

WELCOME TO RIVERDALE

Presented by: Kyle Nguyen



Riverdale Building

- ▣ Restrooms
- ▣ Fire Exits
- ▣ LincPass / Access Cards
- ▣ UPS Shipping

SALES ORDER TRAINING

Presented by: FMD FOB

Dec 8th-10th, 2015

Riverdale, MD

FOB STAFF INTRODUCTIONS

Presented by: Kyle Nguyen

FOB Reorganization

▣ 6 Teams

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

FOB Reorganization

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

TRAINING INTRODUCTION

EXPECTATIONS

- ▣ Presentations / Hands-On
- ▣ Breaks – morning and afternoon
- ▣ Lunch – approx. 1 hour
- ▣ Laptop closed during presentation
- ▣ Cell phones on mute
- ▣ Binder contains more details
- ▣ “Parking Lot”





SO TRAINING

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



Day 1

- ▣ APHIS Financial Introduction
- ▣ Master Data Overview
- ▣ General Ledger Overview
- ▣ FMMI
- ▣ Sales Orders
- ▣ Hands On

APHIS FINANCIAL INTRODUCTION

Presented by: Susan Murphy

AGENDA

- **Financial Information Flow**
- **APHIS Master Data**
- **Requesting New Accounting Codes**
- **Maintaining Accounting Codes**
- **General Ledger (G/L) Overview**
- **Helpful Hints**

FLOW OF FINANCIAL INFORMATION

How Financial Information Flows

- ▣ FMMI integrates a majority of the financial capabilities of the USDA. This integration allows for a single data entry into the system - significantly decreasing the number of manual reconciliations currently being performed throughout USDA. Integration also improves planning, programming, budgeting and execution through the use of integrated output data from financial and non-financial sources. FMMI provides online, real-time transaction capabilities; which allows agencies to be more financially accountable and transparent in our spending.
- ▣ FMMI receives documents through two methods; from feeder systems or through direct entry.

Feeder Systems

USDA has several feeder systems, e.g., Concur, IAS, payroll, lockbox; that send information to FMMI creating the necessary documents to properly record revenue, expense and budgetary activity. Along with the transactions that are processed through the feeder systems, FMMI also sends files to the systems updating the shorthand codes (SHCs).

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

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

Direct Entry

- ▣ FMMI accepts manually entered documents for all aspects of our business; budget, revenue, and receivables. Master data elements are not derived for direct entry documents, and mistakes can and do happen (ex. multiple Fund Centers for one WBS). It is important to verify that data being provided is accurate.

- ▣ All manually entered documents require the following information:

Example

- | | |
|-------------------------|--------------------|
| ➤ Budget Period | 1515 or 15XX |
| ➤ Fund | AP001600AR |
| ➤ Cost Center | APWSER1212 |
| ➤ WBS | AP.RA.RX12.72.1234 |
| ➤ Functional Area | AP00AGREIMBURS000 |
| ➤ Commitment Item (BOC) | 2670 |

Direct Entry Documents

- ▣ **Budget Documents:** The initial documents to establish the agencies budget are entered by the Budget Execution Support Branch with additional distribution being recorded by the program HQ budget offices. Most budget documents are created as a result of other entries made such as the creating a sales order.
- ▣ **Payments/Purchasing:** Payment and purchasing documents are created manually as proper documentation is provided. The following types of payments are processed on a regular basis.

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

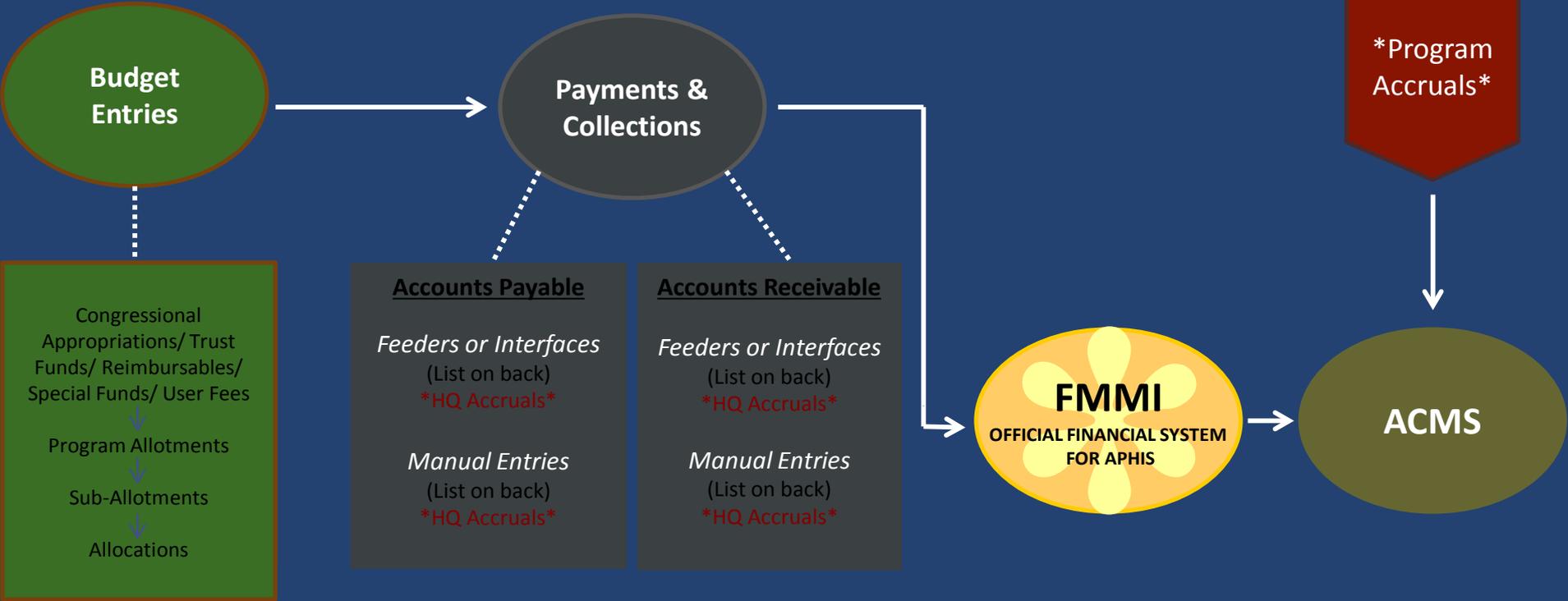
Direct Entry Documents (Cont.)

- Revenue/Collections:** Collections are received through many electronic processes; lockbox, pay.gov, automated clearing house (ACH) and wire transfers. The lockbox collections are the only method that has an automated process; however, any collections that do not contain enough information (proper SHC) may require manually entry. This is the only instance where the SHC will be translated into the FMMI elements. Collections are received for:

Animal Care Licensing	Reimbursable Overtime (ROT)
AQI User Fees (i.e., International passenger user fees)	Sale of Property
Billing Documents for Services Provided (i.e., agreements)	Trust Funds
Expenditure Refunds (i.e., Jury Duty)	Violations (civil penalties)
PPQ Import/Export Certificates (i.e., Phytosanitary Certs)	VS User Fees

APHIS

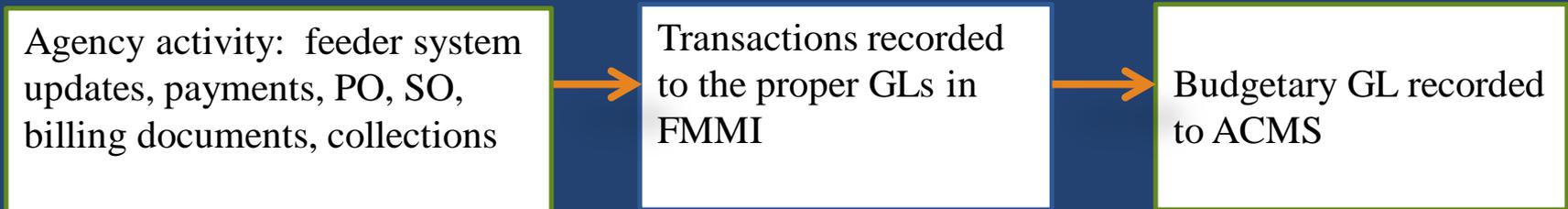
Flow of Financial Information



FMMI Outbound Information

- In addition to FMMI sending SHCs to the different feeder systems (above); an outbound file is created daily to send to ACMS. The file contains budgetary entries (GLs 48xx-49xx) needed to complete the Status of Funds (SOFs).

- Basic data flow -



MASTER DATA OVERVIEW

WHAT IS MASTER DATA?

- ▣ Master Data is data in FMMI that Agencies will reference and use in order to execute business transactions in the system
- ▣ FMMI Master Data Elements include:
 - Application of Funds (6-8 characters)
 - Budget Period (4 characters)
 - Fund (10 characters)
 - Cost Center/Fund Center (10 characters)
 - Functional Area (16 characters)
 - Work Breakdown Structure (WBS)/Funded Program
 - Shorthand Code

All obligations at a minimum will include a Functional Area and a Cost Center. If further identification is needed, a WBS would be necessary.

MASTER DATA

APPLICATION OF FUNDS

- ▣ **Application of Funds:** used in FMMI is the equivalent of the Treasury Symbol. Each Application of Funds is tied to one or more FMMI Fund.
 - Examples of Application of Funds:
 - 12_1600 - Salaries and Expenses, APHIS
 - 12X1600 - Salaries and Expenses, APHIS

- ▣ ***Component TAS:*** the Application of Funds format has changed to the Component TAS for all intergovernmental transactions.
 - Composed of 8 component elements
 - Expansion of the Department agency codes from 2 to 3 digits
 - Expansion of Fiscal Year into 3 separate fields

MASTER DATA

BUDGET PERIOD AND FUND

- ▣ **Budget Period:** The time frame of available budget. During this period the Agency can commit, obligate and transfer funds, the actuals and commitments recorded are differentiated and reported by period. It 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.
 - Examples
 - Annual 1616
 - No-Year16XX
 - Multi-year 1518 (APHIS currently has no multi-year funding)

- ▣ **Fund:** represents the type of funding and its funding source. When combined with the Budget Period it indicates the availability of funding. It includes the specific attributes indicating the type of funding; e.g., direct, trust, special, or reimbursable.
 - Examples
 - AP001600AD – Appropriated Funds
 - AP001600AR – Reimbursable

MASTER DATA

COST/FUND CENTERS AND FUNCTIONAL AREAS

- **Cost/Fund Centers:** represents the organization levels that tracks spending or collects costs.
 - Examples of Cost/Fund Centers
 - APMRFM6027 – APHIS, MRPBS, FMD, Financial Operations Branch
 - APWSER1212 – APHIS, Wildlife Services, Eastern Region, Florida

- ▣ **Functional Area:** used to track the Office of Management and Budget (OMB) programs (the Performance and Accountability Report (PAR) programs) or agency specific programs. Programs are defined as long term, mission critical activities which have no defined start and end dates.
 - OMB Recognized Apportionment Category
 - Cat A – Defined by Time – Quarterly Apportionments
 - Cat B – Project Specific – Apportionments other than quarterly
 - Cat E – Not Subject to Apportionment
 - Examples
 - AP00AGDISTRIB000 – APHIS Distributable, Cat A
 - AP02SUFB10201000 – Farm Bill-Plant Pest/Dis Mgmt, Cat B

MASTER DATA

WORK BREAKDOWN STRUCTURE (WBS)

- ▣ **Work Breakdown Structure (WBS)/Funded Program:** used to plan, collect, and settle the costs of a project; are a cost object that represents a project that supports direct charges and cost allocation for financial procurement and reimbursable process.
 - 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 (Controlling Module) have a one-to-one relationship with Funded Programs (Funds Management Module). This helps to provide consistency between the Controlling and Funds Management modules in FMFI.

A WBS Element is required for all Sales Orders and for other projects as designated and determined by the Agency.

MASTER DATA

WORK BREAKDOWN STRUCTURE

(WBS)

➤ **WBS – Expense Project**

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

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

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

MASTER DATA

WORK BREAKDOWN STRUCTURE (WBS)

▣ Level 1 WBS Element = WBS Project

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

▣ Level 2 WBS Element

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

MASTER DATA WORK BREAKDOWN STRUCTURE (WBS)

- Level 3 WBS Element
 - Characters 14-18: Agency Defined
 - Example – AP.EX.ADRV.CR.**OUT1**
 - Positions 14-18: . O U T 1 = Agency Defined (Thurgood Marshall College Fund)

The creation of a reimbursable or trust fund WBS requires that the associated fund, fund center, and functional area be provided at the time of set-up.

MASTER DATA

SHORTHAND CODE (SHC)

Shorthand Code (SHC): shortens the length of the accounting information that feeds into FMMI. The Shorthand Code contains 27 agency defined characters. *The SHC is used ONLY by feeders systems.*

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

SHORTHAND CODE OVERVIEW

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

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

MASTER DATA

SHORTHAND CODE LAYOUT

➤ Shorthand Code Format:

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

➤ Example: **66WSWR0808REIMBURRX08731234**

➤ Budget Period: 1616

➤ Cost Center: AP**WSWR0808**

➤ Functional Area: AP00AG**REIMBUR**000

➤ WBS Level 2: AP.RA.**RX08.73** (If no WBS fill with “PUBLICUSDA”)

➤ WBS Level 3: AP.RA.RX08.73.**1234** (If only a WBS Level 2, fill with “USDA”)

➤ The [Shorthand Code Naming Structure](#) document is posted on the web for quick reference.

COMMITMENT ITEMS

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

- Examples of BOCs

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

- Examples of RSCs

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

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

**REQUESTING NEW
ACCOUNTING CODES**

SHORTHAND CODE (SHC) REQUESTS

- ▣ Completion of the Accounting Code Request Form is required to establish a new SHC and reimbursable WBS' in FMFI. Requests will be returned if any portion of the data is missing or incorrect.

- ▣ When completing the form, be thoughtful of the feeder systems and only select the items were the code should be used. There are seven USDA corporate systems that interface are used daily by programs.

ETS2/Concur	Government Travel Transactions
SmartPay2/WEX	Purchase/Fleet Card Processing
webTA	Time & attendance code
MASC	USDA Systems (i.e., ABCO, PACS, PROP)
IAS	Integrated Acquisition System
CPAIS	Real Property System
TRVL	Travel System for Relocations

WBS REQUESTS

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

ACCOUNTING REQUEST FORM

- ▣ The Accounting Code Request Form is required to set up SHCs and reimbursable/trust fund WBSs. The form is Excel and contains four tabs.
 - Form Completion Instructions - provides guidance for completing the rest of the form
 - SHC Request – tab to be completed to establish a new SHC
 - WBS Request – must be completed to create a new WBS (reimbursable/trust fund only)
 - ETS Org – Lists valid ETS Orgs to be used on the SHC Request tab

Completion of the Accounting Code Request Form

This form must be used to request new SHCs and reimbursable/trust fund WBSs. The following are step by step instructions on the information required to establish a code.

****NOTE: ALL ALPHA CHARACTERS ON THE FORM MUST BE IN UPPER CASE (this includes descriptions)**

Due to issues with publishing SHCs to feeder systems when special characters are present, no special characters can be used the SHC or Description fields. The Description field allows only A-Z, 0-9 and space; therefore, *commas, quotes, hyphens, extra spaces, etc. are forbidden.*

- ETS ORG (7) – Complete this field for all required ETS2 Orgs. The field is 7 digits long; made up of the last 7 characters from the ETS Org (GUSDAMRP340101000) in Concur. A separate line must be included for each ETS Org required even if you are duplicating the SHC. A list of valid ETS Orgs is included as the last tab on this document.
- SHC DESCRIPTION (max length-27 spaces) Field is required; the description can only contain alpha (A-Z), numeric (0-9) and single spaces; *NO commas, quotes, hyphens, extra spaces, etc. can be used.*
- Do not complete/hide/remove columns C through R. They are part of the upload template format but they do not require any data.
- FMMI SHC (Formula) – this code will automatically populate as the individual accounting elements are completed. See the [Shorthand Code Naming Structure](#) document for details on how the SHC is created.

Budget Period (4) – 4 characters (i.e., 1515, 15XX, 1415)

Fund (10) – 10 characters (i.e., AP001600AD)

Work Breakdown Structure (WBS) Requests

Programs are only allowed to request WBS Projects and Elements for reimbursable (RA) and trust fund (TF) purposes. There is a separate form used to request a new Expense (EX) WBS ([Expense WBS Request Form](#)).

Below are the step by step instructions to properly complete the WBS tab on this form.

WBS tab:

- **Project Definition** – the first 10 characters of the WBS (i.e., AP.RA.FMRA).
- **Level** – 1/2/3; WBS level as described in the Master Data Policy document.
 - If you are creating a new WBS, make sure that the higher levels exist or request they get setup too
 - Example – if you are creating a new level 3 WBS, make sure that the Level 1 and Level 2 WBS' have already been created.

Project Definition	Level	WBS Element	Description (27)
AP.RA.FMRA	1	AP.RA.FMRA	FMRA EX PROJECT AND LEVEL 1
AP.RA.FMRA	2	AP.RA.FMRA.MR	FMRA EXAMPLE LEVEL 2
AP.RA.FMRA	3	AP.RA.FMRA.MR.1234	FMRA EXAMPLE LEVEL 3

- **WBS Element** – Depending on the level being established this will be 10, 13 or 18 characters.
- **Description** – Limited to 27 spaces. The description can only contain alpha (A-Z), numeric (0-9) or spaces. *NO commas, quotes, hyphens, etc. can be used.*

SHC REQUEST TAB

- ▣ SHC Request tab – multiple codes can be requested on one sheet. **DO NOT** submit more than one spreadsheet per email request.
 - ETS Org – last seven characters of the ETS Org
 - SHC Description – Limited to 27 characters. **Should always be upper case and cannot contain special characters (i.e., commas, quotes, dashes, etc)**
 - FMMI SHC – this field is a formula that will populate as the rest of the FMMI elements are completed (i.e., budget period, fund, cost center, WBS, functional area)
 - Feeder Systems - MASC is the only feeder system that must be marked to create a SHC. The others are optional and should be carefully considered before marking.

ETS Org (7)	SHC Description (max length - 27 spaces)	FMMI SHC (Formula)	y (34)	Budget Period (4)	Fund (10)	Cost Center (10)	WBS Element	Functional Area (16)	SHC Description (27)	GovTrip	SmartPay2	webTA	MASC	IAS	CPAIS	TRV
1234567	ANY COMPANY REIMBURSABLE	55WSHQ1111REIMBURRXT111234	34	1515	AP001600AF	APWSHQ1111	AP.PA.RX11.71.1234	AP00AGREIMBUR000	ANY COMPANY REIMBURSABLE	X	X	X	X	X		
	PUBLICUSDA		34										X			
			34													

Form Completion Inst. **SHC Request** WBS Request ETS Orgs

WBS REQUEST TAB

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

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

Note: Please be sure to use UPPER CASE for all ALPHA characters.

- **Project Definition** – the first 10 characters of the WBS (i.e., AP.RA.FMRA).
- **Level** – 1/2/3; WBS level as described in the Master Data Policy document.
 - If you are creating a new WBS, make sure that the higher levels exist or request they get setup too
 - Example – if you are creating a new level 3 WBS, make sure that the Level 1 and Level 2 WBS' have already been created.

Project Definition	Level	WBS Element	Description (27)
AP.RA.FMRA	1	AP.RA.FMRA	FRMA EX PROJECT AND LEVEL 1
AP.RA.FMRA	2	AP.RA.FMRA.MR	FRMA EXAMPLE LEVEL 2

REQUEST SUBMISSIONS

- ▣ Each program has identified individuals that are authorized to manage SHCs, they are the ones who need to:
 - Request new SHCs and WBSs
 - Request a new feeder or reset of an exiting SHC
 - Act as a primary contact for accounting code maintenance to include deactivating outdated SHCs.

- ▣ Note: Programs can establish further restrictions on who can submit requests beyond the designated list.

REQUEST SUBMISSION CONT'D

List of Authorized Requesters as of 9/23/2015

AC: Dianna Herbert Yvette Joyner	WS: Nakia Anderson Amanda Bennett Shannon Fennell Julie Fierstine Charleane Gaddie Stephanie Kozar Pam Niles-Holmes Cory Oglesby Timothy Shead Tammy Wagner Mary Wiggett APHIS-WSER SHC Transactions <wsershcwbsttransactions@aphis.usda.gov>	Support Units: Tanya Hairston Kelly Huszar Adrienne Jackson Gretchen Strecker Allison Naithram Shannon Gillingham (FEMA Codes) Linda Weaver (AP00BIOS24 / AP00CSPD24) Chaelina Duckery-Ball (AP00BIOS24 / AP00CSPD24) FEMA back-up
BRS: Sabrina Ferguson William Hughes		
IS: Jessica Fisher Nati Radriguez Gabriela Zavala		
PPQ: Janet Amsalu Marco Benavidez Jean Buttice Robert Freuler Vicki Haygood Nicholas Jowers Larry Law Fernando Piza Buck Richardson Sherman Tyler	VS: Summer Bailey John Beamon Kiesha Bell Jamie Carsrud Crystal Ekkens Margaret Ferriss Alicia Love Dionne Murray Carol Tuszynski Jodi Wilkening	Close TF WBS/SHC for IS/VS accounts Lora Swanson Jenn Nurnberger Jennifer Elias

REQUEST SUBMISSIONS (Cont.)

- All master data related requests must be emailed to APHIS-Master Master.Data.Requests@aphis.usda.gov
- A unique description on the email subject line is recommended if locating the request at a later date; example:
66WSWR0808WLDMGMTWLSVGE1234
- Reimbursable and trust fund SHCs are not automatically rolled from year to year. FMMI requires that a sales order (SO) be created in order to establish budget for the agreement. We have determined that we cannot set up a reimbursable or trust fund SHC unless we have documentation that a new agreement has been signed.

