

2019

Sales Order Training

For APHIS – Wildlife Services

Presented by FMD FOB ~ Minneapolis, MN ~ Dec 25th, 2019

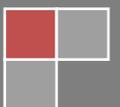


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Acronyms

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

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

Master Data Overview

FMMI Master Data Elements

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

Budget Period (BP)

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

Example

- Annual 2020
- No-Year 20XX
- Multi-year 1819

Application of Funds

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

Examples of Application of Funds:

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

Link to Treasury Account Symbols:

http://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm

Funds

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

OMB Recognized Category Programs

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

Examples of Funds:

- AP001600AD – General Direct-**Cat A**
- AP001600AR – General Reimbursable-**Cat A**
- AP00161EAR – Import/Export User Fees; General-Reimb-**Cat A**
- AP005161AV – Special AQI-**Cat A**
- AP00160MBN – Farm Bill; Non-Appropriated-Transfer-**Cat B**

Fund/Cost Centers

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

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

Examples of Fund/Cost Centers

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

Functional Areas

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

Examples of Functional Areas

- AP00AGDISTRIB000 – APHIS Distributable- Cat A (00)
- AP00AGREIMBUR000 – Reimbursable Agreements – Cat A (00)
- AP02SUF10201000 – Farm Bill-Plant Pest/Dis Mgmt – Cat B (01, 02 or 03)
- AP01GPCITGREN000 – Citrus Greening - Cat B (01, 02 or 03)

Funded Program/Work Breakdown Structure (WBS)

- Provides a means of collection and tracking costs of a specific job, service, project, or task.

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

APHIS uses up to 3 WBS level:

- Level 1 – AP.XX.XXX
- Level 2 – AP.XX.XXX.XX *Spending occurs at level 2 or higher*
- Level 3 – AP.XX.XXX.XX.XXXX

WBS Expense Project (AP.EX.XXXX.XX)

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

WBS Reimbursable (AP.RA.XXXX.XX)

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

Shorthand Code (SHC)

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

Shorthand Code Format:

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

Example:

- 00WSHQ0808EPPSODEPD00011234
 - Budget Period: 2020
 - Cost Center: APWSHQ0808
 - Functional Area: AP00PEPPSODE000
 - WBS Level 2: AP.EX.PD00.01 (If no WBS fill with “PUBLICUSDA”)
 - WBS Level 3: AP.EX.PD00.01.1234 (If only a WBS Level 2, fill with “USDA”)

