	F0019778	SHIRLEY DEEVER
F0006354	DARNELL BURRELL	F0019796	SIPORAH JACKSON
F0006363	JOHN BROWN	F0019819	DION CUNNINGHAM BIJOU
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F0006397	KIMTA NGUYEN	F0019872	NICOLE REIN
F0006399	THI TRAN	F0019913	ALISHA THOMAS
F0006473	JOANNE GARRETT	F0019945	MARK HICKS
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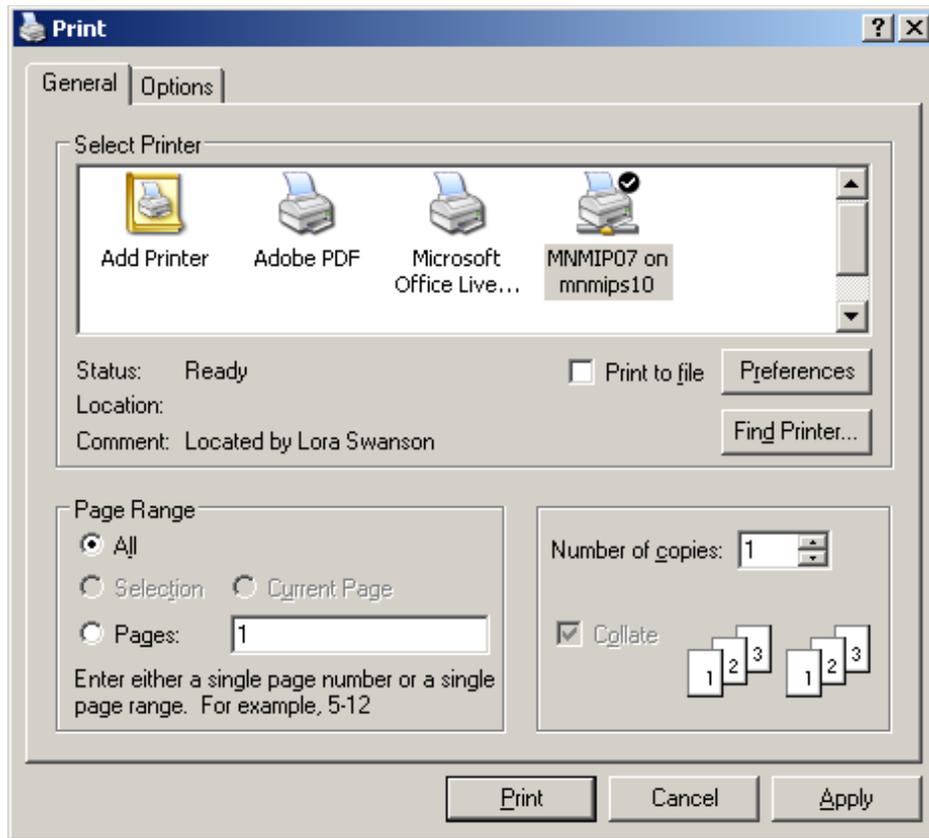
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F0020367	NOLAN MEYER