REIMBURSABLE SALES ORDER – ACCOUNTING CODE REQUEST

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

Trust Fund (TOWA) Sale Order Accounting Code Request Process

- ▣ To facilitate the establishment of the Trust Fund (TF), WBS and SHC; the following process has been put in place:
 - A single email should be submitted to the APHIS-Master Data Requests (Master.Data.Requests@aphis.usda.gov) and APHIS-Minneapolis Trust Fund Team (MPLS.TF.TEAM@APHIS.USDA.GOV)
 - The email must contain:
 - Copy of the signed agreement
 - [Accounting Code Request Form](#)
 - Trust Fund Account Set Up Form (US Tax ID if applicable)

NOTE: A screen shot to confirm ACMS entry is required to be sent to Mpls TF Team after the WBS is established. The sales order cannot be entered until this item is received.
- ▶ To eliminate duplicate effort, APHIS Master Data Requests will not reject requests containing the above information as long as an **authorized accounting code requester** is cc'd on the email.

Trust Fund Sale Order Accounting Code Request Process

- ▣ To add a new budget period to an existing TF SHC, the following is required to be submitted to Master Data Requests:
 - Accounting Code Request Form
 - Proof that additional funds have been received, typically this consists of an email from someone on the TF Team stating that new funds have been received.



VERIFICATION

Presented By: Barrett Trimble



Verify New Sales Order, WBS, and SHC

New SO Data Entry Verification

Display Sales Order

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

Verify New Sales Order, WBS, and SHC

New Shorthand Codes Verification

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

Verify New Sales Order, WBS, and SHC

New WBS Elements Verification

(Where Applicable)

The screenshot displays the USDA Financial Management Modernization Initiative software interface. The top navigation bar includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". Below this, a menu bar contains several options: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management" (highlighted with a red box), "Funds Management", and "General Ledger Management". A secondary menu bar below it includes "Agency Cost Management Master Data Maintenance", "Cost Management Administration", "Cost Management Evaluation", and "Cost Management Reports" (highlighted with a red box).

The main content area is titled "WBS Master Data Report". On the left, a "Business Activity" tree shows a hierarchy: "Cost Management" (expanded) > "Project Systems" (highlighted with a red box) > "WBS Master Data Report" (highlighted with a red box). Other items in the tree include "Structure Overview Report", "Project Structure Overview Report", "Line Items - Actual Costs/Revenues", "Cost Hierarchical Plan-based - Plan/Actual/Variance", "Cost Element Plan-based - Actual/Commitment/Total/Plan", and "Actual Project Cost Per Month, Current Fiscal Year Report".

The main window is titled "Project Info System: WBS Elements Initial Screen". It features a "Menu" dropdown and several buttons: "Save as Variant...", "Back", "Exit", "Cancel", "System", "Execute", "Get Variant...", and "Other se...". A small dialog box titled "Enter profile" is open in the bottom right, with a text field for "Database prof." containing the value "000000000001" (highlighted with a red box). The dialog box has a green checkmark icon and a red X icon at the bottom right.

CLOSE A SALES ORDER

Presented by: Pat Fucile

SALES ORDER CLOSE

- Sales Orders should be closed when either the Period of Performance (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.

PRIOR TO SALES ORDER CLOSING

Before requesting a SO to be closed:

- Ensure all work has been completed and was completed within the POP
- Ensure all expenses have posted to the SO
- Verify that all overhead has been run
- If SO is a RONA or an INTR, verify all bills are on a “cleared” status.

RECONCILING THE SALES ORDER

Use the following reports to help reconcile the sales order prior to closing:

- **LIACR Report**
- **ROR Report**

EXAMPLE

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

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

Sales Order Amount	VBAP Order Amount	Total Consumption	Commitment	Obligation	Expenditure	Total Revenue	Billed Amount	Non Billable	Earned Unbill	FM SO Unbill
195,480.00	195,480.00	16,664.18	0.00	0.00	16,664.18	8,664.18	8,664.18	8,000.00	8,000.00	186,815.82

- Nothing matches
- Amount other than zero in Non Billable Column and indicates an expense is posted in such a way that the sales order will not bill for it
 - Posted on incorrect budget period 1111 vs 11XX

Example, CONVERTED ISSUES

Sales Order Amount	VBAP Order Amount	Total Consumption	Commitment	Obligation	Expenditure	Total Revenue	Billed Amount	Non Billable T	Earned Unbill
40,000.00	40,000.00	30,002.86	0.00	0.00	30,002.86	40,000.00	40,000.00	0.00	-9,997.14

Doc....	Cost Elem....	Cost element descr.	Value TranC...
SA	6100002500	Other Services	40,000.00-0
SA	6100002500	Other Services	9,997.14 0
SA	6100002500	Other Services	40,000.00 0
SA	6100002500	Other Services	9,997.14-0
SA	6100002500	Other Services	30,002.86 0
			▪ 30,002.86
			▪ ▪ 30,002.86

- Sales Order Amount, Total Revenue and Billed amount all match
- Expenditures are less
- Is refund needed or an SU for expenses needed to put expenses back in needed?

EXAMPLES, 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 current rules in FMFI, we can't reduce the SO to less than the billed amount.

EXAMPLE

Sales Order Amount	VBAP Order Amount	Total Consumption	Commitment	Obligation	Expenditure	Total Revenue	Billed Amount	Non Billable T	Earned Unbill
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

CLOSE A SALES ORDER

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

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

Instructions

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

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

Instructions (continued)

5. Ensure Zero Balance

see **SOF PTD** for detailed instructions

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

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

see **SOF PTD** for detailed instructions

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

Instructions (continued)

7. Check Doc Flow for any uncleared items

see **View a SO, Doc Flow** for detailed instructions

- Research and resolve any uncleared items
 - Email to MRP.Billing.Requests@aphis.usda.gov

8. Request to manually clear customer line items, F32

see **Customer Line Item Display** for detailed instructions

- Email to Katrina.J.Sopcyk@aphis.usda.gov

VERIFY CLOSE OF SHCS

- Status
 - Active = Open
 - Deactivated = Closed

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

VERIFY CLOSE OF WBS ELEMENTS (WHERE APPLICABLE)

■ System Status

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

The screenshot shows the USDA Financial Management Modernization Initiative interface. The top navigation bar includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". Below this, a menu bar contains several options: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", and "Gener". The "Cost Management" option is highlighted with a red box. Below the menu bar, there are two more options: "Agency Cost Management Master Data Maintenance" and "Cost Management Administration", with "Cost Management Evaluation" highlighted in a red box. The main interface is titled "Project Builder" and features a left-hand navigation pane under "Business Activity". The navigation pane includes several options, with "Display Project" and "Project Builder" highlighted in red. The main workspace displays a table with columns for "Project Structure: Description" and "Id".

REQUEST FOR F-32 MANUALLY CLEARING

Instructions

- Determine which items need to be manually cleared to close the SO. These must be:
 - Only the items related to the SO you are trying to close.
 - Balanced to zero dollars.
- Send an email to MRP.Billing.Requests@APHIS.USDA.GOV asking for a F-32 manually clearing. Example below.

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

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

MAINTAINING ACCOUNTING CODES

UPDATING FEEDER SYSTEMS

- ▣ Only an authorized accounting code requester can submit a request to update feeder systems .

- ▣ Before a request is submitted, the following steps should be taken:
 - Verify that the code has not been established for the feeder already. This can be done by viewing the SHC in FMMI, use the “**Viewing Shorthand Codes**” document posted on the web for guidance.
 - Confirm that the code is missing in the system where it is needed, many times the code is available and something as simple as a typo makes it appear as if the code does not exist.

- ▣ Remember, not all issues with locating codes in feeders systems are due to an issue with FMMI. For example:
 - Just because a code cannot be found in webTA, doesn't mean FMMI didn't send it. If the code is active in FMMI and the FAs are able to verify that the code was loaded to MASC; then the issue is with webTA and requires HR to submit a remedy ticket from their direction to get the error corrected.

Updating Feeder Systems

- If a shorthand code is not working in a feeder system (i.e., WebTA, GovTrip, IAS), it is either because the feeder was not included on the request or something unknown happened and the code is no longer working. You should verify that the SHC has been created in FMMI for the specific feeder.
- To update/reset a feeder system for a SHC, an **authorized accounting code requester** must send an email to APHIS-Master Data Requests (Master.Data.Requests@aphis.usda.gov) providing the following:
 - **Shorthand Code:** 55WSWR0808WLDMGMTWLSVGE1234
 - **System to be added or reset:**
 - SmartPay2/WEX
 - WebTA
 - IAS
 - ETS2/CONCUR – provide the 7 character ETS Org

DEACTIVATING OLD SHCS

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

CLOSING WBS ELEMENTS

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

GENERAL LEDGER OVERVIEW

FMMI GENERAL LEDGER STRUCTURE

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

- The USSGL provides a uniform Chart of Accounts and technical guidance for standardizing federal accounting

- The USSGL contains five major sections:
 - Chart of Accounts
 - Accounting Descriptions
 - Accounting Transactions
 - USSGL Attributes
 - Report Crosswalks

USSGL CHART OF ACCOUNTS

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

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

FMMI G/L ACCOUNT STRUCTURE

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

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

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

ADJUSTMENTS; ACCRUALS; AND POSTING MODELS

- ▣ As part of the monthly activities, various transactions such as accruals and G/L adjustments are recorded and processed through the G/L Posting Model, as follows:
 - A G/L Adjustment is a corrective action to an accounting error identified as a result of reconciliation or other detailed analysis
 - This adjustment is processed as a direct entry using the Create Parked G/L Account Document transaction
 - The accrual entry is processed as a direct entry by the General Ledger Processor, using the Create Accrual transaction.
- ▣ FMMI uses G/L posting models to derive dependent characteristics. It performs validations for each entered FI document line item, and if any of these validations fail, FMMI prompts the user to correct the relevant item. FMMI automatically creates the budgetary ledger postings from the proprietary postings derived by the posting model.

Where to Find More on the USSGL

Overview: US Standard General Ledger: Publications & Guidance: Financial Management Service - Internet Explorer

http://www.fms.treas.gov/ussgl/index.html

File Edit View Favorites Tools Help

RSS(XML) | Subscribe | Contact Us | Advanced Search

Google™ Custom Search Search

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Home | FAQ's | Training & Events | Publications | Programs | About Us | A-Z Index | Navigation Help

USSGL *The cornerstone of financial systems*
Standard General Ledger

USSGL Document Library:

- USSGL TFM S2 14-01 (June 2014)
[Revised by Bulletin No. 2015-01 \(October 2014\)](#)
- TFM Summary of Changes **Revised**

USSGL Accounting Guidance:

- USSGL Implementation Guidance **NEW**
- Trust Fund Accounting Guide
- Credit Reform Guidance
- Other USSGL Guidance **UPDATE**

Updates

Updated October 02, 2014

- [Revised by Bulletin No. 2015-01 \(October 2014\)](#)
- [Using the USSGL Web Site](#)

Receive E-Mail Updates

- Subscribe to Updates
- Revise Subscriptions

Navigation menu (left sidebar):

- USSGL Homepage
- Frequently Asked Questions
- USSGL Archives
- USSGL Meetings
- Agency Contacts
- USSGL Division Contacts
- Issues Form
- About the USSGL
- Transfers Logic Model

▶ USSGL Main Page:
<http://www.fms.treas.gov/ussgl/index.html>

▶ USSGL Common Questions:
<http://fms.treas.gov/ussgl/questions.html>

HELPFUL HINTS

Where to Find More

The screenshot shows the USDA Animal and Plant Health Inspection Service website. The header includes the USDA logo, the text "Animal and Plant Health Inspection Service" and "United States Department of Agriculture", and navigation links: "About APHIS", "Ask The Expert", "Careers", "Contact Us", and "Help". A search bar is located below the header. A secondary navigation bar contains "Home", "Our Focus", "Resources", "Newsroom", and "Blog". The main content area is titled "Business Services / Applications/Systems / Financial Management Modernization Initiative (FMMI)". On the left is a vertical menu with categories like "Business Services", "About Us", "Contact Us", "News Updates/Archive", "Acquisition & Asset Management", "Applications/Systems", "Career Opportunities", "Emergency Management Safety and Security (Employees Only)", "Employee Resources", "Financial Management", "Forms and Publications", "Human Resources", "Information Technology", "Investigative and Enforcement", "MRPB Divisions", "New Employee Orientation", "Supervisor Resources (Employees Only)", "Training (Employees Only)", "User Fees", "Visit Us (Employees Only)", "MY_APHIS.USDA.GOV", and "Sitemap". The main content area is titled "Financial Management Modernization Initiative (FMMI)" and includes a "Last Modified: Sep 2, 2014" date, a "Print" button, and a description of the FMMI initiative. A "Related Links" box contains links for "FMMI - Reporting Information", "FMD Quick Reference Guide", "Access for New Users", and "Appropriations Law FAQs". A "News & Updates" section lists "BI Availability", "FMMI Current System and Interface Status", and "USDA FMMI Homepage". A "Key Information" section features four icons with corresponding links: "Access for New Users", "Appropriations Law FAQs", "FMMI Reporting Information", and "FMD Quick Reference Guide".

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

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

MRP FMMI Website

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

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

Appropriation Law Frequently asked Questions

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



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

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

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

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

WHERE TO GO FOR MORE INFORMATION

Where to go with questions:

- 1) Supervisor
- 2) Program Budget Office
- 3) Questions on Master Data -
Master.Data.Requests@aphis.usda.gov
- 4) All other FMMI related questions -
mrpbs.fmd.fa@aphis.usda.gov

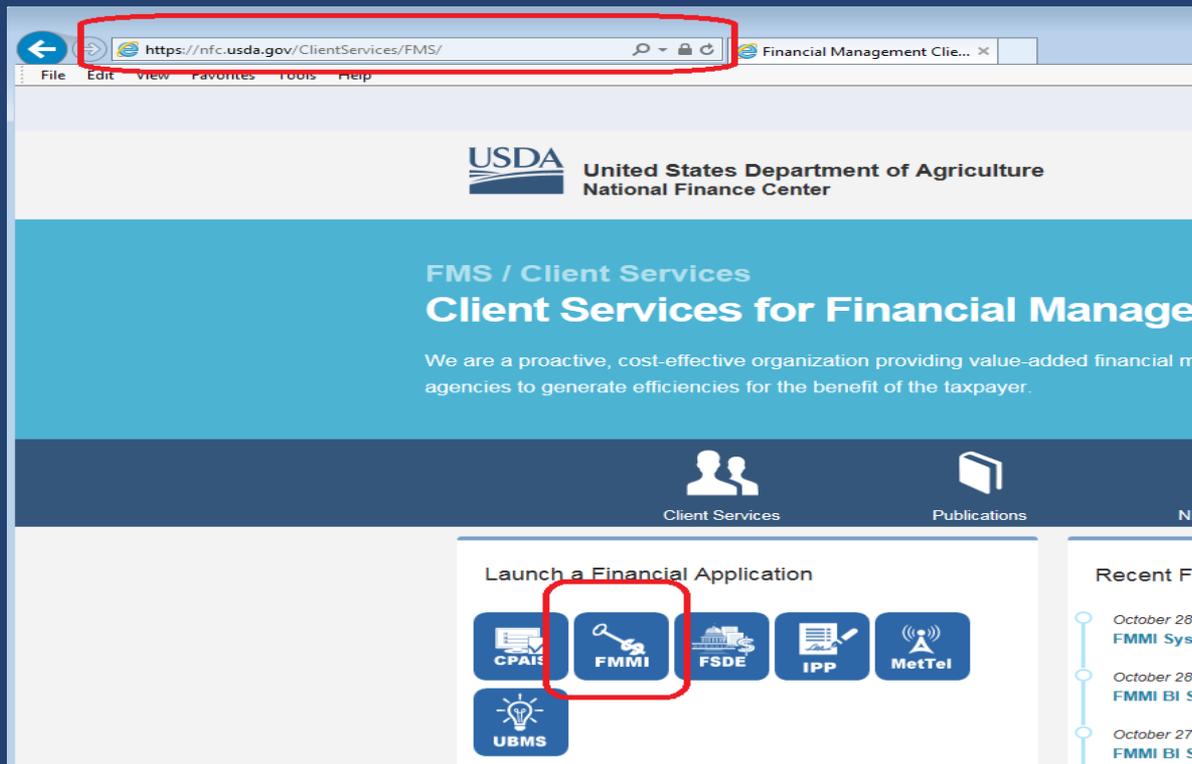


FMMI INTRODUCTION

Presented by Barrett Trimble

ACCESSING FMMI

- ▣ Secure web site:
 - <https://nfc.usda.gov/ClientServices/FMS/>



ACCESSING FMMI

https://www.eauth.usda.gov/Login/login.asp

Identified by Entrust

Financial Management Client ... eAuthentication

File Edit View Favorites Tools Help

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

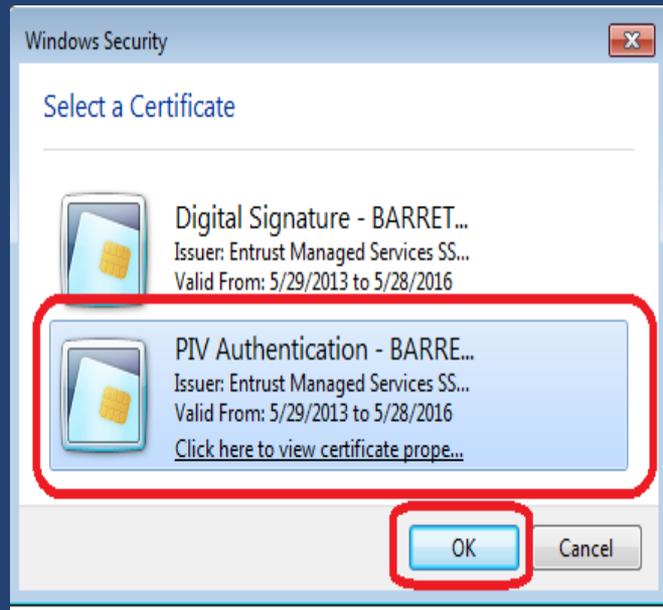
Password:

[I forgot my User ID](#) | [Password](#)

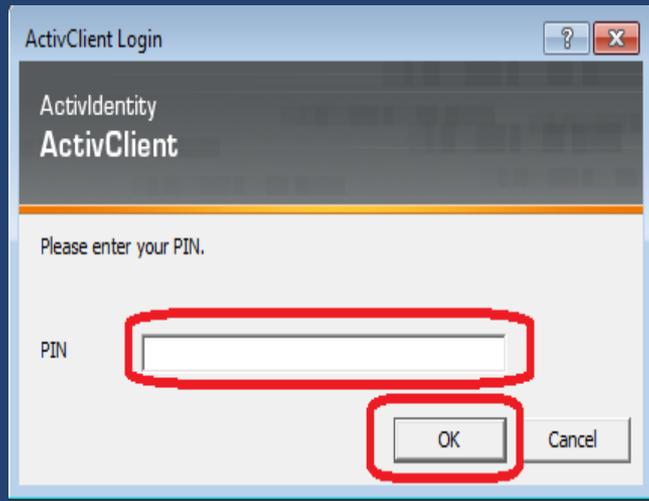
[REGISTER](#) [LOGIN](#)

[Change my Password](#)