Commitment Items

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

Examples of BOCs

- 1100 – Personnel Compensation
- 2570 – Miscellaneous Services

- 4200 – Insurance Claims and Indemnities

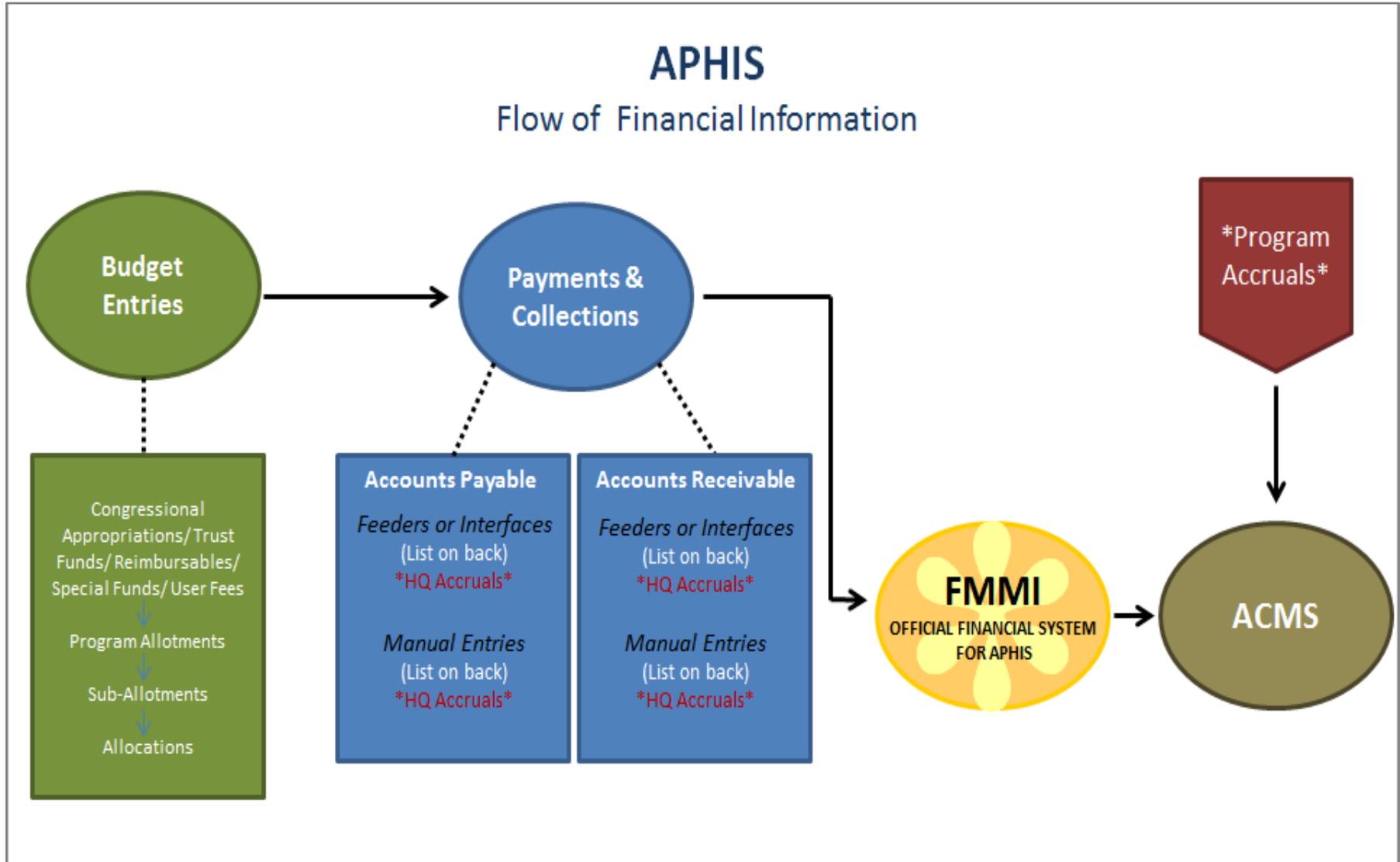
Examples of RSCs

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

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

Link to the BOC Manual: <https://nfc.usda.gov/FSS/Publications/FMS/boc.pdf> (PDF Searchable)

APHIS Financial Information Flow



Accounts Payable	Accounts Receivable
<p>Feeders or Interfaces WebTA/Payroll (Employee Payments) Concur (Govt Temporary Duty Travel) SmartPay 3 (Purchase Cards) WEX (Fleet Cards) PROP (Property) IAS (Procurement) Ameresco (Utilities) Metel (Telephone)</p> <p>Manual Entries IPAC* VADRs* ePRES (foreign payments) SPS (same day payments) Employee Reimbursements (SF-1164s) eFABS (Allowances) Misc Pay BSE Coop Agreements EEO Payments Training (SF-182) Fee Basis Grants Honorariums Indemnities Patent Royalties Postage Tort Claims Transportation UPS Contracts Adjustments</p>	<p>Feeders or Interfaces Lockboxes VS User Fee System</p> <p>Manual Entries ACH FedWire IPAC Pay.gov Lockbox Rejects Sales Orders (SO) Billings (non-SO related) Modifications Transfers Refunds Write Offs</p> <p>SO Jobs FOB Runs Overhead RRB Billing</p> <p>*Feeders being developed</p>

General Ledger Overview

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

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

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

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

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

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

G/L accounts list			
Menu ▾ ▶ Saving... Back Exit Cancel System ▾ List overview Previous Section Next Section			
ChAc	G/L account	CoCd	Long Text
USGL	1010000000	USDA	Fund Balance With Treasury
USGL	1010220000	USDA	Disbursement Adjustment Account (Column2/ Section2)
USGL	1010230000	USDA	Collection Account (Column2/Section3)
USGL	1010320000	USDA	Disbursement Account (Column3/Section2)
USGL	1010330000	USDA	Collection Adjustment Account (Column3/Section3)
USGL	1010950000	USDA	Splitter Balancing Account
USGL	1010980000	USDA	Cost Transfer/Overhead Offset

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Accounts Payable Accounts Receivable Cost Management Funds M **1** **General Ledger** Interface
 GL Process | Approval | FI Document Mass Upload **2** **Financial Reports** Evaluation | BOBJ General Ledger Management Reports

Chart of Accounts Report

Business Activity

- General Ledger Reports **3**
 - Balances Report
 - G/L Line Items Report
 - Recurring Entry Documents
 - Chart of Accounts Report **4**
 - GL Chart of Accounts
 - GL Chart of Accounts by Company Code
 - Display Changes to GL

Chart of Accounts

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

G/L account selection

G/L account to

Selection using search help

Search help ID

Chart of Accounts

Menu Back Exit Cancel System Choose

FMMI Production - Gold Chart of Accounts
 Denver, CO
 ChartofAccts USGL US Standard General Ledger - USDA

G/L acct	G/L Acct Long Text
1010000000	Fund Balance With Treasury
1010220000	Disbursement Adjustment Account (Column2/ Section2
1010230000	Collection Account (Column2/Section3)
1010320000	Disbursement Account (Column3/Section2)
1010330000	Collection Adjustment Account (Column3/Section3)
1010950000	Splitter Balancing Account
1010980000	Cost Transfer/Overhead Offset
1090000000	Fund Balance With Treasury Under Continuing Res
1110000000	Undeposited Collections
1120000000	Imprest Funds
1130000000	Funds Held by the Public
113000RM01	Funds Held by the Public-FCIC
113000RM02	Funds Held by the Public-FCIC
113000RM03	Funds Held by the Public-FCIC
113000RM04	Funds Held by the Public-FCIC
113000RM05	Funds Held by the Public-FCIC
113000RM06	Funds Held by the Public-FCIC
113000RM07	Funds Held by the Public-FCIC
113000RM08	Funds Held by the Public-FCIC
113000RM09	Funds Held by the Public-FCIC
113000RM10	Funds Held by the Public-FCIC
113000RM11	Funds Held by the Public-FCIC
113000RM12	Funds Held by the Public-FCIC

USSGL Link: <https://fm.fiscal.treasury.gov/v1/supplements/ussgl.html> (PDF Searchable)

Sales Orders Intro

Overview

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

Sales Orders (SOs) are documents in the financial system, Financial Management Modernization Initiative (FMMI). These documents are entered into FMMI upon the signing of an agreement which authorizes the sale of services and sometimes goods of USDA APHIS to a customer. The customers include commercial customers, state governments, local governments, universities, non-USDA federal agencies and Intra-USDA agencies.