F0020384	CONSTANCE JONES
F0020421	BRUCE CODER
F0020441	JUSTIN RHEA
F0020470	ADELAIDE FEUKAM
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F0020526	NAKIA ANDERSON
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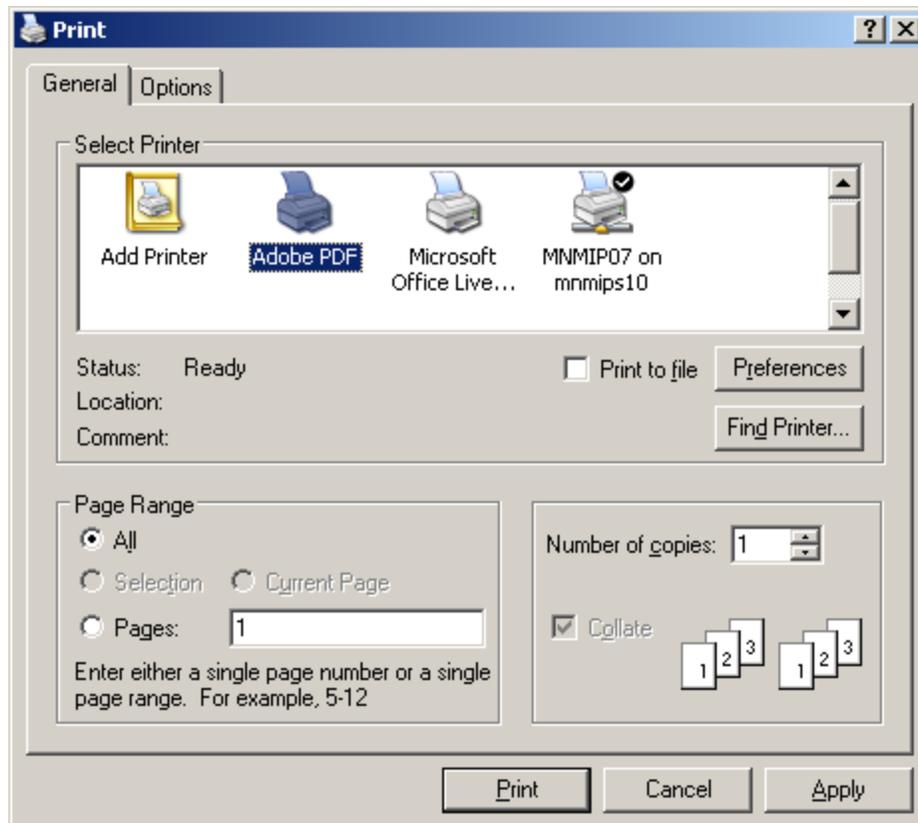
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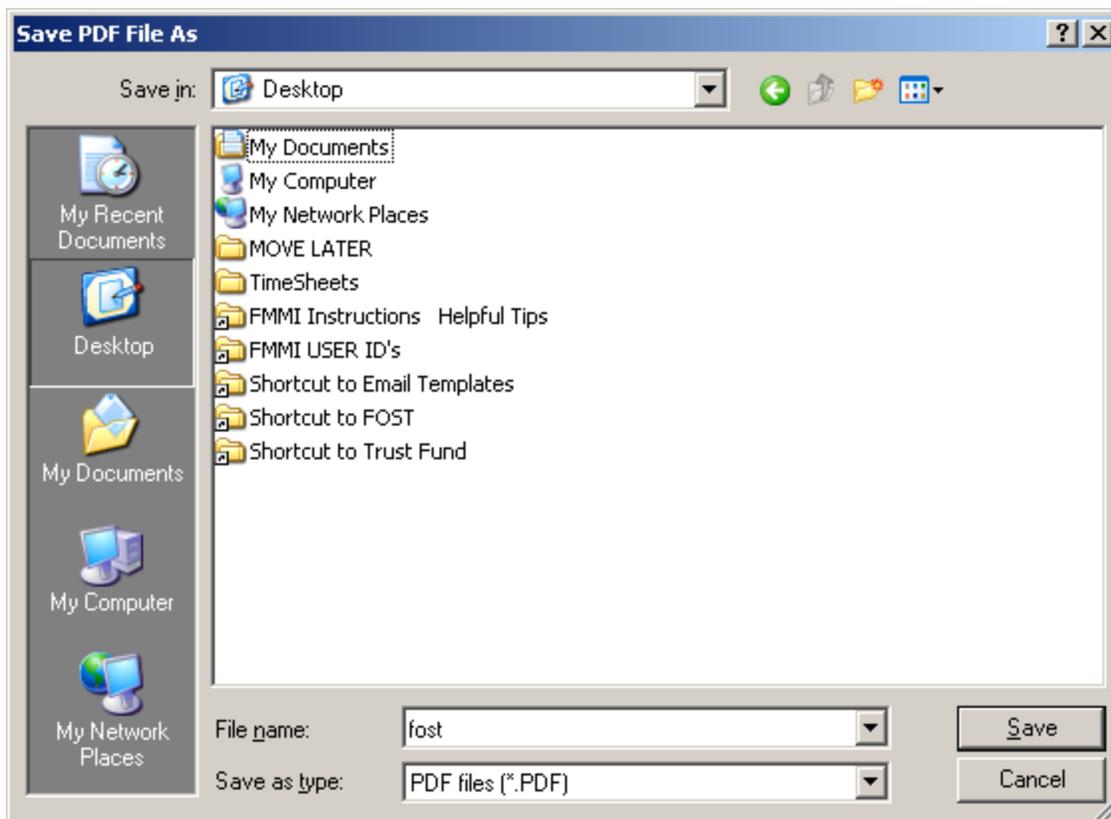
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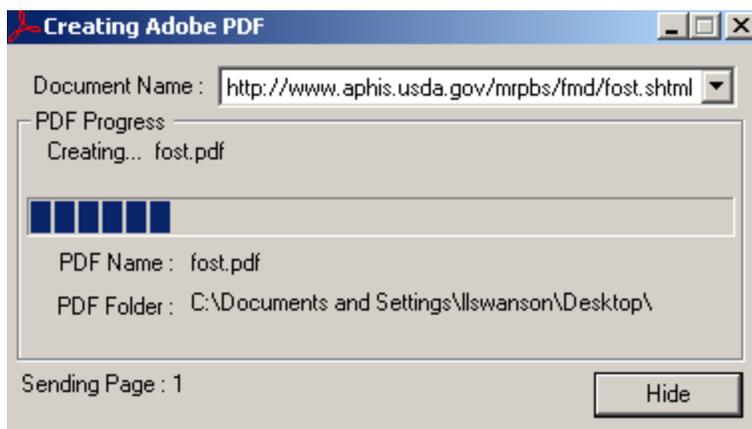