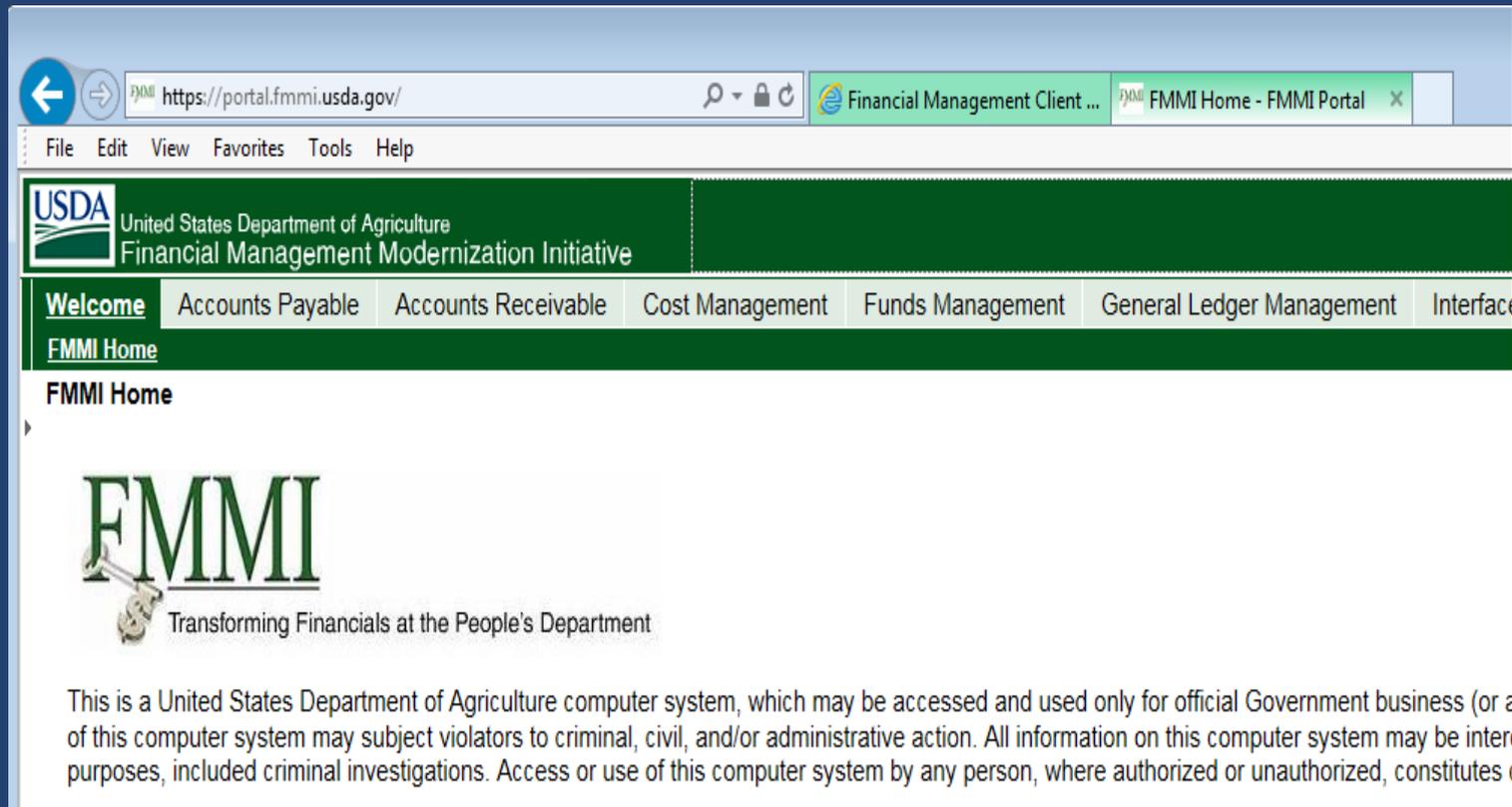
ACCESSING FMIMI



ACCESSING FMIMI



YOU ARE IN FMMI



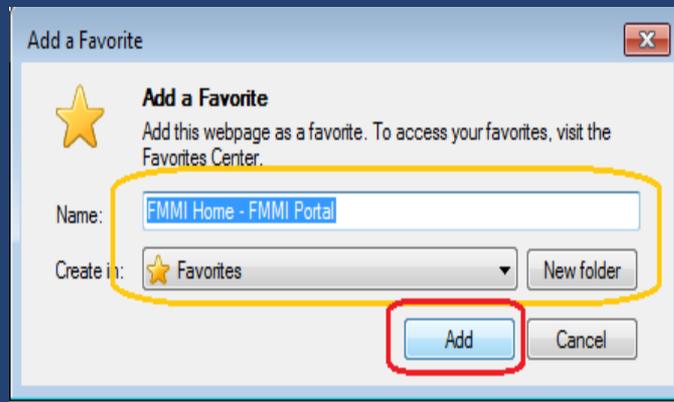
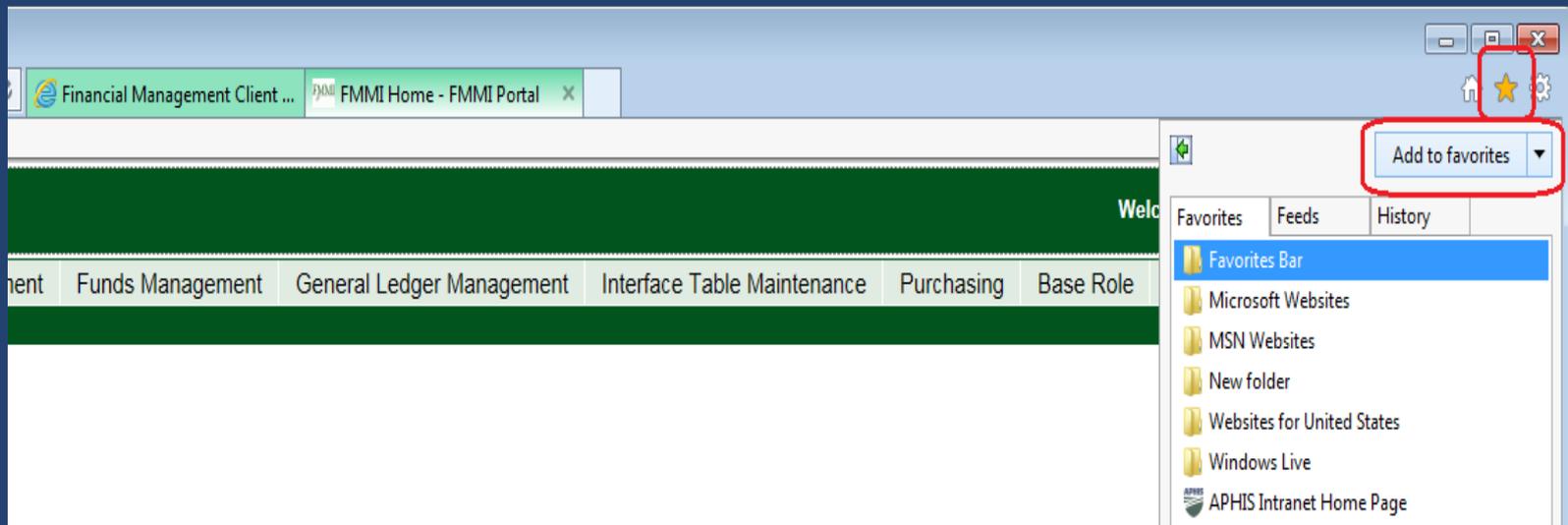
The screenshot shows a web browser window with the address bar displaying <https://portal.fmmi.usda.gov/>. The browser has two tabs: "Financial Management Client ..." and "FMMI Home - FMMI Portal". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The website header features the USDA logo and the text "United States Department of Agriculture" and "Financial Management Modernization Initiative". Below the header is a navigation menu with the following items: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface".

The main content area is titled "FMMI Home" and features a large "FMMI" logo with a key icon. Below the logo is the tagline "Transforming Financials at the People's Department".

A disclaimer text is visible at the bottom of the page: "This is a United States Department of Agriculture computer system, which may be accessed and used only for official Government business (or a... of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be inter... purposes, included criminal investigations. Access or use of this computer system by any person, where authorized or unauthorized, constitutes..."

SAVE FMMI TO YOUR FAVORITES IN INTERNET EXPLORER



FMMI REPORTING

Presented By: Barrett Trimble

ROLES IN FMMI

- ▣ Path = Role Assignment
- ▣ Role Request Consideration - A123/Internal Controls, Separation of Duties
- ▣ The binder should identify every FMMI role you may need to perform your job in relation to SOs.
- ▣ You may request needed roles through your FMMI program lead or your supervisor. They will need to submit the request to APHIS-MRPBS FMD Security <aphis-mrpbsfmdsecurity@aphis.usda.gov>.
- ▣ The below links may help you decipher roles needed:
 - [FMMI User Roles Detail](#)
 - [FMMI Roles Overview](#)

FMMI REPORT TYPES

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

FMMI Report Types

ECC

- Real Time
- Drill Down Capabilities
- Similar to Excel

Report Type Example = ECC – located under “Reports”

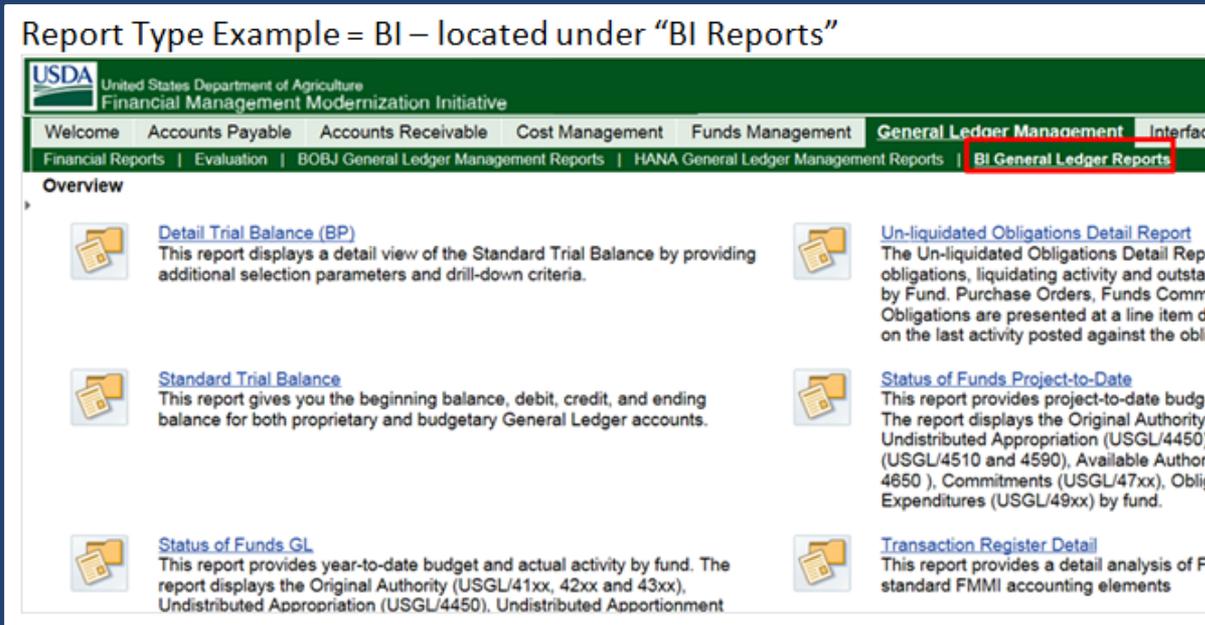
The screenshot shows the USDA Financial Management Modernization Initiative web application. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', and 'General Ledger Management'. The 'Cost Management' menu is expanded, and 'Cost Management Reports' is highlighted in red. The main content area displays 'Line Items - Actual Costs/Revenues' and 'Display Project Actual Cost Line Items'. A toolbar contains buttons for 'Menu', 'Save as variant', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Selection options', and 'Get'. A modal dialog box titled 'Enter profile' is open, showing a text input field for 'Database prof.' and a 'Get' button.

FMMI Report Types

BI

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

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



The screenshot displays the USDA Financial Management Modernization Initiative web interface. The top navigation bar includes the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. Below this, a secondary navigation bar contains several menu items: 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Interface'. The 'General Ledger Management' menu item is highlighted in green, and its sub-menu 'BI General Ledger Reports' is highlighted with a red box. Below the navigation bar, the 'Overview' section is visible, featuring six report cards with icons and descriptions:

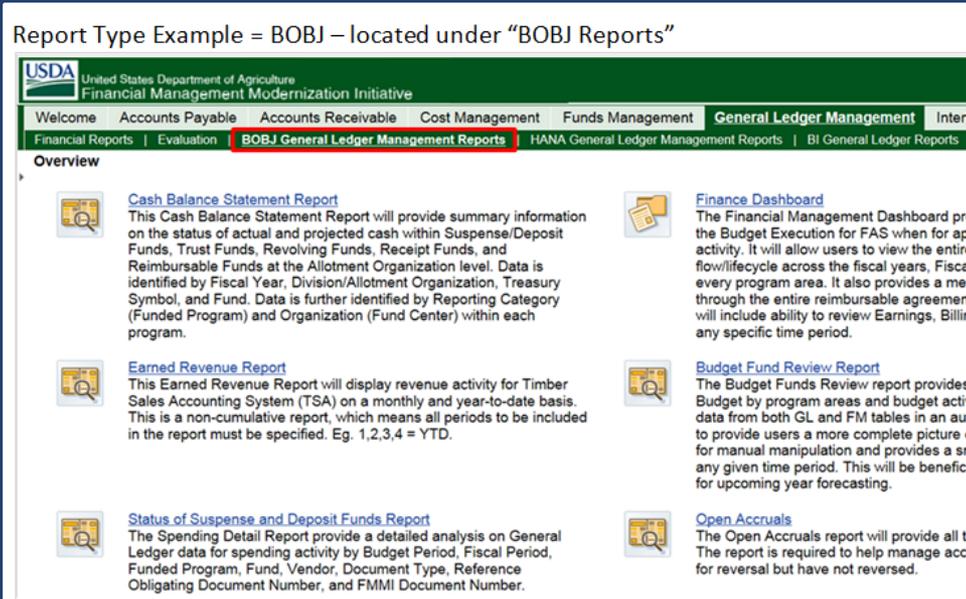
- Detail Trial Balance (BP)**: This report displays a detail view of the Standard Trial Balance by providing additional selection parameters and drill-down criteria.
- Standard Trial Balance**: This report gives you the beginning balance, debit, credit, and ending balance for both proprietary and budgetary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

FMMI REPORT TYPES

BOBJ

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

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



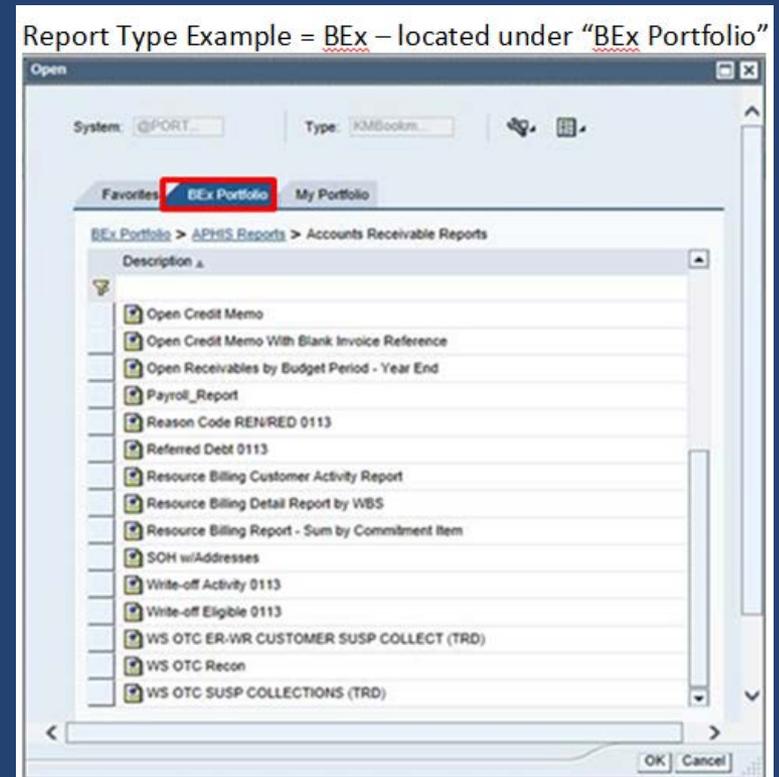
The screenshot displays the USDA Financial Management Modernization Initiative website. The header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". The navigation menu includes "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Inter". The "General Ledger Management" menu is expanded, showing "Financial Reports", "Evaluation", "BOBJ General Ledger Management Reports" (highlighted with a red box), "HANA General Ledger Management Reports", and "BI General Ledger Reports". The "Overview" section lists several report types:

- 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 the Budget Execution for FAS when for ap activity. It will allow users to view the entire flow/lifecycle across the fiscal years, Fisca every program area. It also provides a met through the entire reimbursable agreemen will include ability to review Earnings, Billir 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 acti data from both GL and FM tables in an aut to provide users a more complete picture c for manual manipulation and provides a sr any given time period. This will be benefici for upcoming year forecasting.
- Status of Suspense and Deposit Funds Report**: The Spending Detail Report provide a detailed analysis on General Ledger data for spending activity by Budget Period, Fiscal Period, Funded Program, Fund, Vendor, Document Type, Reference Obligating Document Number, and FMMI Document Number.
- Open Accruals**: The Open Accruals report will provide all ti The report is required to help manage acc for reversal but have not reversed.

FMMI REPORT TYPES

BI Favorites - BEx

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



SALES ORDERS INTRODUCTION

Presented By: Pat Fucile

SALES ORDER INTRODUCTION

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

Purpose:

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

Not Used for:

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



APHIS SO TYPES



RONA – Reimbursable Order No Advance



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



APHIS SO TYPES

INTR – Inter-USDA Agency

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



APHIS SO Types

ROWA – Reimbursable Order with Advance

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



APHIS SO TYPES

ROWE – Reimbursable Order with Exception

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



APHIS SO TYPES

TOWA – Trust Order with Advance

- ▣ Begins with 37
- ▣ FMMI Fund AP008226AV
- ▣ Commercial Customers (often foreign)
- ▣ Budget established with collection(s)
- ▣ Customer statement emailed monthly



OTC ROWE SO DIFFERENCES

Purpose

- ▣ Over the Counter (OTC) Sales Orders were established to account for all WS and AC 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.

OTC ROWE SO Differences

5 main differences from regular ROWEs:

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

OTC ROWE SO Differences

Customer Number Per State

Display Reimb w/ Exception 6100008114: Overview

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

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

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

PO Number: PO date: 10/29/2013

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

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

Complete div. Volume: 0.000

Delivery block: Pricing date: 10/29/2013

Billing block: Incoterms: Payment terms: 0030 Net 30

Order reason: Sales area: AP00 / AG / AG APHIS, USDA, USDA

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

OTC ROWE SO DIFFERENCES

Account Statement Customers

Display Customer: Company Code Data

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

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

Account Management Payment Transactions **Correspondence**

Dunning data

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

Correspondence

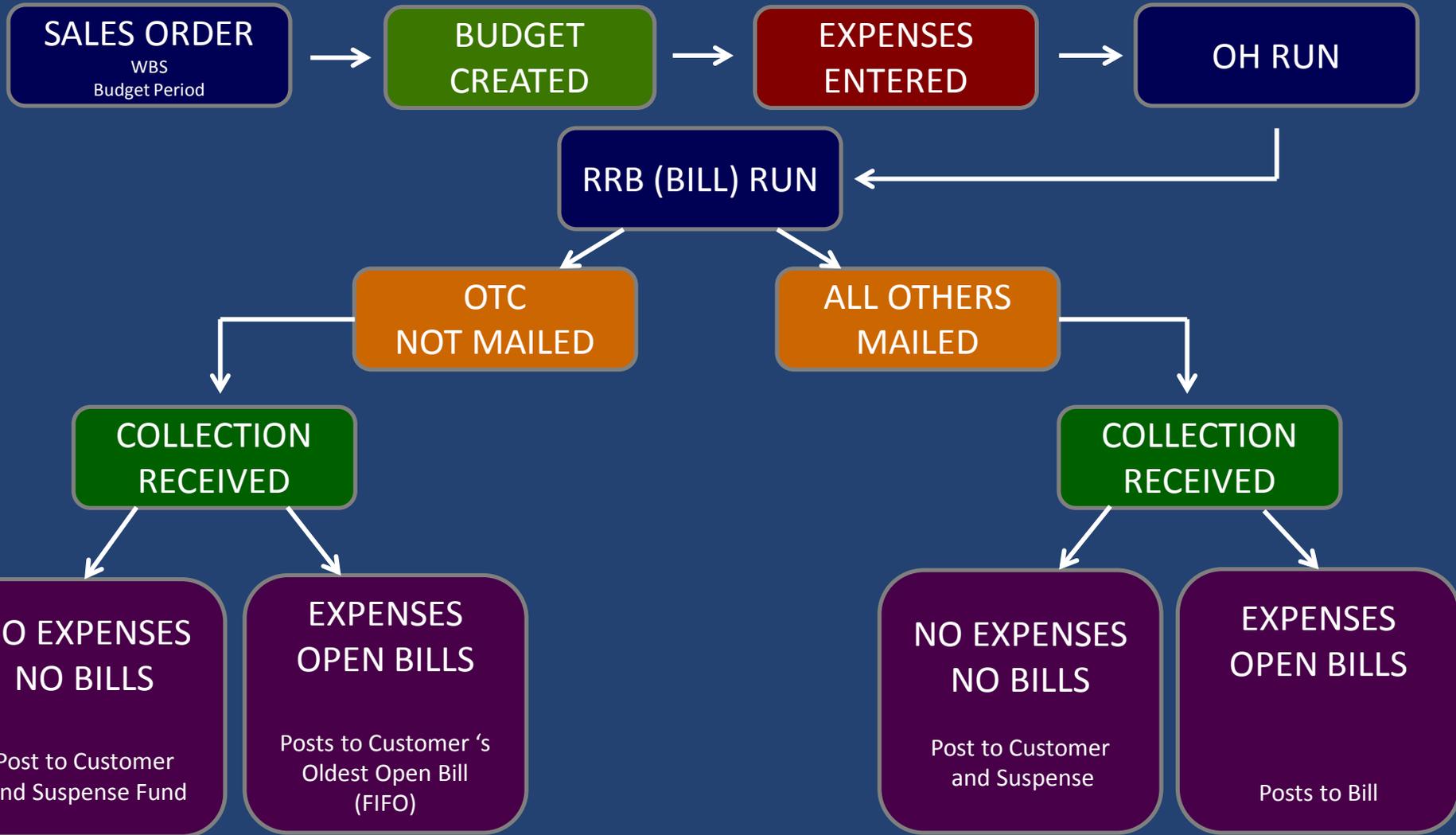
Account Statement	2
<input type="checkbox"/> Decentralized processing	