SOs can be used to track specific information of an agreement such as agreement dollar amount, various dates associated with the agreement and various descriptions. These SOs are used in the process of assessing of indirect costs (Overhead), and the creation of customer bills known as Resource Related Billing (RRB). However, SOs are not used for capturing costs, collections of customer payments and purchasing of materials because there are various accounting elements that perform those functions. There are five SOs types and each type has a specific purpose depending on the type of customer, how customer bills are processed, terms of the agreement, and when budget authority is established.

Purpose:

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

Not Used for:

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

Sales Order Types – APHIS

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

WS OTC ROWE SO Differences

Purpose

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

SO Type

ROWE

The most common Sales Order type is called Reimbursable Order with Exception or ROWE. The budget is established when the ROWE is entered and Resource Related Billing (RRB) is performed either monthly or quarterly depending on the terms of the agreement. RRB captures unbilled expenses including indirect and direct expenses and creates a bill that is mailed to the customer, which helps them see the progress of the agreement. ROWEs account for about 70% of all Sales Orders.

Differences from other ROWE SOs

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

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

The screenshot shows the USDA Financial Management Modernization Initiative interface. The top navigation bar includes 'Accounts Receivable' and 'AR Evaluation', both highlighted with red boxes. The left sidebar shows 'Business Activity' with 'Display Sales Order' highlighted in a red box. The main content area displays 'Display Reimb w/ Exception 610008114: Overview'. A blue oval highlights the 'Sold-To Party' and 'Ship-To Party' fields, both containing the customer number '3365613' and the name 'WILDLIFE SERVICES GEORGIA OTC / 250 MARQUETTE AVE, STE 410 / ...'. A yellow callout box with a blue arrow points to the name, containing the text 'Note: The name of the customer'. Below the overview, there is a table for 'All items' with one row showing a reimbursable item.

Item	Material	Description	WBS Element	Order Quantity	Un	Amount	per	UoM	Net price
10REIMB		CS GOERGIAAP.RA.OTCS.WS.ER13			1VA	46,618.15		1VA	46,61

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

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

Display Customer: Company Code Data

Menu | [] | Back | Exit | Cancel | System | Other Customer | Display -> Change

Customer: 3365613 WLDLIFE 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	[]	Leg.dunn.proc.	[]
Last Dunned	[]	Dunning Level	0
Dunning clerk	<input type="checkbox"/>	Grouping key	[]

Dunning areas..

Correspondence

Account Statement → **2**

Decentralized processing

DIFF 3: The billing address was set up with the Minneapolis FOB address (see screen shot below).

Display Customer: General Data

Menu | [] | Back | Exit | Cancel | System | Other Customer | Display ->

Customer: 3365613 | WLDLIFE SERVICES GEORGIA OTC | MINNEAPOLIS

Address | Control Data | Payment Transactions

Preview

Name

Title: []