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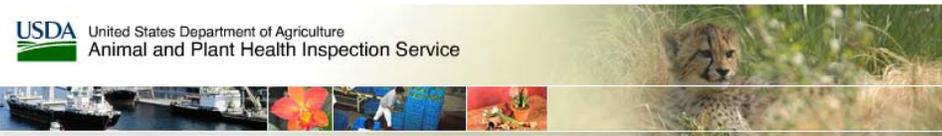
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Financial Management Division (FMD) - Financial Operations Branch - Financial Operations Services Team

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

Last Modified: June 30, 2011

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

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**Financial Management
Modernization Initiative**

FMMI Website
info.fmmi.usda.gov



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SO Cheat Sheet

SO Details	Display SO, Line Items, Doc Flow <ul style="list-style-type: none"> • SO Number or WBS Element
SO Progress	Reimbursable Order Report (/ZWSLAYOUT) <ul style="list-style-type: none"> • Fund, Fund Center, and WBS Element
Billed Expenses Details	Line Items – Actual Costs/Revenue Report (1_USDA_RRB2) <ul style="list-style-type: none"> • WBS Element and Posting Date Range
Billed Expenses Exceptions	DP-98 File
Bills	View a Billing Document or SO Doc Flow <ul style="list-style-type: none"> • Billing Doc Number or SO Number or WBS Element
Collections	Daily Collections Report <ul style="list-style-type: none"> • Funded Program (WBS) or Customer Number
Budget Full	Budget Availability Control - AVC Tables <ul style="list-style-type: none"> • 9H and Funded Program (WBS)
Budget Less Indirect Expenses	Budget Availability Control - AVC Tables <ul style="list-style-type: none"> • ZR and Funded Program (WBS)
Budget Availability Only	SOF PTD (/RMVD 4610YE) <ul style="list-style-type: none"> • Fund and Fund Center
OH Reconciliation	Line Items – Actual Costs/Revenue Report (/WS OH RECON) <ul style="list-style-type: none"> • WBS Element and Posting Date Range
OH Charged	Line Items – Actual Costs/Revenue Report (/WS OH CHRGD) <ul style="list-style-type: none"> • WBS Element and Cost Element 6100980000 and Posting Date Range
OH Split	Line Items – Actual Costs/Revenue Report (/WS OH SPLIT) <ul style="list-style-type: none"> • WBS Elements (up to 4 per 1 account) • Cost Element 6100980000 • Posting Date Range
OH Earned	Line Items – Actual Costs/Revenue Report (/OH SPLIT) <ul style="list-style-type: none"> • WBS Element and Cost Element 6100980000
OH Spent	Line Items – Actual Costs/Revenue Report (/OH SPENT) <ul style="list-style-type: none"> • WBS Element
OH Avail	Line Items – Actual Costs/Revenue Report (/OH AVAIL) <ul style="list-style-type: none"> • WBS Element <p>*Use in combination with SOF PTD. LIACR does not capture commitments or obligations.</p>
Customer Acct Details	Customer Line Item Display (/UNCLEARED) <ul style="list-style-type: none"> • Customer Number • Status = All Items • Type = check all boxes