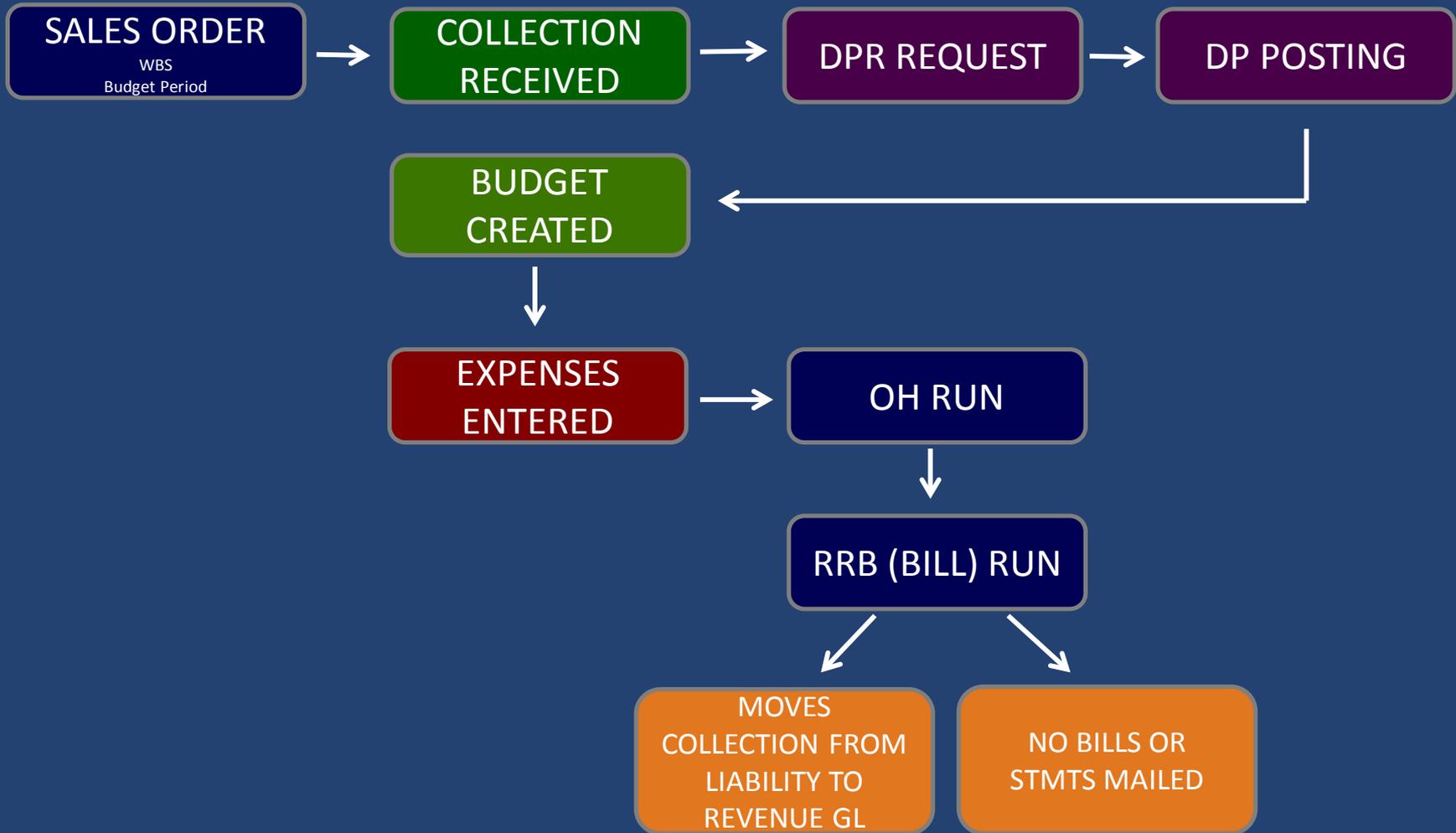
OTC ROWE SO Differences

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

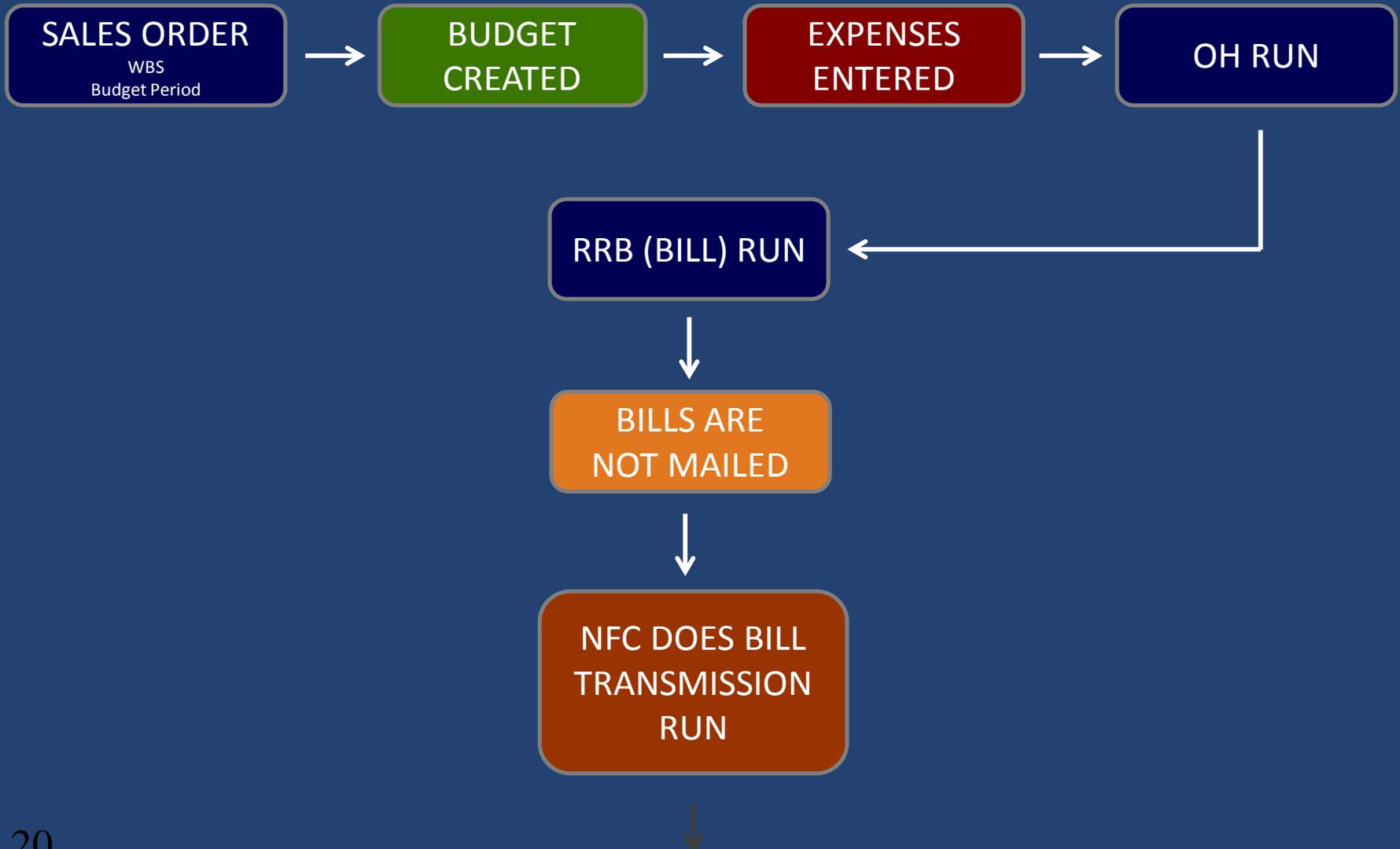
APHIS ROWE SALES ORDER SO → COLLECTIONS



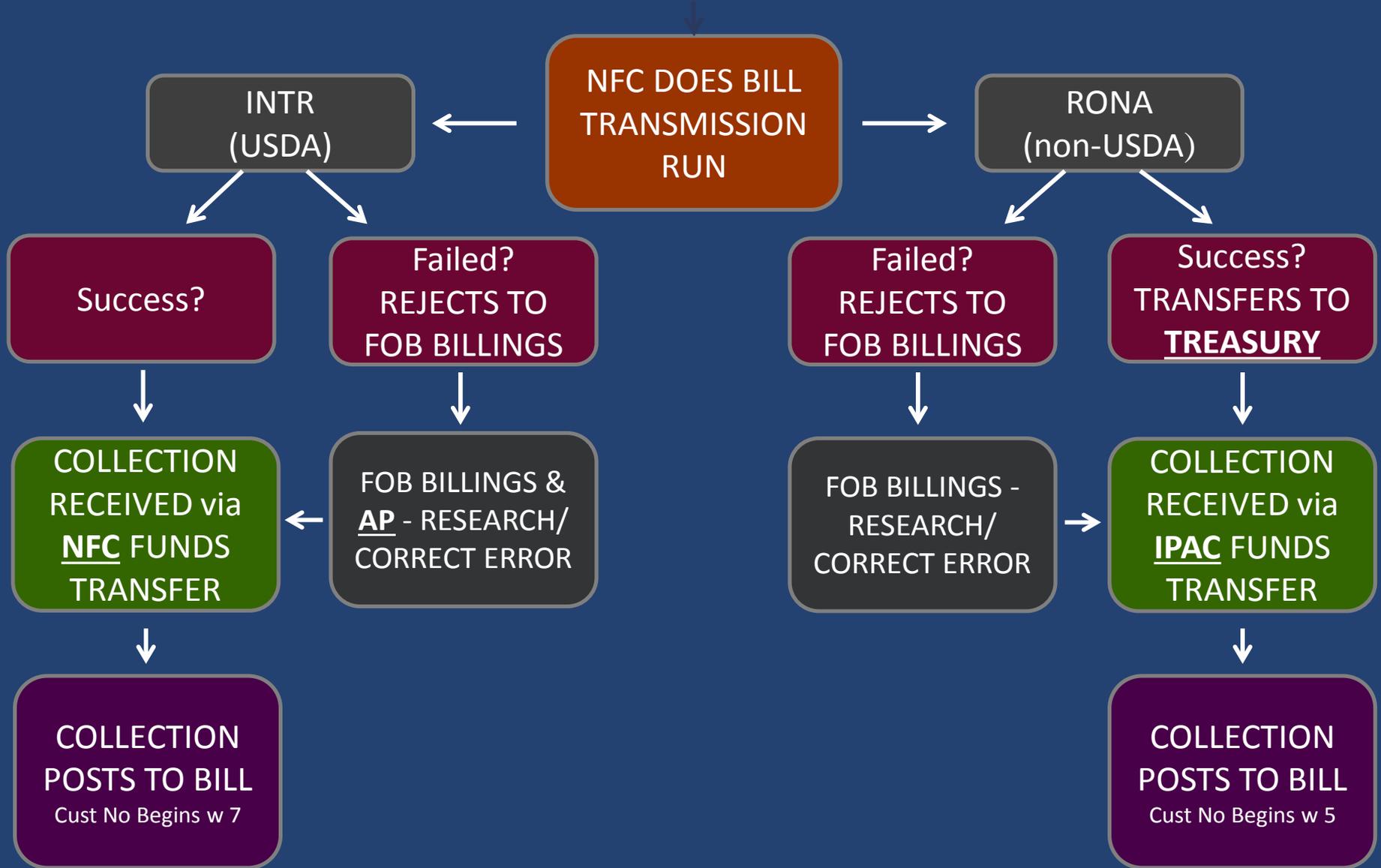
APHIS
ROWA SO
SO → RRB (Bill) RUN



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

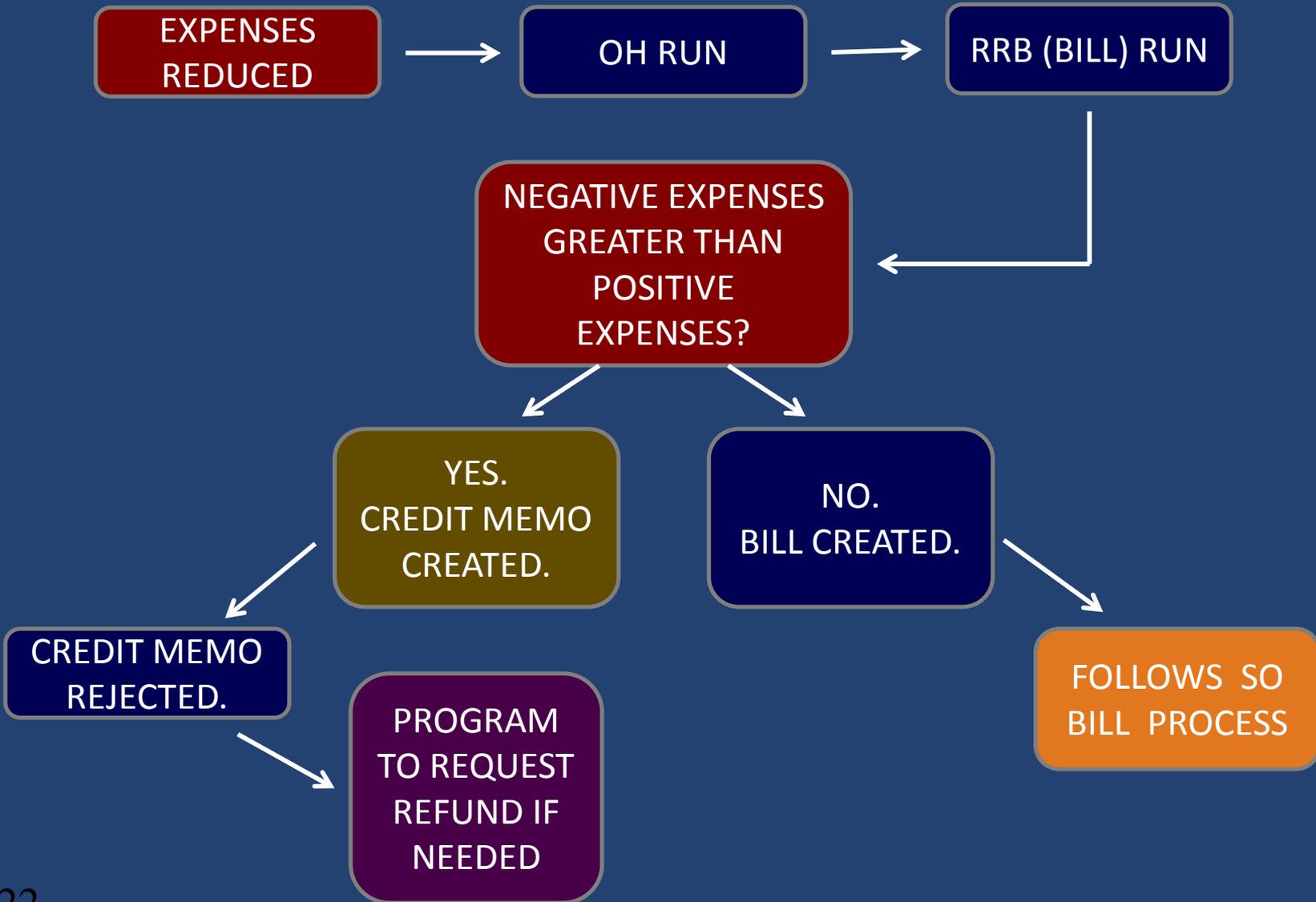


APHIS
INTR vs RONA SALES ORDERS
SO → COLLECTIONS (Part 2)



APHIS SO CREDIT MEMO PROCESS

Expenses Reduced → Refund



SALES ORDERS

Presented by: Pat Fucile

DISPLAY SALES ORDER (SO)

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

- Header Section
- Line Item Detail
- Doc Flow

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

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

A 'Search' button is located at the bottom of the search criteria section.

TAS OVERVIEW AND EXAMPLES

Presented by: Pat Fucile

TAS OVERVIEW

TAS = Treasury Account Symbol

Agency Code + the Funding Source

Example: 12X1600

12 = USDA

X = No-Year Funding

1600 = Salaries and Expenses, APHIS

TAS EXAMPLE - DOT

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

TAS EXAMPLE - MIPR

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

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

TAS EXAMPLE – NPS, DOI, FWS

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

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

TAS EXAMPLE – USDA IAA

IAA Order

IAA Number FAS 15-101 - 0000 - _____
 GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement
 Tracking Number (Optional) 15-3000-0482-IA

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



Day 2

- ▣ Billing and Expenses
- ▣ SO Overhead
- ▣ SO Reports
- ▣ Collections
- ▣ Budget
- ▣ Hands On

RESOURCE RELATED BILLING

Presented By: Pat Fucile

RESOURCE RELATED BILLING OVERVIEW

- ▣ Resource Related Billing (RRB) is a standard SAP term used for billing Sales Orders.
- ▣ RRB runs off of one table in the background of FMFI, which is GL based. OCFO maintains this table for all of USDA.
- ▣ RRB captures all billable expenses. Non billable expenses include things like depreciation expense and accruals.

OVERHEAD

Presented by: Pat Fucile

SO OVERHEAD (OH)

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

FMMI SO OH Calculation

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

SO OH (cont'd)

SO OH Rates

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

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

Percentages in between any of the above signify some range of variation from the above listed standards.

SO OH (cont'd)

Direct vs Indirect Costs

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

Pooled Job Costs (PJC)

- ▣ Pooled job costs include any item of expense that may be directly identified with a particular project or program, and is distributed across all identifiable projects or programs to which it pertains (i.e. spreads truck cost to multiple projects).

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

OH RECONCILIATION (i.e. Eligible Expenses)

Instructions

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

- ▣ **STEP 2:** Filter to the appropriate BP, if needed

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

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

OH CHARGED

Instructions

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

- ▣ **STEP 2:** Filter to the appropriate BP, if needed

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

OH SPLIT

Instructions

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

- ▣ **STEP 2:** Filter to the appropriate BP, if needed

- ▣ **STEP 3:** Review the results for the appropriate WBS element

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

***NOTE: If you know all of your needed WBS elements, it would be best to limit the report to just those when running, or to use the wildcard trick (see FMMI Tips and Tricks) to lessen the results.**

OH SPLIT

OH Sender/Receiver Table

There is an OH Sender/Receiver Table in FMMI which defines the OH split based on Fund/Cost Centers, the OH Costing Sheet, and the OH Key.

The screenshot shows the SAP FMMI interface for 'OH Receiver Budget Address' overview. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Interface Table Maintenance', and 'Purc'. Below this, a secondary bar lists 'Sales Order Process', 'Sales Order Billing Process', 'AR Process', 'AR Approval', 'AR Evaluation', 'AR Reports', 'Sales Order Reports', 'Overhead Allocation Processing', and 'Customer Cor'. The left sidebar contains 'Split OH Table Maintenance' with sub-items like 'Business Activity', 'Process Overhead Allocation', 'Maintain Split Overhead Rules', and 'Split OH Table Maintenance'. The main area is titled 'Display View "OH Receiver Budget Address": Overview' and features a 'Dialog Structure' tree on the left and a data table on the right. The data table has columns for '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

OH EARNED

Instructions

- ▣ **STEP1:** To obtain the OH earned by WBS Element, run the LIACR Report as follows:
 - WBS Element (i.e. AP.RA.POOL.WS.ER36)
 - Cost Element 6100980000 (OH GL)
 - Choose layout **/WS OH SPLIT**

- ▣ **STEP 2:** Filter to the appropriate BP, if needed

- ▣ **STEP 3:** This should show the OH Earned for the WBS Element and BP(s)

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

OH SPENT

Instructions

- ▣ **STEP 1:** To obtain the OH spent by WBS Element, run the LIACR Report as follows:
 - WBS Element (i.e. AP.RA.POOL.WS.ER36)
 - Choose layout **/WS OH SPENT**
- ▣ **STEP 2:** Filter to the appropriate BP, if needed
- ▣ **STEP 3:** This should show the OH spent for the WBS Element and BP(s)

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

OH AVAILABLE

Instructions

- ▣ **STEP 1:** To obtain the OH availability by WBS Element, run the LIACR Report as follows:
 - WBS Element (i.e. AP.RA.POOL.WS.ER36)
 - Choose layout **/WS OH AVAIL**
- ▣ **STEP 2:** Filter to the appropriate BP, if needed
- ▣ **STEP 3:** This should show the OH available for the WBS Element and BP(s)

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

LIACR Report Layouts

- ▣ These ECC LIACR Report layouts were created by FMD for **both** FMD and WS use.
- ▣ Let's collaborate to make these layouts as efficient and effective (into the best format) as possible for both parties.
- ▣ See **FMMI Tips and Tricks** for more information regarding layouts.

Line Items – Actual Costs/Revenues Report (LIACR)

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

➤ Layout = **1_USDA_RRB2**

The screenshot displays the USDA Financial Management Modernization Initiative web application. The header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". The navigation menu contains "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", and "Funds M". Below the navigation menu, there are links for "Cost Management Evaluation", "Cost Management Reports", and "BI Cost Management Reports". The main content area is titled "Line Items - Actual Costs/Revenues" and "Display Project Actual Cost Line Items". A sidebar on the left shows a tree view of "Business Activity" with sub-items: "Cost Management", "Project Systems", "Structure Overview Report", "Project Structure Overview Report", "WBS Master Data Report", and "Line Items - Actual Costs/Revenues". The main content area includes a "Menu" button, a "Save as variant" button, a "Back" button, and an "Enter profile" field with the value "Database prof." and "000000000001".

SALES ORDER REPORTING

Presented by: Barrett Trimble

Path to Reimbursable Orders Report

- Accounts Receivable
 - Sales Order Reports
 - Execute Sales Order Reports
 - Reimbursable Orders Report

The screenshot displays the USDA Financial Management Modernization Initiative web application. The top navigation bar includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". Below this, a secondary navigation bar contains several menu items: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", "Sales Order Process", "Sales Order Billing Process", "AR Process", "AR Approval", "AR Evaluation", "AR Reports", "Sales Order Reports", and "Over". The "Accounts Receivable" and "Sales Order Reports" items are highlighted with red boxes. Below the navigation bar, the main content area is titled "Reimbursable Orders Report". On the left side, there is a "Business Activity" sidebar with a tree view. The "Execute Sales Order Reports" item is expanded, and the "Reimbursable Orders Report" item is highlighted with a red box. The main content area shows the "Reimbursable Orders Report" interface, which includes a "Menu" dropdown, a "Save as Variant..." button, and several other buttons: "Back", "Exit", "Cancel", "System", "Execute", and "Get Variant...". Below these buttons is a "Selection Criterion" section with "Input Parameters" for "Business Area", "Fiscal Year", "Sales Orders", and "Fund", each with input fields and a right-pointing arrow button.