Name: WLDLIFE SERVICES GEORGIA OTC

Search Terms

Search term 1/2: WLDLIFE S

Street Address

Street2: ATTN: BILLINGS

Street/House number: 250 MARQUETTE AVE, STE 410

Postal Code/City: 55401-0000 | MINNEAPOLIS

Region: MN | Minnesota

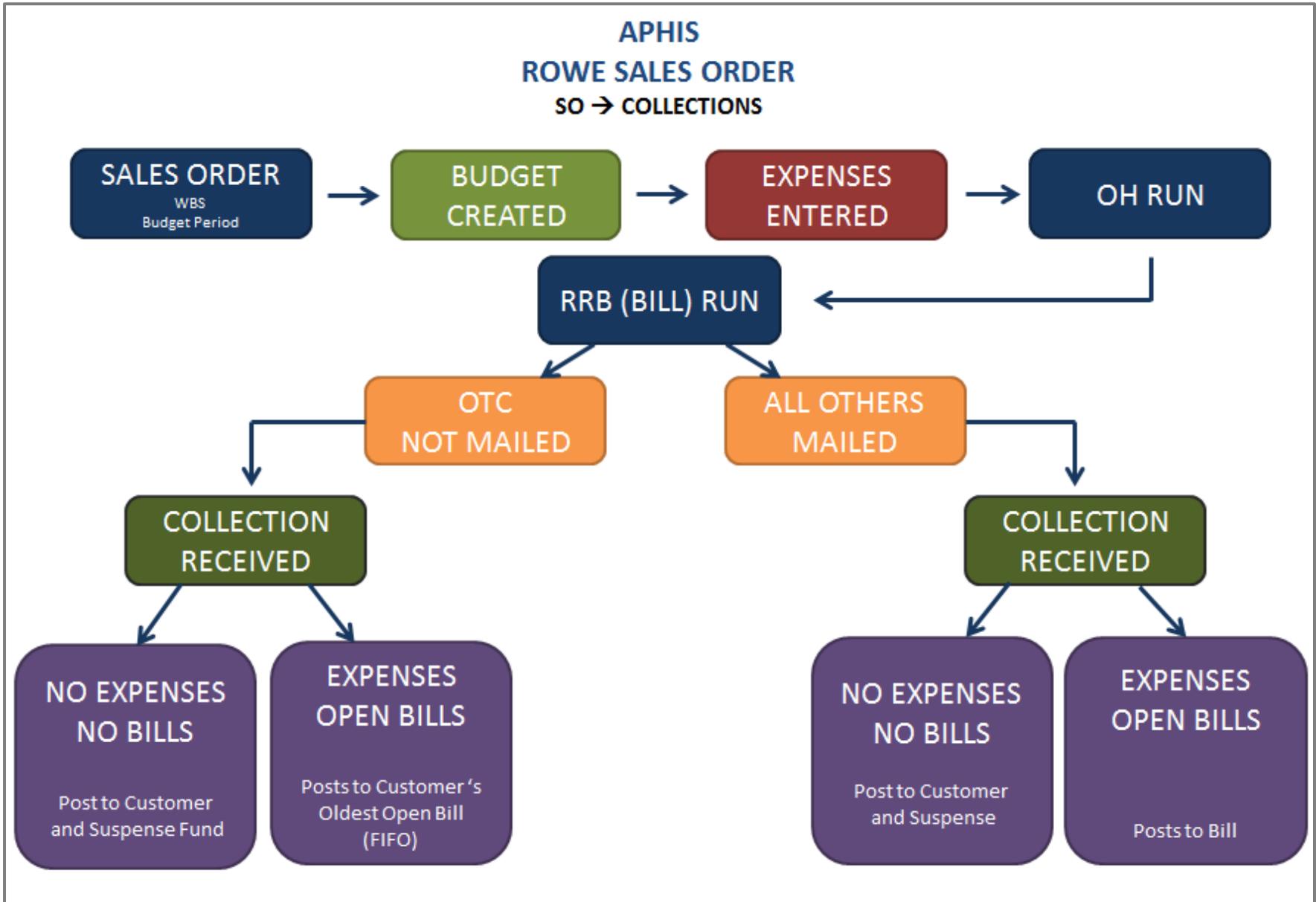
DIFF 4: Bills are generated by Resource Related Billing (RRB) monthly but are **not mailed** to the state offices. RRB captures all eligible (billable) expenses posted to the SOs WBS and BP.

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

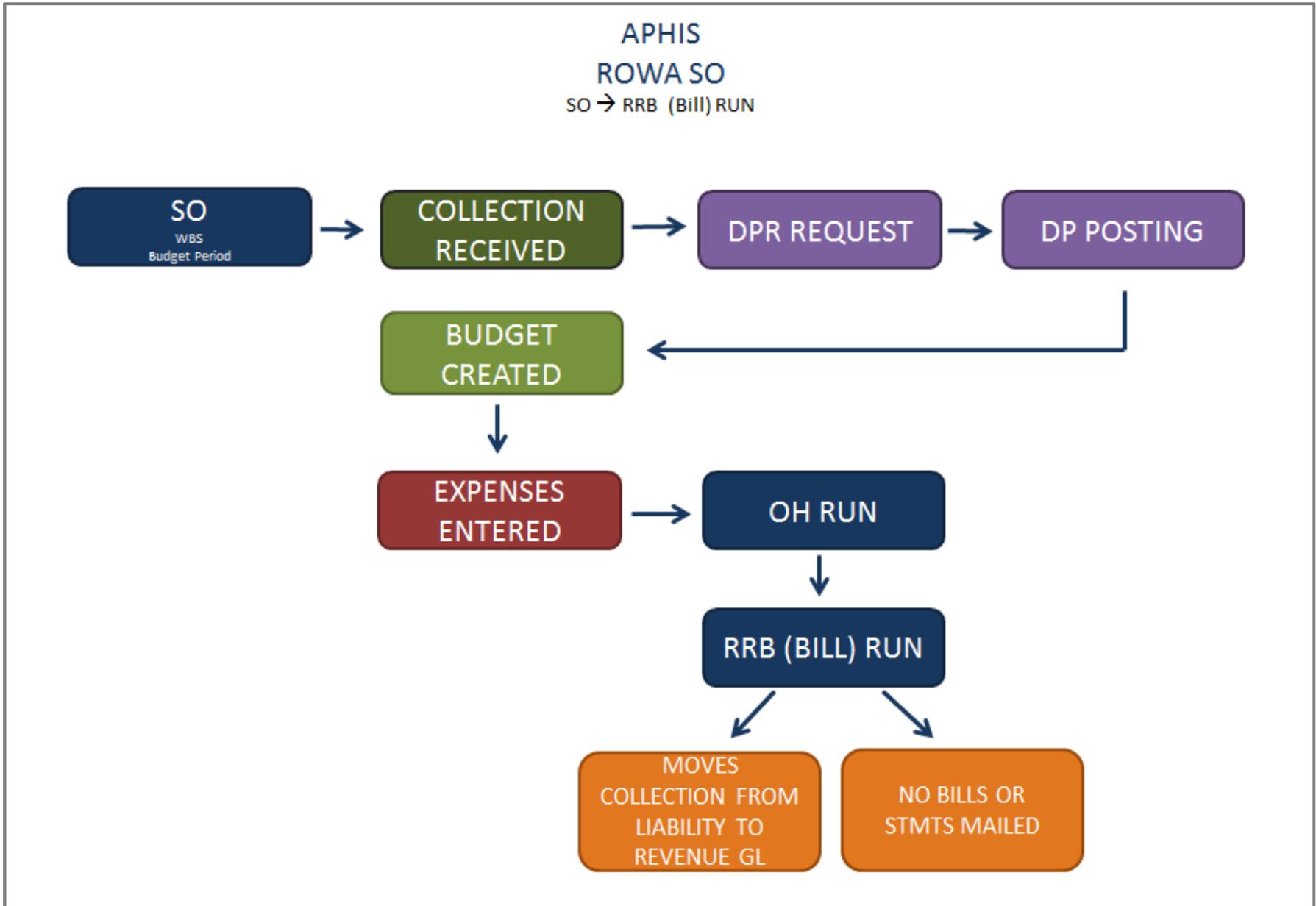
If there are more unapplied funds on the customer number than there are expenses on the bill created by RRB, the remaining funds will sit on the customer number and suspense fund until the next round of RRB captures billable expenses. If this happens there could be one collection that is partially applied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