Input Parameters

USDA United States Department of Agriculture
Financial Management Modernization Initiative

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

Sales Order Process | Sales Order Billing Process | AR Process | AR Approval | AR Evaluation | AR Reports | **Sales Order Reports** | Overhead Allocation Processing |

Reimbursable Orders Report

Business Activity

- Execute Sales Order Reports
 - List of Sales Orders Report
 - Orders within Time Period Report
 - Incomplete Orders Report
 - List Billing Documents Report
 - Log of Collective Run Report
 - Reimbursable Orders Report

myPortal Favorites

- Vendor Master Data - Purchasing - XK03
- Ad-hoc Analysis
- Create Advance - VA Doc/McGovernDole
- Document Chain Report
- View Shorthand Code
- SO_Process
 - Display Sales Order
- SO_Billing_Process
 - Create Batch Billing
 - Execute Collective Billing_FAS
 - Review Billing Requests - DP98
- Line Items - Actual Costs/Revenues
- Split OH Table Maintenance
- Project Builder

Reimbursable Orders Report

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

Selection Criterion

Input Parameters

Business Area	AP00	to		→
Fiscal Year		to		→
Sales Orders		to		→
Fund		to		→
Budget Period		to		→
Funds Center		to		→
Commitment Item		to		→
Functional Area		to		→
Funded Program	AP,RA,RX*	to		→

Output Type

- Without Advance
- With Advance
- WBS costs without Sales Orders
- Complex Projects

Selection Criterion

Layout Variant /DEFAULT [] ←

Required Field

Different layouts available:
/DEFAULT
/Sales Order
/ZWSLAYOUT

Click the Execute Button

USDA United States Department of Agriculture
Financial Management Modernization Initiative

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

Sales Order Process | Sales Order Billing Process | AR Process | AR Approval | AR Evaluation | AR Reports | **Sales Order Reports** | Over

Reimbursable Orders Report

Business Activity

- Execute Sales Order Reports
 - List of Sales Orders Report
 - Orders within Time Period Report
 - Incomplete Orders Report
 - List Billing Documents Report
 - Log of Collective Run Report
 - Reimbursable Orders Report

myPortal Favorites

- Vendor Master Data - Purchasing - XK03
- Ad-hoc Analysis
- Create Advance - VA Doc/McGovernDole
- Document Chain Report
- View Shorthand Code
- SO Process

Reimbursable Orders Report

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

Selection Criterion

Input Parameters				
Business Area	AP00	to	<input type="text"/>	<input type="button" value="↔"/>
Fiscal Year	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Sales Orders	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Fund	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Budget Period	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Funds Center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Commitment Item	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Functional Area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Funded Program	AP.RA.RX*	to	<input type="text"/>	<input type="button" value="↔"/>

Output Type

/DEFAULT Layout

Reimbursable Orders Report

Menu

Reimbursable Orders Report

User: BARRETT TRIMBLE
 Date: 10/21/2015
 Date: Without Advance
 Selection Criterion: Business Area : AP00
 Funded Program : AP.RA.RX*

Business A	Sales Orde	Line Item	Funded Program	Customer	Level 2 FP's	Fund	Budget Per	Funds Center	Contract E	Sales Orde	VBAP Ord...
AP00	6100001405	10	AP.RA.RX01.72.0003	0003154057		AP001600AR	09XX	APWSER0101	12/31/2013	70,000.00	70,000.00
AP00	6100009723	10		0003126998		AP001600AR	14XX	APWSER0101	12/31/2018	70,000.00	70,000.00
AP00	6100001406	10	AP.RA.RX01.72.0005	0006003939		AP001600AR	09XX	APWSER0101	12/31/2013	35,000.00	35,000.00
AP00	6100009338	10		0006003939		AP001600AR	14XX	APWSER0101	12/31/2014	7,000.00	7,000.00
AP00	6100012359	10		0006003939		AP001600AR	15XX	APWSER0101	12/31/2015	7,000.00	7,000.00
AP00	6100001407	10	AP.RA.RX01.72.0007	0003278908		AP001600AR	09XX	APWSER0101	08/14/2014	162,500.00	162,500.00
AP00	6100002520	10	AP.RA.RX01.72.0010	0006000102		AP001600AR	08XX	APWSER0101	09/30/2012	45,760.75	45,760.75
AP00	6100003232	10		0003278180		AP001600AR	13XX	APWSER0101	09/30/2013	7,001.16	7,001.16
AP00	6100003232	20		0003278180		AP001600AR	14XX	APWSER0101	09/30/2014	2,326.02	2,326.02
AP00	6100010744	10		0003278180		AP001600AR	15XX	APWSER0101	09/30/2017	60,000.00	60,000.00
AP00	6100013260	10		0003278180		AP001600AR	16XX	APWSER0101	09/30/2016	60,000.00	60,000.00
AP00	6100002521	10	AP.RA.RX01.72.0011	0003055013		AP001600AR	08XX	APWSER0101	01/17/2013	400,000.00	400,000.00
AP00	3300000835	10		0003055013		AP001600AR	13XX	APWSER0101	01/17/2018	80,000.00	80,000.00
AP00	6100006233	10				AP001600AR		APWSER0101	01/17/2018	0.00	0.00
AP00	3300000835	20		0003055013		AP001600AR	14XX	APWSER0101	01/17/2018	80,000.00	80,000.00

Export the Report to Excel

The screenshot displays the SAP 'Reimbursable Orders Report' interface. The 'Menu' dropdown is open, showing the following options: List, Edit, Goto, Views, Settings, System, and Help. The 'List' option is selected, and its sub-menu is visible, containing: Print preview (Ctrl+Shift+F10), Print (Ctrl+P), Export, Send to, and Exit (Shift+F3). The 'Export' option is selected, and its sub-menu is visible, containing: Word processing..., Spreadsheet..., Local file... (Ctrl+Shift+F9), and Additional Functions of SAP Query. The 'Local file...' option is highlighted with a red box. The background shows a table with columns: Line Item, Funded Program, Customer, Level 2 FP's, Fund, and Budget P.

Line Item	Funded Program	Customer	Level 2 FP's	Fund	Budget P
10	AP.RA.RX01.72.0003	0003154057		AP001600AR	09XX
10		0003126998		AP001600AR	14XX
10	AP.RA.RX01.72.0005	0006003939		AP001600AR	09XX
10		0006003939		AP001600AR	14XX
10		0006003939		AP001600AR	15XX

Export to Excel

Reimbursable Orders Report

Menu ▾ ◀ Back Exit Cancel System ▾ Details Sort in Ascending Order Sort in d

Save list in file... [X]

In which format should the list be saved ?

- unconverted
- Spreadsheet
- Rich text format
- HTML Format
- In the clipboard

[OK] [X]

Export to Excel – Name the File

Reimbursable Orders Report ✕

Directory	<input type="text" value="C:\Users\bltrimble\SapWorkDir\"/>
File Name	<input type="text" value="Test.XLS"/> ✕ 📄
Encoding	<input type="text"/>

⏪ ⏩

Print the Report

The screenshot displays the SAP GUI interface for the 'Reimbursable Orders Report'. The title bar at the top reads 'Reimbursable Orders Report'. Below the title bar, there is a search field containing the text 'Menu' and three buttons: 'Back', 'Exit', and 'Cancel'. A red box highlights the 'Menu' button, which has been clicked to open a dropdown menu. The menu items are: 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. The 'List' item is highlighted in yellow, and a red box also highlights the 'Print (Ctrl+P)' option within its submenu. Other options in the submenu include 'Print preview (Ctrl+Shift+F10)', 'Export', 'Send to', and 'Exit (Shift+F3)'. Below the menu, there is a table with columns 'Line Item' and 'Funded Program'. The table contains two rows of data: one with '10' and 'AP.RA.RX01.72.0003', and another with '10' and '6100009723'. At the bottom left, there is a button labeled 'Print Window Content' and a link 'About SAP GUI for HTML'.

Reimbursable Orders Report

Menu ◿ ◀ Back Exit Cancel

- List ▶ Print preview (Ctrl+Shift+F10)
- Edit ▶ Print (Ctrl+P)**
- Goto ▶
- Views ▶ Export ▶
- Settings ▶ Send to ▶
- System ▶
- Help ▶ Exit (Shift+F3)

Print Window Content

About SAP GUI for HTML

Line Item	Funded Program
10	AP.RA.RX01.72.0003
10	6100009723

Print the Report – “.pdf”

Print ALV List ✕

Output Device: PDF PRINTER ✕ 📄

Number of copies: 1

Number of pages

Print all

Print from page: 0 To: 0

Properties ✕ ℹ

Reimbursable Orders Report

Provides the overview and status of each SO.

➤ Layout = /WSLAYOUT

The screenshot displays the USDA Financial Management Modernization Initiative interface. The top navigation bar includes: Accounts Receivable, Cost Management, Funds Management, General Ledger Management, Interface Table Maintenance, Purchasing, and Grantor M. Below this, a secondary navigation bar lists: AR Approval, Debt Management Process, Debt Write-Off Process, ATF Administration, ATF Reports, AR Evaluation, AR Reports, and Sales Order Reports. The main content area is titled "Reimbursable Orders Report" and features a left-hand navigation pane with "Business Activity" and "myPortal Favorites" sections. The "Business Activity" section includes: Execute Sales Order Reports (List of Sales Orders Report, Orders within Time Period Report, Incomplete Orders Report, List Billing Documents Report, Log of Collective Run Report, Reimbursable Orders Report), TF Recon Reports (Budget Availability Control, Budget Availability Control, Budget Line Items, Customer Line Item Display, Daily Collections, Display AR Document, Display Funds Commitment, Display G/L Account Document, Display List of Invoice Documents, Display Purchase Requisition). The main report area contains a "Reimbursable Orders Report" form with a "Menu" dropdown, "Save as Variant", "Back", "Exit", "Cancel", "System", "Execute", and "Get Variant" buttons. The "Selection Criterion" section includes "Input Parameters" for Business Area (APOO), Fiscal Year, Sales Orders, Fund (APO01600AR), Budget Period, Funds Center (APRGR4949), Commitment Item, Functional Area, and Funded Program (AP, R.A.). The "Output Type" section has radio buttons for "Without Advance", "With Advance", "WBS costs without Sales Orders", and a checked "Complex Projects" option. At the bottom, a "Selection Criterion" section shows "Layout Variant" set to "/WSLAYOUT".

REIMBURSABLE BILLING DOCUMENT TRD

HANA Report

Ad-hoc Analysis

A screenshot of a web browser window showing the FMMI Home portal. The browser address bar displays <https://portal.fmmi.usda.gov/>. The page header includes the USDA logo, the text "United States Department of Agriculture Financial Management Modernization Initiative", and a user greeting "Welcome BARRETT TRIMBLE" with "Help" and "Log off" links. A horizontal navigation menu contains the following items: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", "Interface Table Maintenance", "Purchasing", and "Base R...". A red box highlights a right-pointing arrow at the end of this menu. Below the menu, the text "FMMI Home" is visible, along with "History", "Back", and "Forward" navigation options. The main content area features the "FMMI" logo and the tagline "Transforming Financials at the People's Department".

A second screenshot of the FMMI Home portal, showing the same navigation menu as the first image. In this view, the "Ad-hoc Analysis" link is highlighted with a red box. The rest of the page layout, including the browser window, header, and main content area, remains identical to the first screenshot.

Path to get to Report

The screenshot shows a web browser window with the URL <https://portal.fmmi.usda.gov/>. The page header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". A navigation menu contains links for "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", "Interface Table Maintenance", "Purchasing", and "Base R". The current page is titled "BOBJ Ad-hoc Analysis" and includes sub-links for "BOBJ Ad-hoc Analysis" and "BI Ad-hoc Analysis".

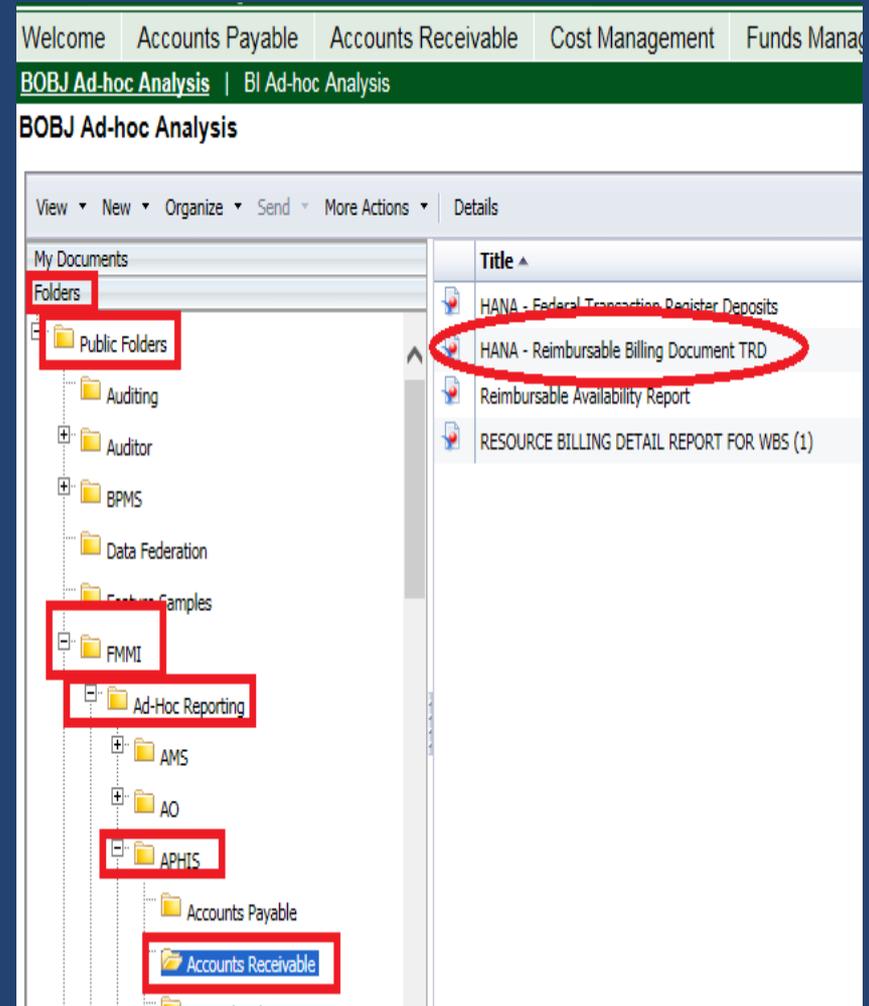
The main content area is titled "BOBJ Ad-hoc Analysis" and contains four summary boxes:

- My Recently Viewed Documents:** A list of documents including "HANA - Reimbursable Billing Document TRD", "HANA - Reimbursable Billing Document TRD_BLT", "HANA - Federal Transaction Register Deposits", "HANA - Sales Order History-KA 6.4.15", "HANA - Spending Detail Report Long term Language", "RESOURCE BILLING DETAIL REPORT FOR WBS (1)", "Reimbursable Availability Report", and "Shorthand Code Report - Year End Role/Research".
- 0 unread messages in My Inbox:** A box indicating "No unread messages" with a "See more..." link at the bottom.
- My Recently Run Documents:** A box indicating "No recently run documents" with a "See more..." link at the bottom, which is highlighted with a red box.
- 0 Unread Alerts:** A box indicating "No unread alerts".

On the right side of the page, there is a "My Applications" box with a red and blue logo. At the top right of the main content area, there are links for "History", "Back", and "Forward".

Path to get to Report

- Folders
 - Public Folders
 - FMMI
 - Ad-Hoc Reporting
 - APHIS
 - Accounts Receivable
- HANA – Reimbursable Billing Document TRD



Run the Report

The screenshot shows the USDA Financial Management Client interface. The browser address bar displays <https://portal.fmmi.usda.gov/>. The page header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". A navigation menu contains links for "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", "Interface Table Maintenance", "Purchasing", and "Base R". The current page is titled "BOBJ Ad-hoc Analysis".

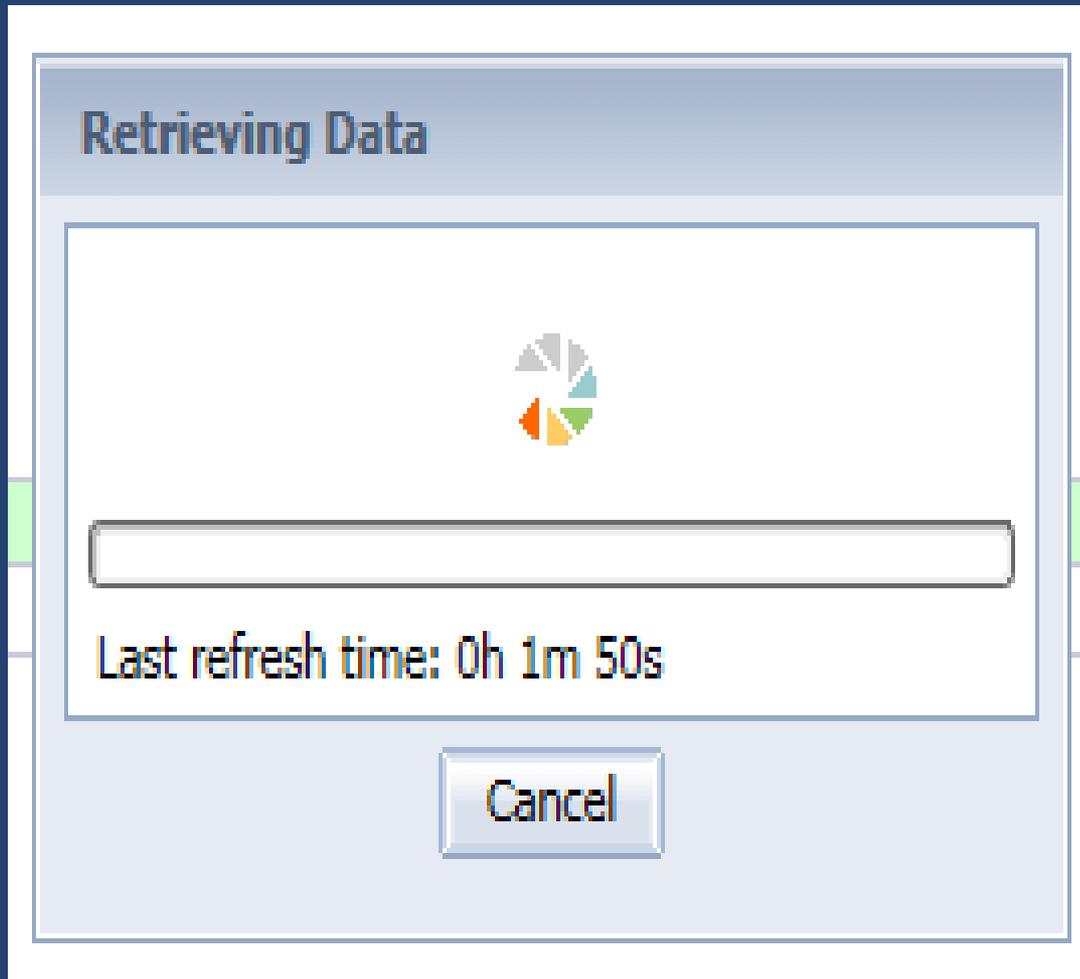
A "Prompts" dialog box is open, titled "Prompts". It contains a "Prompts Summary" list with the following items, all marked as required (indicated by a green checkmark):

- * Enter value(s) for Fund AP0016
- Enter value(s) for Budget Period
- Enter value(s) for Funded Progr
- Enter value(s) for Funds Center
- * Enter value(s) for Fiscal Year 20

The dialog box also features a text input field labeled "Enter value(s) for Fund" with the value "AP001600AR" entered. Below the input field is a "Refresh Values" button. A message states: "To see the content of the list, click the Refresh values button." At the bottom of the dialog box, the "OK" button is highlighted with a red rectangle.

The background interface shows a "Summary by Quarter" report. The report title is "Agriculture Service" and the report is "Last R". The report content is partially visible, showing a table with green headers. The bottom of the interface includes a status bar with "Track changes: Off", "Page 1 of 1", "100%", and "46 days ago".

Please wait.....



Click on User Prompt Input Icon

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Accounts Payable Accounts Receivable Cost Management

BOBJ Ad-hoc Analysis | BI Ad-hoc Analysis

BOBJ Ad-hoc Analysis

Web Intelligence

User Prompt Input

Advanced Run

Enter value(s) for Fund
AP001600AR

Enter value(s) for Budget Period (optional)
13XX;14XX;13XX

Enter value(s) for Funded Program (optional)

Enter value(s) for Funds Center (optional)

Enter value(s) for Fiscal Year
2015

Funded Program (All values) Budget

Fiscal Year: 2015
Fund: AP001600AR

Division	Budget Period	Funds Center
IS	13XX	APISHQAS24
	13XX	APISHQCS24

Many options to search

The screenshot displays the USDA Financial Management Modernization Initiative portal. The browser address bar shows the URL <https://portal.fmmi.usda.gov/>. The page header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". The user is identified as "Welcome BARRETT TRIMBLE" with options for "Help" and "Log off".

The main navigation menu includes: Welcome, Accounts Payable, Accounts Receivable, Cost Management, Funds Management, General Ledger Management, Interface Table Maintenance, Purchasing, and Base R. The current page is "BOBJ Ad-hoc Analysis", with a sub-menu for "BI Ad-hoc Analysis".

The "BOBJ Ad-hoc Analysis" section features a "Web Intelligence" tool. The "Use Prompt Input" panel on the left is circled in red and contains the following input fields:

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

The "Funded Program (All values)" dropdown in the top filter bar is circled in blue. An orange arrow points to the "WBS & Enter key" text, which is positioned next to the "Funded Program" input field.

The main content area displays the "United States Department of Agriculture Summary Reimbursable Report by Quarter" for the "Animal and Plant Health Inspection Service". The report is for "Fiscal Year: 2015" and "Fund: AP001600AR".

Division	Budget Period	Funds Center	State Name	Funded Program	Funded Program Description	Reimbursable Costs Elements	Quarter 1	Quarter 2	Quarter 3
IS	13XX	APISHQAS24	MD	AP-RA.OVHD.IS	OVERHEAD RA IS	Program Support	-2,612.77	0	0
13XX	APISHQC824	MD	AP-RA.DOS1.BP	USDA-DEPT STATE AGMNT - BEP	Other Services	5,151	0	0	
13XX	APISHQC824	MD	AP-RA.DOS1.BP	USDA-DEPT STATE AGMNT - BEP	Personnel Compensation	14,029.68	0	0	
13XX	APISHQC824	MD	AP-RA.DOS1.BP	USDA-DEPT STATE AGMNT - BEP	Program Support	4,129.74	0	0	
13XX	APISHQC824	MD	AP-RA.DOS1.BP	USDA-DEPT STATE AGMNT - BEP	Travel	6,390.54	0	0	
					Sum:	26,888.19	0	0	

Division	Budget Period	Funds Center	State Name	Funded Program	Funded Program Description	Reimbursable Costs Elements	Quarter 1	Quarter 2	Quarter 3
MR	13XX	APMR000000	00	AP-RA.OVHD.AG	AGENCY OVERHEAD	Other Services	0	0	0
13XX	APMR000000	00	AP-RA.OVHD.AG	AGENCY OVERHEAD	Program Support	-24,053.71	-17,164.54	-19,072.62	
					Sum:	-24,053.71	-17,164.54	-19,072.62	

The report footer includes navigation options: Summary by Quarter, Summary by Month, OH Check by Month, Errors Report, BCT, and Prompt Summary. The status bar at the bottom shows "Track changes: Off", "Page 1 of 1+", "100%", and "5 minutes ago".

Report layout

Fiscal Year: 2015
Fund: AP001600AR

Division	Budget Period	Funds Center	State Name	Funded Program	Funded Program Description	Reimbursable Costs Elements	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
WS	14XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Personnel Compensation	3,066.9	0	0	0	3,066.9	
	14XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Program Support	845.27	0	0	0	845.27	
	14XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Supplies and Materials	46.48	0	0	0	46.48	
						Sum	3,958.65	0	0	0	3,958.65	
Grand Total										0	0	3,958.65

Major BOC Catagory

Fiscal Year: 2015
Fund: AP001600AR

Division	Budget Period	Funds Center	State Name	Funded Program	Funded Program Description	Reimbursable Costs Elements	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
WS	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Equipment	0	429.96	253.66	0	683.62
	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Other Services	0	21.5	0	142.21	163.71
	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Personnel Compensation	19,490.03	28,067.43	19,898.56	15,829.7	83,285.72
	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Printing and Reproduction	0	0	72	0	72
	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Prooram Suooort	5,683.38	7,868.49	6,015.89	4,501.93	24,069.69

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

Export to Excel

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

BOBJ Ad-hoc Analysis | BI Ad-hoc Analysis

BOBJ Ad-hoc Analysis

Web Intelligence | [Icons] | Track | Drill | Filter Bar | Freeze | Outline

User Prompt Input | Advanced | Run

Enter value(s) for Fund: AP001600AR

Enter value(s) for Budget Period (optional): 15XX;14XX;13XX

Fund: AP001600AR

Export Document As | Export Current Report As | Export Data to CSV ...

- PDF
- Excel 2007
- Excel**
- CSV Archive
- Text

Division	Budget Period	Funds Center	Funded Program	Funded Program Description	Reimbursable Costs Elements	
WS	14XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Personnel Compensation
	14XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Program Support

Export to Excel (continued)

BOBJ Ad-hoc Analysis | BI Ad-hoc Analysis

BOBJ Ad-hoc Analysis | History

Web Intelligence | Track | Drill | Filter Bar | Freeze | Outline

User Prompt Input

Advanced | Run

Enter value(s) for Fund
AP001600AR

Enter value(s) for Budget Period (optional)
15XX;14XX;13XX

Enter value(s) for Funded Program (optional)
AP.RA.RX39.72.0394

Enter value(s) for Funds Center (optional)

Enter value(s) for Fiscal Year
2015

Funded Program (All values) | Budget Period (All values) | Funds Center (All values) | Division (All values)

Fiscal Year: 2015
Fund: AP001600AR

Division	Budget Period	Funds Center	Staff Name	Funded Program	Funded Program Description	Reimbursable Costs Elements	Quarter 1	Quarter 2	Quarter 3
WS	14XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Personnel Compensation	3,066.9	0	
	14XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Program Support	845.27	0	
	14XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Supplies and Materials	46.48	0	
						Sum:	3,958.65	0	
Grand Total						Sum:	3,958.65	0	

Fiscal Year: 2015
Fund: AP001600AR

Division	Budget Period	Funds Center	Staff Name	Funded Program	Funded Program Description	Reimbursable Costs Elements	Quarter 1	Quarter 2	Quarter 3
WS	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Equipment	0	429.96	
	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Other Services	0	21.5	
	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Personnel Compensation	19,490.03	28,067.43	
	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Printing and Reproduction	0	0	
	15XX	APWSER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Program Support	5,883.38	7,868.49	

Summary by Quarter

Do you want to open or save HANA - Reimbursable Billing Document TRD_BLT.xls from portalbi.fmmi.usda.gov?

Open Save Cancel

Printing the Report

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome BARRETT TRIMBLE Help Log off

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

BOBJ Ad-hoc Analysis | BI Ad-hoc Analysis

BOBJ Ad-hoc Analysis | History Back Forward

Web Intelligence [Print] [Export] [Filter Bar] [Freeze] [Outline] [Reading] [Design]

User Prompt Input

Advanced Run

Enter value(s) for Fund
AP001600AR

Enter value(s) for Budget Period (optional)
15XX;14XX;13XX

Enter value(s) for Funded Program (optional)
AP.RA.RX39.72.0394

Enter value(s) for Funds Center (optional)

Enter value(s) for Fiscal Year
2015

Funded Program (All values) Budget Period (All values) Funds Center (All values) Division (All values)

United States Department of Agriculture

Summary Reimbursable Report by Quarter

Animal and Plant Health Inspection Service

Fiscal Year: 2015

Fund: AP001600AR

Division	Budget Period	Funds Center	State Name	Funded Program	Funded Program Description	Reimbursable Costs Elements	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
WS	14XX	APWISER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Personnel Compensation	3,066.9	0	0	0	
14XX	APWISER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Program Support	845.27	0	0	0		
14XX	APWISER3939	OH	AP.RA.RX39.72.0394	OH-THE OHIO STATE UNIVERSITY, ER	Supplies and Materials	46.48	0	0	0		
Sum:							3,958.65	0	0	0	
Grand Total							Sum:	3,958.65	0	0	0

Do you want to open or save HANA - Reimbursable Billing Document TRD_BLT.pdf from portalbi.fmmi.usda.gov?

Open Save Cancel

100% < 1 minute ago

COLLECTIONS

Presented by: Lucy Currie

COLLECTIONS OVERVIEW

- ▣ Approx. 240,000 payments to USDA APHIS each year (20,000 per month).
- ▣ APHIS also posts collections for 4 other USDA Agencies.
- ▣ We use semi-automated processes (i.e. lockboxes).

APHIS COLLECTIONS

FUNDS ARE RECEIVED VARIOUS WAYS

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



LOCKBOXES

What is a Lockbox?



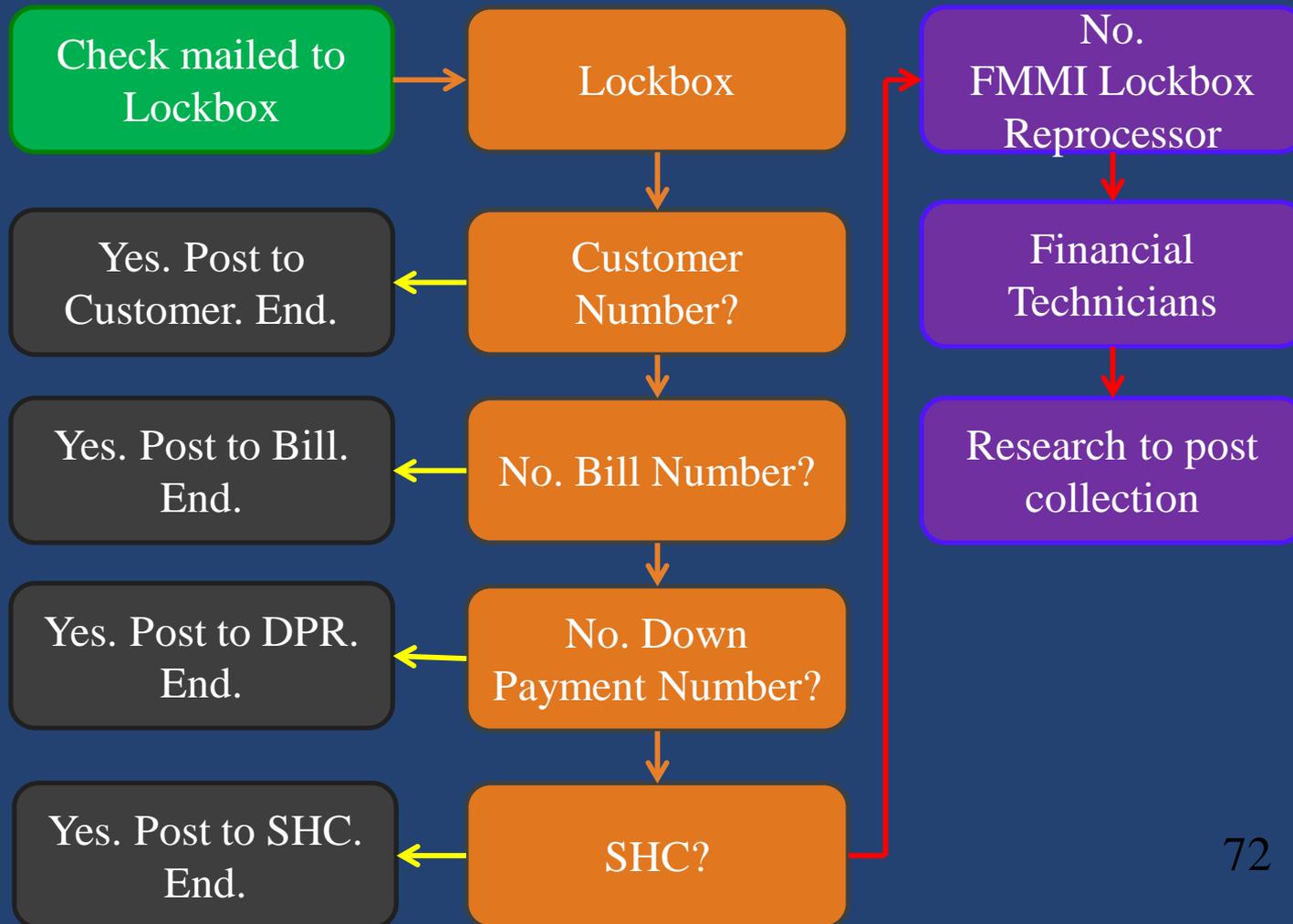
A service offered by banks to companies in which the company receives payments by mail (check or money order) to a post office box and the bank picks up the payments, deposits them into the company's account, and notifies the company of the deposits.

APHIS GENERAL LOCKBOX

Lockbox Collection Sort

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

APHIS GENERAL LOCKBOX



PROCESSING

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

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

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



Lockbox Reprocessor

LockBox Re-processor

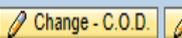
Menu ▾ ▶ Back Exit Cancel System ▾

Select a record for re-process








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

ELECTRONIC CHECK PROCESSING

(Treasury System)

Payment ID	Organization Dept of Agriculture AMS 1225000	Batch ID	
	Cashflow USDA APHIS General		
Capture Date From	Settlement Type	Item Status	
To	Research Flag	ACR Reason Code	
Effective Date From	Bank Account #	5515/Debit Voucher #	
To	Bank Routing #	215/Deposit Ticket #	
Return Reason Code	Check #	Check Amount	58500.00
Display Total Items and Amount <input checked="" type="checkbox"/> <input type="button" value="Clear All"/>			

Payment Query List

IRN	Account Group	Account	Account Name	RTN	Account #	Check Amount	Item Status
<input type="radio"/> PUSB03142749112491	12403400	03	USDA APHIS General	091300285	9-10-151	\$58,500.00	Settled

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

AGRICULTURE DEPARTMENT ND Department of Agriculture 600 E Boulevard Ave, Dept 602 Bismarck, ND 58505-0020	BANK OF NORTH DAKOTA 1200 Memorial Hwy Bismarck, ND 58504
	52930637 77-28913
Date	09/17/2014
Pay Amount	\$58,500.00***
Pay	****FIFTY-EIGHT THOUSAND FIVE HUNDRED AND XX / 100 DOLLAR****

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

AUTOMATED CLEARING HOUSE (ACH)

Transaction Detail for: 0311002091887100000060000140921

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

Entry Class	PPD	
Amount		\$600.00
Cash Flow ID	800540021000	
Cash Flow Name	USDA APHIS	
Agency Account ID	800540021000	
Company/Individual Name	USDA APHIS WILDLIFE SE	
Identification Number	78483	Cust# 3365613
Transaction Status	Settled	Special FMMI# :
Reason Code		6100008114
Reason Description		
Discretionary Data		

Batch Info

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

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

Batch Record Content

5200AMERICAN TOWER C	9650598206PPDREN18SEP20	1409212651031100200000894
----------------------	-------------------------	---------------------------

Reported Classification(s)

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

1400857621

COMPLETED
JJR 09-22-2014

PAY.GOV

Payee Details

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

Card Details

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

Order Level III Info

Reported Classification(s)

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

Program Data: 25HKJIBT

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

User Data Field	Agency Label	User Data Content
1	Invoice 2	31374 - \$131.50 <APHIS_Payment_v1><page1><CustomerName>edward a kaschak</CustomerName><Address>21 ledgeway</Address><City>cropseyville</City><State>NY</State><ZipCode>12052</ZipCode><EmailAddress>edkaschak@gmail.com</EmailAddress><POCName>dennie hamann</POCName><Telephone>(208) 236-6920</Telephone><InvoiceNumber1>31374</InvoiceNumber1><InvoiceAmount1>\$131.50</InvoiceAmount1><InvoiceNumber2/><InvoiceAmount2/><InvoiceNumber3/><InvoiceAmount3/><InvoiceNumber4/><InvoiceAmount4/><InvoiceNumber5/><InvoiceAmount5/><RemittanceNetAmount>\$131.50</RemittanceNetAmount><PaygovCollection/><custom_field_2>31374 - \$131.50</custom_field_2><custom_field_3/><custom_field_4/><custom_field_5/><custom_field_6/><PostalAddressStreetNameText>21 ledgeway</PostalAddressStreetNameText><PostalCity>cropseyville</PostalCity><PostalState>NY</PostalState><PostalAddressPostalCodeIdentifier>12052</PostalAddressPostalCodeIdentifier><PartyEmailAddress>edkaschak@gmail.com</PartyEmailAddress></page1></APHIS_Payment_v1>
2	FormData	
3	FormAttachment	** Not available **

FEDWIRE

Message Summary: 1409170042921

Type/Sub-Type	Agency Account ID	Cash Flow ID	Cash Flow Name	Financial Transaction Type	Settlement Date	Credit Ind	Message Amount	Trace Number
1000	812403400000		OCFO- NATIONAL FINANCE CENTER	Collection	09/17/2014	Y	\$1,025.00	20140917B1QGC06C002824

Message Details

Tag Label	Tag Name	Element Name	Element Value
1100	MSG-DISPOSITION	FORMAT-VERSION	30
		TEST-PRODUCTION-CODE	P
		MSG-STATUS-IND	N
1110	ACCEPTANCE-TIMESTAMP	ACCEPTANCE-DATE	0917
		ACCEPTANCE-TIME	0912
		ACCEPTANCE-APPL-ID	FT03
1120	OMAD	OUTPUT-CYCLE-DATE	20140917
		OUTPUT-DESTINATION-ID	MMQFMP60
		OUTPUT-SEQUENCE-NUMBER	000162
		OUTPUT-DATE	0917
		OUTPUT-TIME	0912
		OUTPUT-FRB-APPL-ID	FT03
1510	TYPE-SUBTYPE	TYPE-CODE	10
		SUBTYPE-CODE	00
1520	IMAD	INPUT-CYCLE-DATE	20140917
		INPUT-SOURCE	B1QGC06C
		INPUT-SEQUENCE-NUMBER	002824
2000	AMOUNT	AMOUNT	00000102500
3100	SENDER-DI	SENDER-DI-NUMBER	021000021
		SENDER-SHORT-NAME	JPMORGAN CHASE
3320	SENDER-REFERENCE	SENDER-REFERENCE	1311800260JO
3400	RECEIVER-DI	RECEIVER-DI-NUMBER	021030004
		RECEIVER-SHORT-NAME	TREAS NYC
3600	BUSINESS-FUNCTION	BUSINESS-FUNCTION-CODE	CTR
4200	BENEFICIARY	BENEFICIARY-ID-CODE	D
		BENEFICIARY-IDENTIFIER	12403400
		BENEFICIARY-NAME	USDA-APHIS
		BENEFICIARY-ADDRESS-LINE1	4700 RIVER ROAD
		BENEFICIARY-ADDRESS-LINE2	US
4320	REF-FOR-BNF	BENEFICIARY-REF	ATS OF 14/09/17
5000	ORIGINATOR	ORIGINATOR-ID-CODE	D
		ORIGINATOR-IDENTIFIER	9492421244
		ORIGINATOR-NAME	INTERNATIONAL ATOMIC ENERGY AGENCY
		ORIGINATOR-ADDRESS-LINE1	WAGRAMERSTRASSE 5
		ORIGINATOR-ADDRESS-LINE2	VIENNA AUSTRIA A-1400
6000	ORIGINATOR-TO-BENEFICIARY-INFO	ORIGINATOR-TO-BENEFICIARY-LINE1	021030004 A14005674R41511-2957

Reported Classification(s)

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

REMITTANCE INSTRUCTIONS

Presented by: Lucy Currie

REMITTANCE INSTRUCTIONS

Crucial Pieces to Each Payment to APHIS

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

PAYMENTS TO USDA APHIS



United States
Department of
Agriculture

Marketing and
Regulatory Programs

Financial
Management
Division

Financial
Operations
Branch

Payments to USDA APHIS Instructions

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

REMITTANCE ADVICE

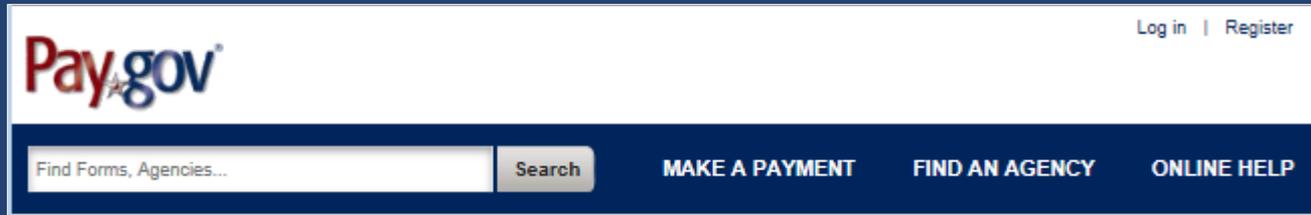
Remittance Advice by Customer Type:

- ▣ **WS Advance**
 - **WBS Element** (ex. “AP.RA.xxxx.xx.xxxx”)

- ▣ **WS Reimbursable (non-OTC Accounts)**
 - **Bill Number only**, if a bill exists (ex. “BD 300001234”)

- ▣ **WS Reimbursable – OTC Accounts**
 - **Customer Number** (ex. “Cust No. 1234567”)

PAY.gov



Credit Card ~ Debit Card ~ PayPal ~ ACH

Payments may be entered by internal staff or external customers.