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

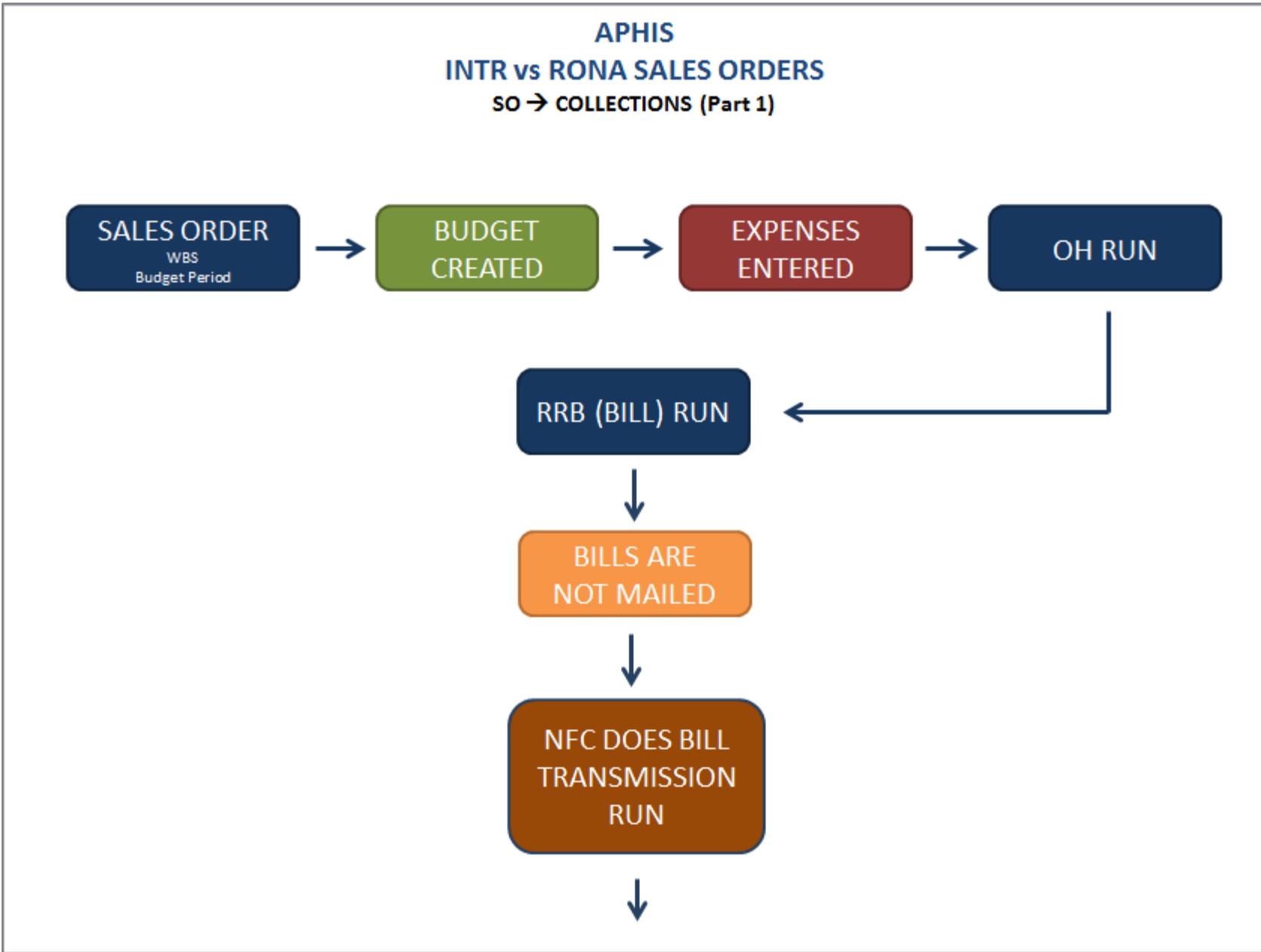
APHIS ROWE SO Flowchart