DOWN PAYMENT REQUEST

Form Slightly Changed to Remove “Customer Number”

USDA APHIS
Wildlife Services

DOWN PAYMENT REQUEST

Date:

Amount Requested: \$

WBS Element:

BP:

Down Payment Request Number:

Agreement Number:

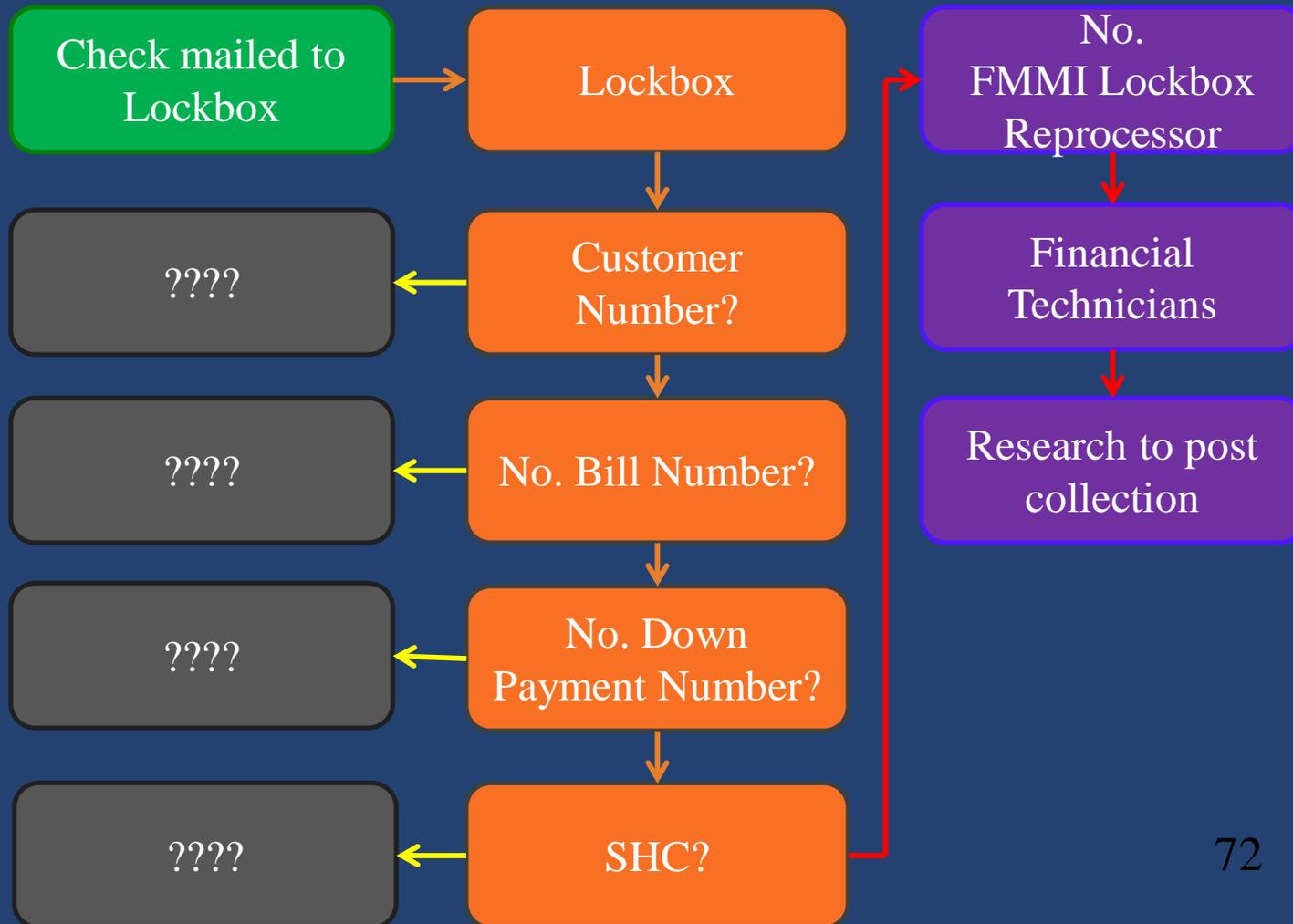
APHIS FORM 94

PURPOSE

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

RECORD OF PUBLIC FUNDS RECEIVED				USDA-APHIS	1. TRANSMITTAL NO.
INSTRUCTIONS: See reverse side. For detailed instruction, refer to the APHIS Budget and Accounting Manual.					2. DATE FORWARDED
3. TO USDA, APHIS P.O. Box 979043 St. Louis, MO 63197-9000			4. FROM		
5. DATE RECEIVED	6. FOR MRPBS-ASD USE ONLY	7. AMOUNT	8. REMITTER	9. PURPOSE/ACCOUNTING CODE	
		\$			

APHIS GENERAL LOCKBOX



COLLECTIONS REPORTING

Presented by: Jennifer Elias

Daily Collections Report

Run 2 ways:

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

The screenshot displays the USDA Financial Management Modernization Initiative web interface. The header includes the USDA logo, the text 'United States Department of Agriculture Financial Management Modernization Initiative', and a user greeting 'Welcome Luisa Jou Zhang' with 'Help' and 'Log Off' links. A navigation bar contains several menu items: 'Ledger Management', 'Interface Table Maintenance', 'Purchasing', 'Base Role', 'BI Favorites', and 'Ad-hoc Analysis'. Below this, a secondary navigation bar lists various report categories, with 'BI Accounts Receivable Reports' highlighted in a red box. The main content area is titled 'Overview' and features four report tiles, each with an icon and a description. The 'Daily Collectors' tile is highlighted with a red box. The other tiles are: 'Accounts Receivable Aging Detail', 'ATE Summary Report', and 'Accounts Receivable Aging Summary'.

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Luisa Jou Zhang Help Log Off

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

Vendor and Customer Master Data Request | Commercial Vendor and Customer Master Data Evaluation | Employee Vendor and Customer Master Data Evaluation **BI Accounts Receivable Reports**

Overview

Accounts Receivable Aging Detail
This report displays the outstanding amounts per customer at a detailed level. Past due amounts; Amounts cleared after the key due date.

ATE Summary Report
Automated Trust Fund Summary Report will allow APHIS users to display the active trust fund cooperative agreements per category and also allow to view the trust fund cooperative agreements in past due aging categories (1-30 days, 31-60 days, or 61-90 days).

Accounts Receivable Aging Summary
This report displays the outstanding amounts per customer aggregated from the specified key date, including: Past due amounts; Amounts cleared after the key due date.

Daily Collectors
The Daily Collectors report provides detailed information about each accounts receivable collection.

View a Billing Document

View collections posted to billing documents.

Bill Number (i.e. 3001150973)

The screenshot displays the SAP Financial Management Modernization Initiative interface. The top navigation bar includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". The main navigation menu is highlighted with a green background and contains the following items: Welcome, Accounts Payable, **Accounts Receivable**, Cost Management, Funds Management, General Ledger Management, and Interface Table Ma. Below this, a secondary navigation bar includes: Sales Order Billing Process, AR Process, AR Approval, Debt Management Process, Debt Write-Off Process, ATF Administration, ATF Reports, and **AR Evaluation**.

The main content area is titled "Display AR Document" and "Display Document: Initial Screen". The left sidebar contains a "Business Activity" menu with the following items: Maintain Customer Master Data, Manage Sales Order, Manage Billing, **Manage AR Documents** (with a sub-item **Display AR Document**), Display Parked Documents, Display Account Balance for AR Items, Prepare TROR Report, Manage User Fees, Manage Revenue Forecasting, and View TAS / BETC Data. Below this is a "myPortal Favorites" section with items: TF Recon Reports, Budget Availability Control, Budget Line Items, Customer Line Item Display, Daily Collections, Display AR Document, Display Funds Commitment.

The main content area features a "Keys for Entry View" section with the following fields: Document Number (input field), Company Code (input field with "USDA" selected), and Fiscal Year (input field). The top right of the main content area contains a "Menu" dropdown and buttons for Back, Exit, Cancel, System, Document List, First Item, and Editing Options. The SAP logo is visible in the bottom right corner.

BUDGET REPORTING

Presented by: Adrienne Jackson

HANA – ANALYSIS OF AVAILABILITY AP001600AR TRD

- ▣ Provides real time budget availability.

The screenshot displays the USDA Financial Management Modernization Initiative HANA interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible. The user is identified as 'ADRIANNE JACKSON'. The navigation menu includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Interface Table Maintenance', 'Purchasing', 'Base Role', 'BI Favorites', and 'Ad-hoc Analysis'. The 'Ad-hoc Analysis' section is active, showing 'BOBJ Ad-hoc Analysis' and 'BI Ad-hoc Analysis'.

The main window is titled 'BOBJ Ad-hoc Analysis' and contains a 'Choose a document' dialog box. The dialog box shows a list of documents with columns for 'Title' and 'Last Run Time'. The selected document is 'HANA Analysis of Availability AP001600AR TRD'. The document description is: 'The report is based off the Federal Transaction Register and is running Fund AP0016FRAR. The report is based off the Federal Transaction Register and lets you run for all No Year account'.

To the right of the dialog box, there is a summary table for the 'Program' with the following data:

Program		Last Refreshed Date: 11/10/15	
Total Obligations	Total Open Sales Order Amount	Collections Availability (Collec-Obs)	
35	34,698,051.75	36,190,477.08	2,281,878.6
0	0	0	0
92	0	-718.8	466.92
0	6,635	51,833,288.53	-6,635
0	0	3,157.5	0
80	65,118.58	32,429.58	32,429.58

BUDGET

Presented by: Adrienne Jackson

Over Budget Issues

Common Over Budget Issues

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

- ▣ Cannot close SO or associated master data elements

Over Budget Issues

Reasons and Resolutions

▣ **SO BP line amount has been reduced**

check **Display SO, Doc Flow**, and/or manually recalculate **AVC Tables**

- Request change of SO BP line amount to MRP.Billing.Requests@aphis.usda.gov (where justified)

▣ **Direct expenses overspent or posted to wrong account**

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

Over Budget Issues

Reasons and Resolutions Cont.

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

- ▣ **Open Unneeded Obligations absorbing budget**
 - check **ULO** or **SOF PTD**
 - Deobligate unnecessary open obligations

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

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

Over Budget Issues

Reasons and Resolutions Cont.

- ▣ **ROWA, additional reasons/resolutions:**
 - **Collection not received** (check Doc Flow, ROR, and/or Daily Collections)
 - ▣ Request collection from customer
 - **Collection not cleared** (check Doc Flow and/or ROR)
 - ▣ Follow up on why it is uncleared, as needed, with Lucy.A.Currie@aphis.usda.gov 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

Over Budget Issues

Reasons and Resolutions Cont.

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

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 have a “budget” of \$4100 in the overhead pot of funds.

Example - Over Budget Issue on OH Account cont.

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

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

Now there is only a “budget” of \$3900. If more expenses are posted to the overhead WBS than that \$3900, billings staff will get a “budget exceeded” error.

AVC Tables

Provides overall (then and now) budget availability balances.

- Two version of this report:
 - **9H Control Ledger** – Budget authority for all expenses, including the amount reserved for Overhead
 - **ZR Control Ledger** – Budget authority for direct expenses only, not including the amount reserved for Overhead

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

AVC TABLE CALCULATIONS



9H Available Budget Authority	\$27,411.00
<u>/ 1 + Overhead Rate</u>	
<u>1.2715</u>	
= ZR Available Budget Authority	\$21,558.00
9H Available Budget Authority	\$27,411.00
<u>- ZR Available Budget Authority</u>	
<u>\$21,558.00</u>	
Total Amt. Reserved for Overhead	\$ 5,853.00

Day 3

- ▣ Collection Modification
- ▣ Debt Management
- ▣ FMMI Tips and Tricks
- ▣ ECC/BI Reporting
- ▣ Adjustments and Accruals
- ▣ Hands On



COLLECTION MODIFICATIONS

Presented by: Lucy Currie

REQUEST COLLECTION MODIFICATION

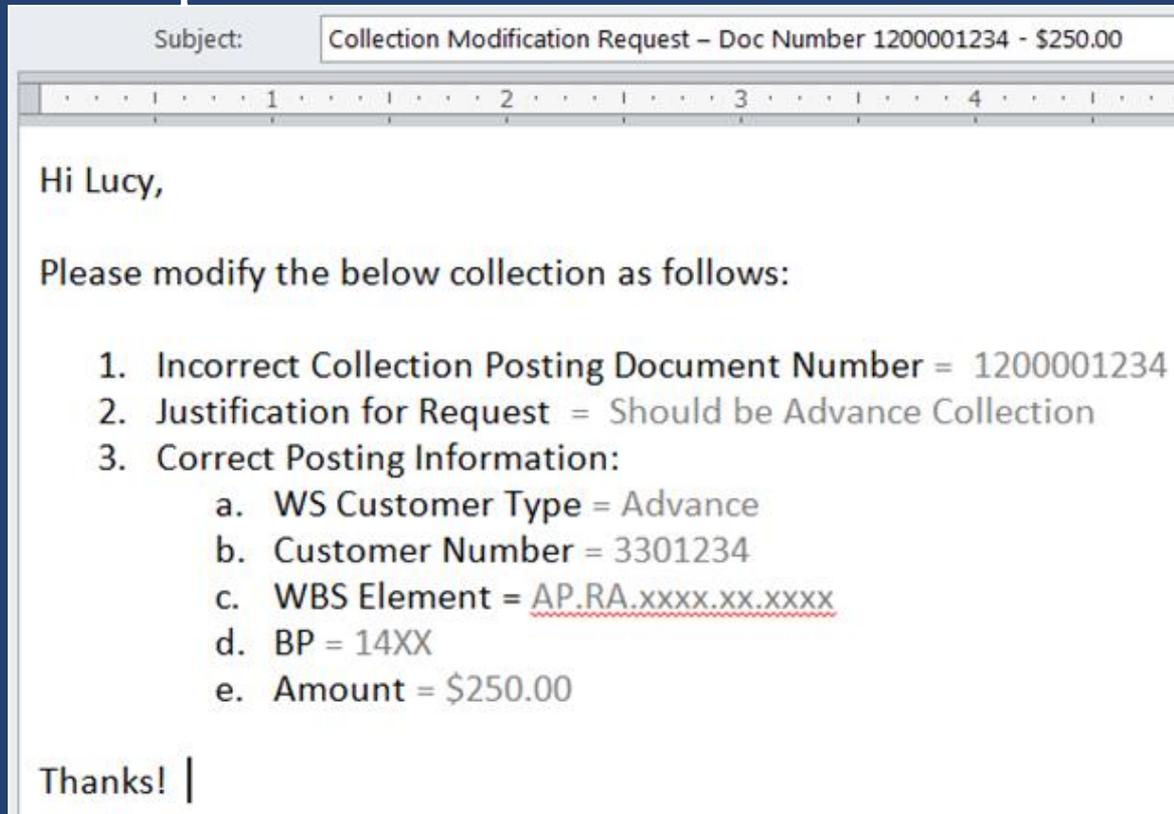
Email request to Lucy.A.Currie@aphis.usda.gov.

Email should include:

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

REQUEST COLLECTION MODIFICATION

Example



REQUEST CUSTOMER REFUND

Presented by: Lucy Currie

Request Customer Refund

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

REQUEST FOR CUSTOMER REFUND FORM



United States
Department of
Agriculture

Marketing and
Regulatory Programs

Financial
Management
Division

Minneapolis Financial Operations Branch
APHIS Accounts Receivable Team
100 N Sixth Street, Ste 510C
Minneapolis, MN 55403

Request for Customer Refund Form (Fillable PDF)

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

Sales Order # _____ WBS Element _____

Refund Dollar Amount \$ _____

Customer Name _____

Customer Account Number _____

Customer Mailing Address _____

Customer City, State, ZIP Code _____

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

Financial Institution Name _____

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

Depositor Account Number (customer) _____

Type: Checking Savings

Program Manager Name _____ Phone _____

Program Manager Signature _____ Date _____

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

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

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

Fax To: (612) 336-3563

DEBT MANAGEMENT

Presented by: Lucy Currie

DEBT MANAGEMENT PROCESS

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

Debt Management Regulations

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



AGING DETAIL REPORT

Aged Sample [Read-Only] - Microsoft Excel

File Home Developer Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles

Normal Bad Good Neutral Calculation Check Cell

AutoSum Fill Sort & Filter Find & Select Call

E21 4621.16

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Name	Customer	Total Due	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 180 Days	181 - 365 Days	1 - 2 Years	> 2 Years					
1																
2	ADAMS COUNTYBOARD OF COMM	0006000036	3,450.67		3,450.67											
3	ADM - CEDAR RAPIDS	0003385758	1,347.64		1,347.64											
4	AK DEPT OF TRANS & PUB FAC	0006000075	111,760.60		111,760.60											
5	ALABAMA POWER COMPANY	0003003139	296.04		296.04		0.00	0.00	0.00							
6	ALCOA INC	0003272531	844.25		844.25											
7	ALMONO LP	0003379976	2,149.27		2,149.27											
8	AMERICAN FOREST MANAGEMENT	0003386540	480.14		480.14											
9	ANIMAL DAMAGE CONTROL 1	0006000466	17,212.42	17,212.42												
10	ANIMAL DAMAGE CONTROL 4	0006000467	38,747.59		38,747.59											
11	ARCHER DANIELS MIDLAND	0003344686	502.25		502.25			0.00								
12	ARCHER DANIELS MIDLAND CO	0003023795	16,930.31		16,930.31											
13	ARCHER DANIELS MIDLAND CO	0003023797	23,807.65		23,807.65											
14	ARTEMIS TECHNOLOGIES INC	0003380280	18,795.45		18,795.45											
15	ASSOC OF PROP OWNERS OF THE HIDEOUT	0003377019	11,584.08	3,383.49	8,200.20		0.00									
16	ATHENS BEN EPPS AIRPORT	0003272813	235.60		235.60											
17	AUDUBON CENTER	0003378193	6,443.14		2,958.54			3,484.60								
18	AURORA CIVIC CENTER AUTHORITY	0003363637	215.60		215.60											
19	BATES COLLEGE	0003039648	95.18	95.18												
20	BAY COUNTY ROAD & BRIDGES	0003272919	633.52		633.52											
21	BAYER CROP SCIENCE	0003040150	4,621.16		4,621.16											
22	BELL RANCH	0003282779	4,500.00		4,500.00											
23	BF SHAW INC	0003272980	753.74	147.16	606.58				0.00							
24	BOROUGH OF MT LAKES	0006001777	1,621.55		1,621.55											
25	BOX BUTTE CTY COMMISSIONER	0006001793	4,106.32		4,106.32											
26	BROWNFORMAN CORP	0003273165	11,056.84		11,056.84											
27	BUFFALO COUNTY	0003078623	5,953.03		5,953.03											
28	BURLINGTON INTL AIRPORT	0006012659	270.00		270.00											
29	CA DEPT OF PARKS AND REC	0006002394	7,514.43		7,514.43			0.00								
30	CALIFORNIA DEPT OF FOOD AND AG	0006016007	36,132.91		36,132.91											
31	CAPITAL REGION AIRPORT AUT	0003273257	2,694.52		286.45			2,408.07								
32	CARGILL INC	0003088135	25,867.44		25,867.44			0.00								
33	CARGILL I INC	0003284345	4,928.34		4,928.34		0.00	0.00								

Sheet1 Sheet2 Sheet3

Ready 100%

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

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

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

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

Amount Due: \$4.52

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.RX17.72.0754/132X

APHIS FORM W-9

<p>Form W-9 (Rev. August 2013) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>								
<p>Name (as shown on your income tax return) US DEPT OF AGRICULTURE</p> <p>Business name/disregarded entity name, if different from above ANIMAL & PLANT HEALTH INSPECTION</p> <p>Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶ _____ <input checked="" type="checkbox"/> Other (see instructions) ▶ FEDERAL GOVERNMENT</p> <p>Exemptions (see instructions): Exempt payee code (if any) 2 Exemption from FATCA reporting code (if any) _____</p>										
<p>Print or type see Specific Instructions on page 2.</p>	<p>Address (number, street, and apt. or suite no.) P.O. BOX 979043</p> <p>City, state, and ZIP code ST. LOUIS, MO 63197-9000</p> <p>List account number(s) here (optional)</p>									
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;">[] [] [] - [] [] - [] [] [] []</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;">4 1 - 0 6 9 6 2 7 1</td> <td></td> </tr> </table>			Social security number		[] [] [] - [] [] - [] [] [] []		Employer identification number		4 1 - 0 6 9 6 2 7 1	
Social security number										
[] [] [] - [] [] - [] [] [] []										
Employer identification number										
4 1 - 0 6 9 6 2 7 1										
<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. citizen or other U.S. person (defined below), and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Sign Here</td> <td style="width: 40%;">Signature of U.S. person ▶ _____</td> </tr> <tr> <td></td> <td>Date ▶ _____</td> </tr> </table>			Sign Here	Signature of U.S. person ▶ _____		Date ▶ _____				
Sign Here	Signature of U.S. person ▶ _____									
	Date ▶ _____									
<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.</p> <p>Purpose of Form</p> <p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> Certify that the TIN you are giving is correct (or you are waiting for a number to be issued). Certify that you are not subject to backup withholding, or Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and <p>4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.</p> <p>Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p> <p>Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:</p> <ul style="list-style-type: none"> An individual who is a U.S. citizen or U.S. resident alien, A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, An estate (other than a foreign estate), or A domestic trust (as defined in Regulations section 301.7701-7). <p>Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.</p>										

ABS HELPLINE

- ▣ Customer Help Line
 - PHONE: 612-336-3400 or 877-777-2128
 - EMAIL: ABSHELPLINE@USDA.APHIS.GOV

- ▣ Helpline messages are routed to the appropriate debt mgmt. specialist for a response.

Customer Line Item Display

- Layout = /WS UNCLEAR

The screenshot displays the USDA Financial Management Modernization Initiative web application. The top navigation bar includes links for Welcome, Accounts Payable, Accounts Receivable, Cost Management, Funds Management, General Ledger Management, and Interface Table Maintenance. The 'Accounts Receivable' section is active, with sub-links for Sales Order Billing Process, AR Process, AR Approval, Debt Management Process, Debt Write-Off Process, ATF Administration, ATF Reports, and AR Evaluation. The main content area is titled 'Display Account Balance for AR Items' and 'Customer Line Item Display'. The left sidebar shows a tree view of Business Activity, with 'Manage AR Documents' and 'Display Account Balance for AR Items' highlighted. The main form includes fields for Customer selection (Customer account and Company code), Selection using search help (Search help ID and Search string), Line item selection (Status: Open items, Cleared items, All items; Type: Normal items, Special G/L transactions, Noted items, Parked items, Vendor items), and List Output (Layout and Maximum number of items).