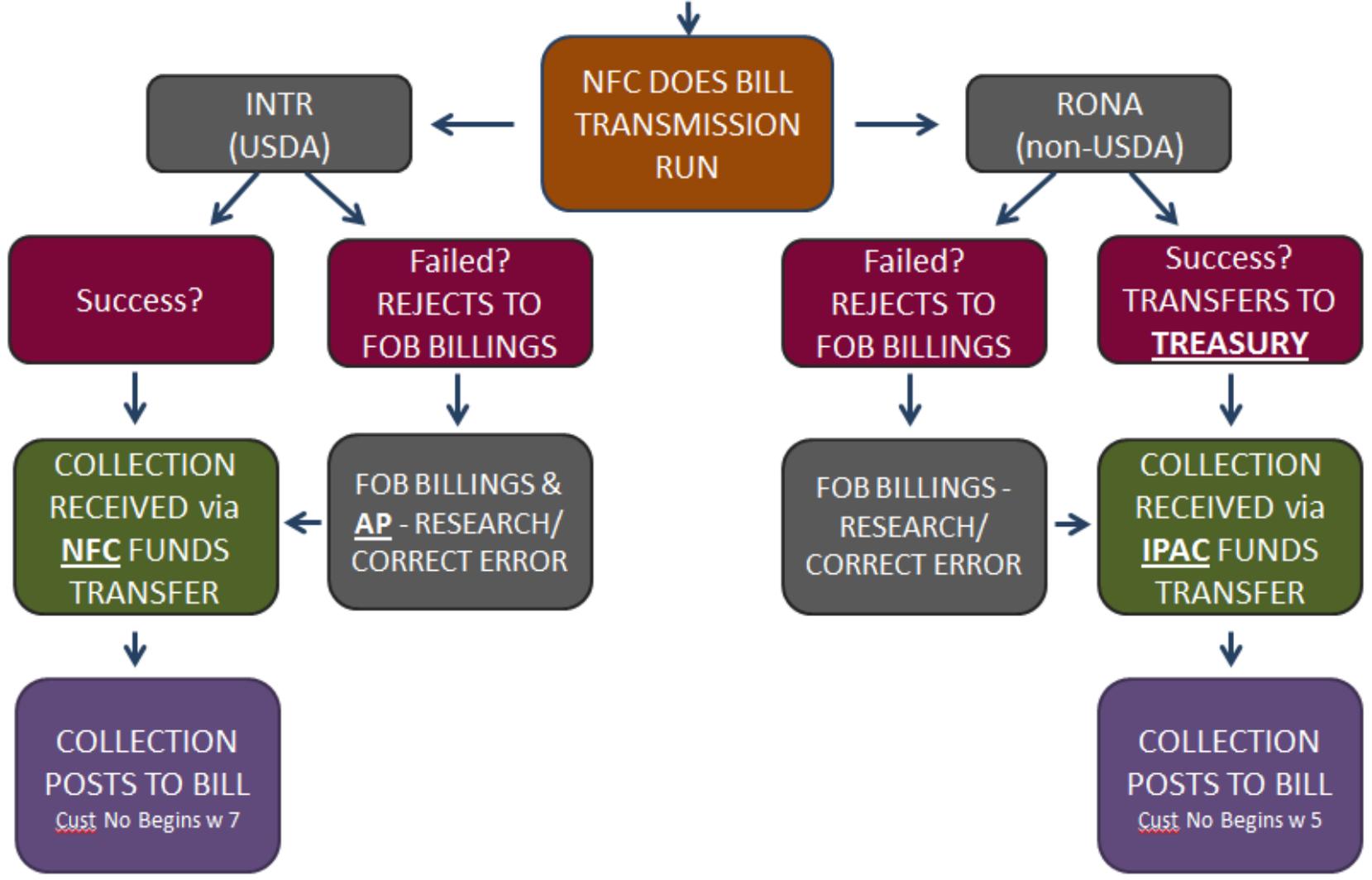
APHIS ROWA SO Flowchart



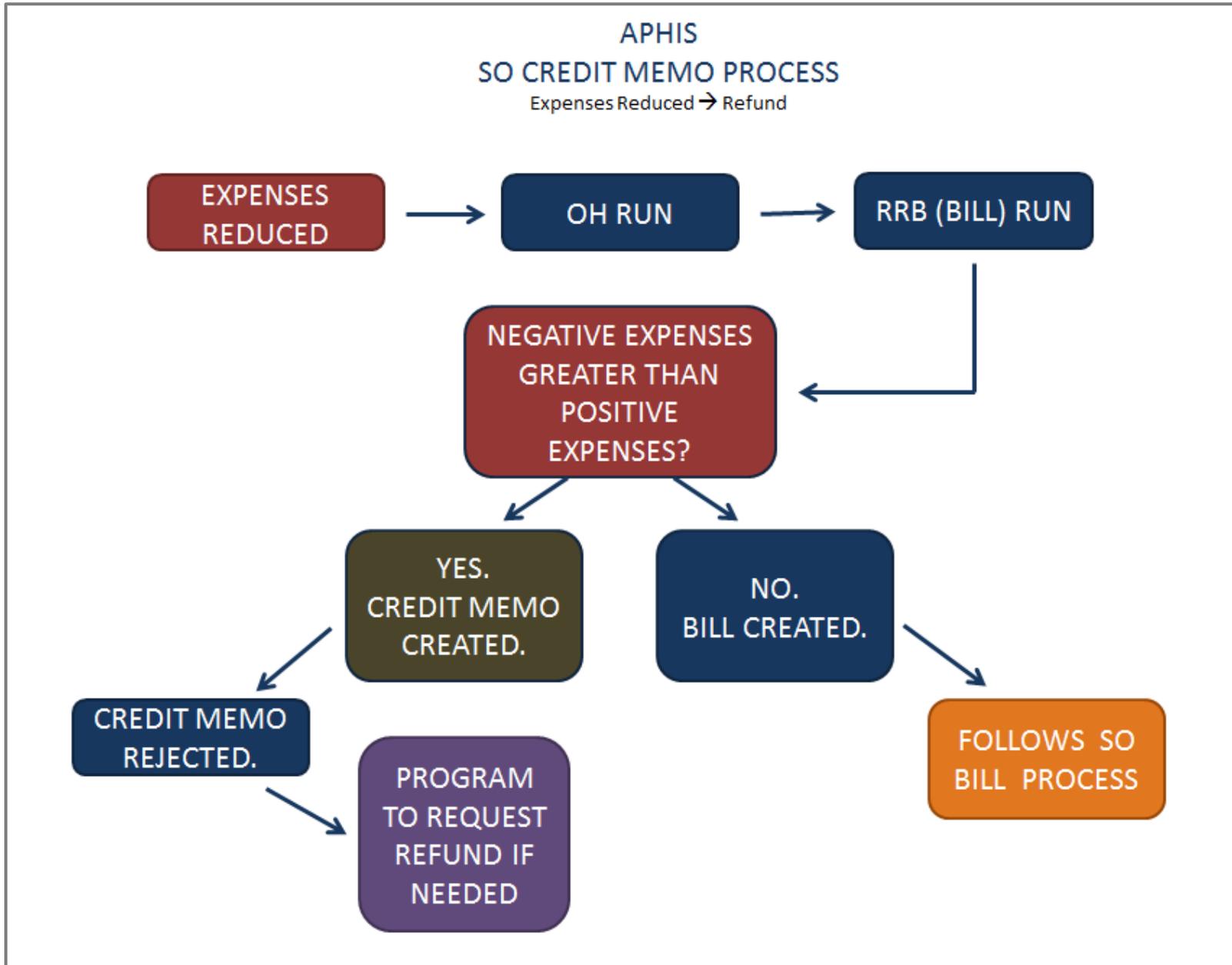
APHIS INTR vs RONA SALES ORDERS Flowchart