FMMI TIPS AND TRICKS

Presented by: Constance Jones and Barrett Trimble

FMMI SHARING GROUP

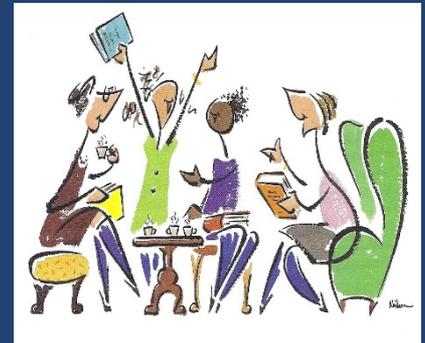
CONTACT

JENNIFER NURNBERGER

jennifer.m.nurnberger@aphis.usda.gov

SHAWN ADAMEK

Shawn.r.adamek@aphis.usda.gov



QUICK TIPS

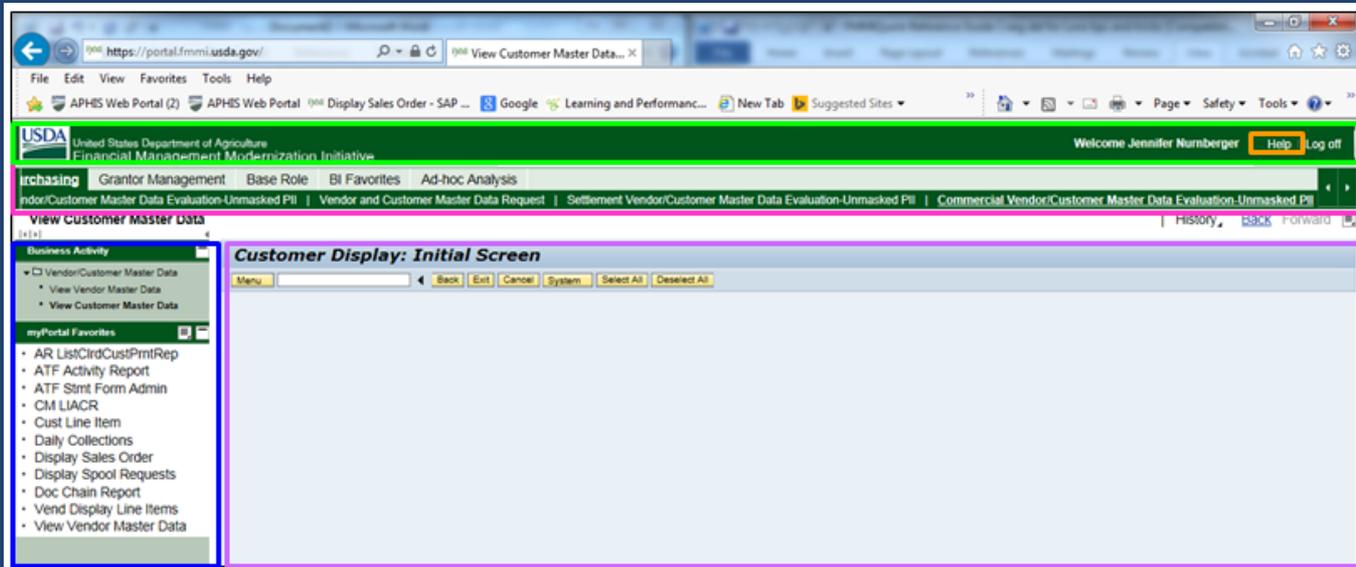
- ▣ **Control + K**
 - Opens up multiple screens
- ▣ **Hot Keys**
 - Hovering over tabs
 - Right clicking on page



FMMI Tips and Tricks General

Help Button - Access to Job Aids

(some may be for other agencies)



FMMI Tips and Tricks General

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

The screenshot displays the FMMI web application interface. The browser address bar shows the URL <https://portal.fmmi.usda.gov/>. The page title is "Display AR Document - FM...". The navigation menu includes "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", "Interface Table Maintenance", "Purchasing", "Grantor Management", "Base Role", "BI Favorites", and "Ad-hoc Analysis". The main content area is titled "Display Document: Initial Screen" and contains a "Keys for Entry View" form with fields for "Document Number", "Company Code" (set to "USDA"), and "Fiscal Year". The left sidebar shows a tree view of "Business Activity" and "myPortal Favorites".

FMMI Tips and Tricks General

FMMI Required Fields

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

Wildcard

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

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

FMMI Tips and Tricks General

myPortal Favorites – Add Report or Task

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

The "myPortal Favorites" sidebar on the left lists various reports and tasks, including "TF Recon Reports", "Budget Availability Control", "Budget Line Items", "Customer Line Item Display", "Daily Collections", "Display AR Document", "Display Funds Commitment", "Display G/L Account Document", "Display List of Invoice Documents", "Display Purchase Requisition", "Document Chain Report", and "Line Items - Actual Costs/Revenues".

A context menu is open over the "Add to Portal Favorites" button in the top right corner, with options: "Open in New Window", "Refresh", "Personalize", "Help", "Add to Browser Favorites", and "Add to Portal Favorites".

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		
Rates Office		

FMMI Tips and Tricks General

myPortal Favorites – Organizing Entries

The screenshot shows a web browser window at <https://portal.fmmi.usda.gov/>. The page title is "Daily Collections - FMMI P...". The browser's address bar shows the URL. The page content includes a navigation menu with options like "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface Table Maintenance". The "Accounts Receivable" section is active, showing "Daily Collections" and "Variable Entry". The "myPortal Favorites" menu is open, and the "Organize Entries" option is highlighted in red. The "Variable Entry" section displays a table of "General Variables" with columns for "Variable", "Current Selection", and "Description".

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

FMMI Tips and Tricks General

Dynamic Selections

- Dynamic selections are a way to enhance report selection criteria **prior** to running the report with variables not contained on the variable entries screen (i.e. limit by FMMI User ID).

USDA United States Department of Agriculture
Financial Management Modernization Initiative

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

Line Items - Actual Costs/Revenues

Display Project Actual Cost Line Items

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

Project Management Selections (DB profile: 000000000001)

Project ◿

WBS Element to ◿

Network/order to ◿

Activity to ◿

Materials in network to ◿

FMMI Tips and Tricks General

Save Variant

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

Variable Entry

Available Variants: Save Save As... Delete Show Variable Personalization

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

OK Check

FMMI Tips and Tricks General

Open/Select Variant

- Opening/selecting a variant will populate the variable entry screen with pre-defined variables. Users can make changes to the variables and/or resave the variant **before** running the report.

Variable Entry

Available Variables: [Show Variable Personalization](#)

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

FMMI Tips and Tricks General

Determining the Level of Customization of a Report

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

The screenshot displays the SAP FMMI interface. At the top, the header includes the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. The user is identified as 'Welcome Lora Swanson'. The main navigation bar contains various menu items such as 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Interface Table Maintenance', 'Purchasing', 'Grantor Management', and 'Base Role'. Below this, a secondary navigation bar lists 'Agency Cost Management Master Data Maintenance', 'Cost Management Administration', 'Cost Management Evaluation', 'Cost Management Reports', 'HANA Cost Management Reports', and 'BI Cost Management Reports'. The current report is titled 'Line Items - Actual Costs/Revenues'. The left sidebar shows a tree view of 'Business Activity' with 'Line Items - Actual' selected. The main content area is titled 'Display Project Actual Cost Line Items' and contains several input fields for 'Project Management Selections (DB profile: 000000000001)', 'Cost Elements', 'Posting Data', and 'Settings'. The 'Posting Date' is set to '11/01/2014' to '11/30/2014'. The 'Settings' section shows 'Layout' as '//FOST' and 'FOST WBS DOC DOC DATE TYPE'. A status bar at the bottom right shows system information: 'System PE1 (500)', 'Client 500', 'User F0001277', 'Dynpro RKPEP003/1000', and 'Transaction CJI3'. The SAP logo is visible at the bottom center.

FMMI Tips and Tricks General – Variants and Layouts

Public vs Private

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

Before vs After

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

FMMI Tips and Tricks

ECC Variable Entry Screen

Multiple Selections

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

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

Line Items - Actual Costs/Revenues

Display Project Actual Cost Line Items

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

Project Management Selections (DB profile: 000000000001)

Project to ↗

WBS Element to ↗

Network/order to ↗

Activity to ↗

Materials in network to ↗

FMMI Tips and Tricks

ECC Reporting

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

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

The screenshot shows the SAP ECC Reporting interface for FMMI. The main window displays the 'Display Actual Cost Line Items for Projects' report. The report is filtered by WBS Element 'AP RA.RX42.72.0217' and shows a list of cost elements. The table includes columns for WBS Element, SP, Pe, Posting Date, Doc. Date, DocumentNo, Doc., Cost Elem., Cost element descr, Value Trans, DIC, and Document Header Text. The report shows a total of 14 cost elements with a total value of 15.96. The report is sorted by ascending order and is displayed in a grid layout. The interface includes a navigation pane on the left with options like 'Business Activity', 'Cost Management', 'Project Systems', and 'My Personal Favorites'. The top navigation bar shows various menu options like 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Interface Table Maintenance', 'Purchasing', 'Grantor Management', and 'Base R...'. The bottom status bar shows 'PE1 (000)' and '100%'.

WBS Element	SP	Pe	Posting Date	Doc. Date	DocumentNo	Doc.	Cost Elem.	Cost element descr	Value Trans	DIC	Document Header Text
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018090567	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	15.96	C	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018091109	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	5.32	C	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018091161	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	5.32	D	34.4XV5ER42CREMBURR42720217
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	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018090276	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time F	15.96	D	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018090567	ZP	6100001274	TSP - Government-Basic Contribution	0.16	C	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018091109	ZP	6100001274	TSP - Government-Basic Contribution	0.05	D	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018091161	ZP	6100001274	TSP - Government-Basic Contribution	0.05	D	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/12/2014	04/17/2014	3018529339	ZP	6100001274	TSP - Government-Basic Contribution	0.05	D	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018090276	ZP	6100001274	TSP - Government-Basic Contribution	0.16	D	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018090567	ZP	6100001275	TSP - Government-Matching Contribution	0.45	C	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018091109	ZP	6100001275	TSP - Government-Matching Contribution	0.16	C	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/12/2014	04/17/2014	3018529339	ZP	6100001275	TSP - Government-Matching Contribution	0.16	D	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018091161	ZP	6100001275	TSP - Government-Matching Contribution	0.16	D	34.4XV5ER42CREMBURR42720217
AP RA.RX42.72.0217	14XX		04/27/2014	04/30/2014	3018090276	ZP	6100001275	TSP - Government-Matching Contribution	0.48	D	34.4XV5ER42CREMBURR42720217

FMMI Tips and Tricks

BI Reporting

Save Layout

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

Daily Collection Report

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

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

FMMI Tips and Tricks

BI Reporting

Open/Select Layout

- Opening/selecting a layout will re-populate the screen with the pre-defined layout. Users can make changes to the layouts and/or resave the layouts **after** running the report

The screenshot shows the 'Daily Collection Report' interface. At the top, there are buttons for 'Open', 'Save As...', 'Info', 'Print Version', and 'Export to Microsoft Excel'. A 'Display As' dropdown menu is set to 'Table'. On the left, a sidebar lists 'Columns' (Key Figures) and 'Rows' (Deposit Number, Check Number, Document Type, Collection Document, Document Header, Customer, Document Date). The main table displays data with yellow highlights for 'Result' rows and an 'Overall Result' row.

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

FMIMI Tips and Tricks

BI Reporting

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

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Lora Swanson Help Log off

Financial Reports | Evaluation | BOB General Ledger Management Reports | HANA General Ledger Management Reports | BI General Ledger Reports

Status of Funds Project-to-Date

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

Last Data Update: 11/25/2014 00:31:53

Columns	Funded Program a.	Authority**	Undistributed Appropriation**	Undistributed Apportionment**	Budget Authority**	Commitments**	Obligations**	Expenditures**	Disbursements**	Total Commitments and Obligations**	Available Authority**
• SOF GL Keyfigures GL (PTD)	AP.RA.WS.FA.PA	\$	\$		\$	\$	\$	\$	\$	\$	\$
• Rows	AP.RA.NA42.71.0001	0.00			0.00		0.00	0.00	2,902.89	2,902.89	0.00
• Funded Program	AP.RA.NA42.71.0001	0.00			0.00		0.00	5,863.83	5,863.83	5,863.83	0.00
• Free characteristics	AP.RA.NA42.71.0011	0.00			0.00		0.00	3,447.64	3,447.64	3,447.64	0.00
• Applicn	AP.RA.NA42.71.0018	0.00			0.00		0.00	15,967.83	15,967.83	15,967.83	0.00
• Budget Period	AP.RA.NA42.71.0019	0.00			0.00		0.00	30,726.00	30,726.00	30,726.00	0.00
• Commitment Item	AP.RA.NA42.71.0331	0.00	0.00		0.00		0.00	144,842.28	144,842.28	144,842.28	0.00
• Fiscal year/period	AP.RA.NA42.71.0332	0.00	0.00		0.00		0.00	131,421.24	131,421.24	131,421.24	0.00
• Functional area	AP.RA.NA42.72.0199	0.00			0.00	0.00	25,139.00	940.50	154,726.82	180,806.32	370,629.92
• Fund	AP.RA.NA42.72.0154	0.00			0.00		0.00	1,288.90	1,288.90	1,288.90	5,105.90
• Funds Center	AP.RA.NA42.72.0A88	0.00			0.00		0.00	17,594.66	17,594.66	17,594.66	34,066.77
• G/L Account	AP.RA.NX42.72.0001	0.00			0.00		0.00	9,776.49	9,776.49	9,776.49	-9,776.49
• SQL Account for Fede	AP.RA.NX42.72.0035	0.00			0.00		0.00	2,556.75	167,643.07	170,199.82	21,301.31
	AP.RA.NX42.72.0048	0.00			0.00		0.00	9,230.16	9,230.16	9,230.16	-16.14
	AP.RA.NX42.72.0088	0.00			0.00		0.00	20,585.31	20,585.31	20,585.31	0.00
	AP.RA.NX42.72.0199	0.00			0.00		0.00	311,972.19	311,972.19	311,972.19	0.00
	AP.RA.NX42.72.0137	0.00			0.00		0.00	580.36	580.36	580.36	0.00
	AP.RA.OVHD.WS.EE42	0.00			0.00		0.00	13,190.64	13,190.64	13,190.64	15,478.86
	AP.RA.OVHD.WS.EE42	0.00			0.00		0.00	42,866.53	42,866.53	42,866.53	0.00
	AP.RA.OVHD.WS.EE42	0.00			0.00		0.00	-1.78	-1.78	-1.78	0.00
	AP.RA.POOL.WS.EE42	0.00			0.00		0.00	881.86	-65,948.33	-65,066.47	-141.75

FMIMI Tips and Tricks

BI Reporting

Subtotals

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

The screenshot displays the USDA Financial Management Modernization Initiative BI Reporting interface. The main report is titled "Status of Funds Project-to-Date" and shows a detailed table of financial data. A context menu is open over a cell in the table, highlighting the "Properties" and "Characteristics" options. The table columns include: Authority, Undistributed Appropriation, Undistributed Apportionment, Budget Authority, Commitments, Obligations, Expenditures, Disbursements, Total Commitments and Obligations, and Available Authority. The table rows are organized by Funded Program (AP, AR, WSFA, PA), Budget Period (11XX, 12XX), and Free characteristics (AP, RA, NA42, 71, 0001, 1111, 1212, 1313, 1414).

Authority**	Undistributed Appropriation**	Undistributed Apportionment**	Budget Authority**	Commitments**	Obligations**	Expenditures**	Disbursements**	Total Commitments and Obligations**	Available Authority**
AP, AR, WSFA, PA	11XX				0.00	0.00	2,103.40	2,103.40	0.00
	12XX					0.00	879.49	879.49	0.00
	Result					0.00	2,982.89	2,982.89	0.00
AP, RA, NA42, 71, 0001	1111		0.00			0.00	5,863.83	5,863.83	5,863.83
	Result		0.00			0.00	5,863.83	5,863.83	5,863.83
AP, RA, NA42, 71, 0017	1111		0.00				3,447.64	3,447.64	3,447.66
	Result	0.00	0.00			0.00	3,447.64	3,447.64	3,447.66
AP, RA, NA42, 71, 0018	1111	0.00	0.00				15,967.83	15,967.83	15,967.85
	Result	0.00	0.00				15,967.83	15,967.83	15,967.85
AP, RA, NA42, 71, 0019	1111	0.00	0.00				30,726.00	30,726.00	30,726.00
	Result	0.00	0.00				30,726.00	30,726.00	30,726.00
AP, RA, NA42, 71, 0331	1212	0.00	0.00		0.00	0.00	47,004.35	47,004.35	50,561.62
	1313	0.00	0.00		0.00	0.00	49,580.42	49,580.42	67,233.82
	1414	0.00	0.00		0.00	0.00	48,257.51	48,257.51	58,270.82
	Result	0.00	0.00		0.00	0.00	144,842.28	144,842.28	176,066.26
AP, RA, NA42, 71, 0332	1212	0.00	0.00		0.00	0.00	41,989.76	41,989.76	48,096.94
	1313	0.00	0.00		0.00	0.00	44,847.95	44,847.95	64,581.68
	1414	0.00	0.00		0.00	0.00	44,583.53	44,583.53	48,236.63
	Result	0.00	0.00		0.00	0.00	131,421.24	131,421.24	160,915.25
AP, RA, NA42, 72, 0109	1313	0.00	0.00		0.00	0.00	62,776.82	62,776.82	180,878.10

Researching FMMI User IDs

The screenshot shows the USDA Financial Management Modernization Initiative (FMMI) web application interface. The page is titled "Display Funds Center in FM Area". The navigation menu includes "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", and "General Ledger Management". The "Funds Management" menu is highlighted, and the "Evaluation" sub-menu is also highlighted. The main content area shows a search form for "Funds Center" and "FM Area".

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Financial Management Modernization Initiative

Welcome CAROL ANDERSON Help | Log Off

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

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

Display Funds Center | History, [Back](#) Forward

Business Activity

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

myPortal Favorites

Display Funds Center in FM Area

Menu | Back Exit Cancel System | FM area

Funds Center

FM Area

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

ADJUSTMENTS AND ACCRUALS

Presented by: Adrienne Jackson

Adjustments and Accruals

ADJUSTMENTS

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

ACCRUALS

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

Adjustments/ACCRUALS

DEBIT OR CREDIT?

What should be a Debit or Credit?

The USSGL Chart of Accounts shows the “normal” balance side of a GL account

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

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

EXPENDITURE ADJUSTMENT EXAMPLE

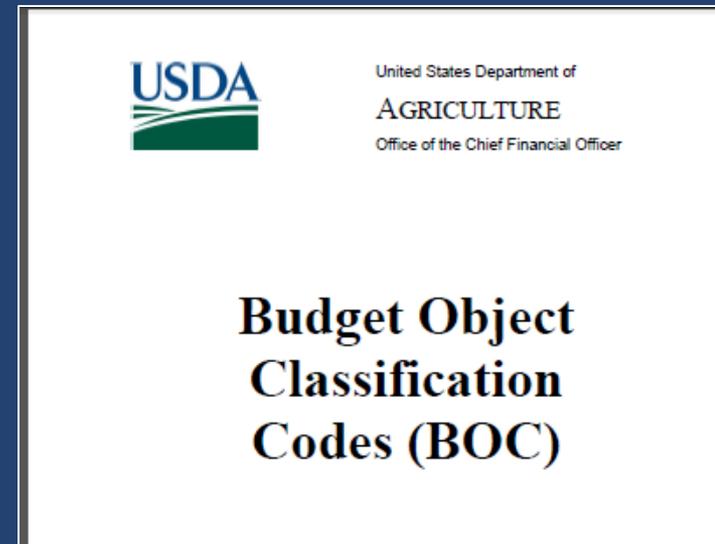
SU EXPENDITURE ADJUSTMENT FORM															
Document Number SU <u>107280876</u> (Data Enterer)			Posting Period (MM/YY) <u>11/15</u> (Approver, FMD)			Reference (Optional) _____ (Preparer or Data Enterer)		Document Date (MM/DD/YYYY) <u>08/06/15</u> (Preparer or Data Enterer)		Doc. Header Text (Optional) _____ (Preparer or Data Enterer)		Business Area <u>AP00</u>		Program SU Tracking ID (Optional) _____ (Defined by Program Unit)	
Document Type: SU GL Transaction/Var: B2 TO															
L.N	FMMI FUND	BUDGET PERIOD	BOC/ Commitment Item	FUND CENTER/ COST CENTER	FUNDED PROGRAM/ WBS ELEMENT	FUNCTIONAL AREA	CREDIT AMOUNT (Must be a negative number)	DEBIT AMOUNT (Must be a positive number)	TEXT LINE DESCRIPTION	PAY HOURS	TRADING PARTNER				
001	AP001600AD	1313	1213	APMRFM6027	FPDEFAULT	AP00AGDISTRIB000	(2,602.23)		PAYROLL BENEFITS		9900				
002	AP001600AR	1313	1213	APMRFM6027	AP.RA.FMRA.04	AP00AGREIMBUR000		2,602.23	PAYROLL BENEFITS		9900				
003															
004															
005															
006															
007															
008															
009															
010															
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 style="text-align: center;"><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>(Prepares the document and all associated documentation; the preparer and the enterer can be the same person)</small>			Internal Program Pre-Review (Optional) <small>(Conducts internal program pre-review of all documentation)</small>			Entered By: _____ <small>(Enters the document in FMMI; the preparer and the enterer can be the same person)</small>			Reviewed By (Program Headquarters): _____ <small>(Conducts a final review of all documentation and FMMI data entry)</small>			Approved/Posted By (APHIS-MRPIS-FMD ONLY): _____ <small>(Approves the submitted document and posts the document in FMMI; the Approver and the Preparer cannot be the same person)</small>			
Signature: <u>TANYA HAIRSTON</u>			Signature: _____			Signature: <u>TANYA HAIRSTON</u>			Signature: _____			Signature: <u>[Handwritten Signature]</u>			
Printed Name: <u>Tanya Hairston</u>			Printed Name: _____			Printed Name: <u>Tanya Hairston</u>			Printed Name: _____			Printed Name: _____			
Date: <u>8/6/2015</u>			Date: _____			Date: <u>8/6/2015</u>			Date: _____			Date: _____			
Telephone Number: (301) 851-2858			Telephone Number: _____			Telephone Number: (301) 851-2858			Telephone Number: _____			Telephone Number: _____			
updated 1/21/2014 - Previous versions are obsolete.															

Helpful Links/ Resources

BOCs / RSCs

Searchable PDF (ctrl+ F)

2600	Supplies and Materials.....	5
2610	Supplies – Energy Related.....	5
2620	Scientific and Experimental Supplies.....	5
2630	IT-Related Supplies.....	35
2640	Commodities.....	36
2650	Cost of Materials Used in Production.....	36
2660	Subscriptions, Pamphlets, and Documents.....	36
2670	Supplies and Materials – General.....	37
2680	GSA – FEDSTRIP Supplies.....	37
2690	Materials and Parts.....	37
	Equipment.....	37
3100	Equipment.....	38
3110	Machinery and Equipment (Other) – Capitalized and Accountable.....	39
3120	Machinery and Equipment – Capitalized and Accountable.....	39



BOC/RSC Manual Link:

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



FMD FOB

Minneapolis, MN