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



APHIS SO CREDIT MEMO PROCESS Flowchart



FMMI Intro

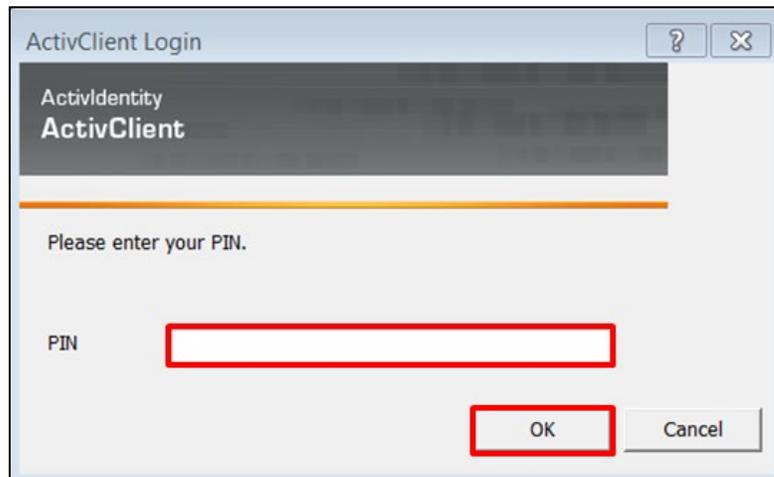
Accessing FMMI

Instructions

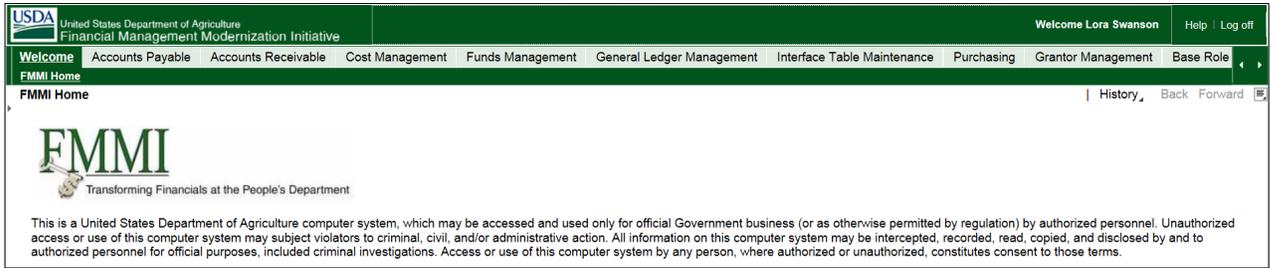
1. Go to <https://portal.fms.usda.gov/>
2. The following screen will display. Click on **Click Here to Log in with your LincPass.**



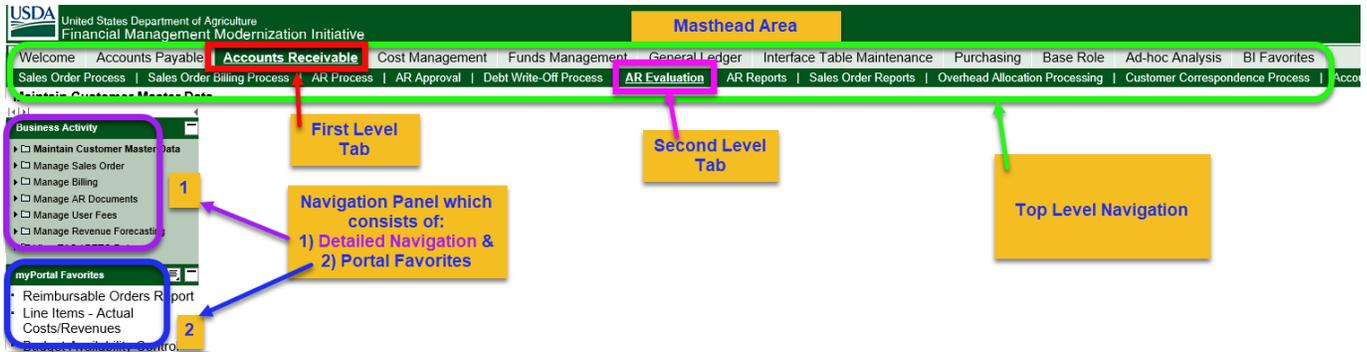
3. The following screen will display. Enter your PIN and click **OK.**



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



Navigation in FMMI:



Note: Second Level Tabs are “Role based” and tabs are visible if you have been assigned the role. For more about Roles please see the section named “Roles in FMMI”.

FMMI Report Types

Overview

The three main report types in FMMI are:

1. ECC Report
2. HANA / BOBJ Report
3. BI Report (Being phased out)

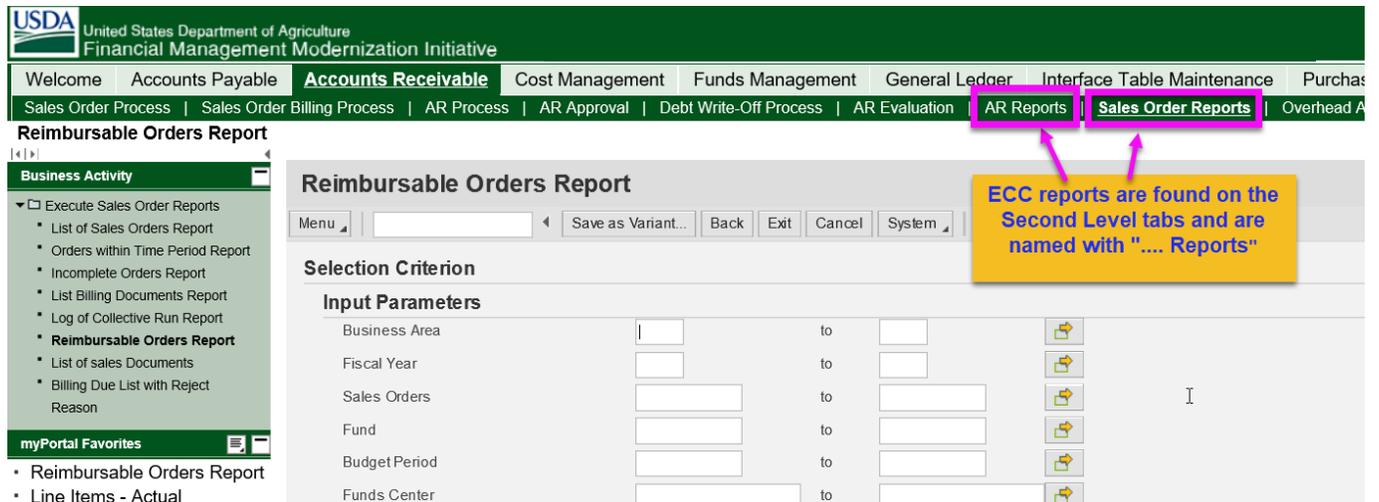
Determining FMMI Report Type

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

FMMI Report Types

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

Report Type Example = ECC – located under Second Level Tab and typically labeled with “...Reports”



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

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

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

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

Overview

- Detail Trial Balance (BP)**
This report displays a detail view of the Standard Trial Balance by providing additional selection parameters and drill-down criteria.
- Standard Trial Balance**
This report gives you the beginning balance, debit, credit, and ending balance for both proprietary and budgetary General Ledger accounts.
- Status of Funds GL**
This report provides year-to-date budget and actual activity by fund. The report displays the Original Authority (USGL/41xx, 42xx and 43xx), Undistributed Appropriation (USGL/4450), Undistributed Apportionment
- Un-liquidated Obligations Detail Report**
The Un-liquidated Obligations Detail Report obligations, liquidating activity and outstanding by Fund, Purchase Orders, Funds Commitments. 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. The report displays the Original Authority (USGL/4510 and 4590), Available Authority (USGL/4650), Commitments (USGL/47xx), Obligations, Expenditures (USGL/49xx) by fund.
- Transaction Register Detail**
This report provides a detail analysis of Federal standard FMFI accounting elements

• **HANA**

- Real Time ECC Reports
- Created by APHIS staff or USDA Headquarters
- AR has HANA Reports and are found on the Second Level tab.

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

State Local Vendor/Customer Master Data Evaluation-Unmasked PII | Vendor and Customer Master Data Request | Commercial Vendor/Customer Master Data Evaluation-Unmasked PII | Employee Vendor/Customer Master Data Evaluation-Unmasked PII | **HANA Accounts Receivable Reports** | BI Accounts Receivable Reports

Overview

- Sales Order History**
The HANA version of the Sales Order History Report will include design features from the current BI Sales Order History Report and the ECC Reimbursable Orders Report. The report will allow agencies to track Sales Order funding authority and the status of billed and collected amounts for reimbursable and trust fund Sales Orders. The report will also be used to support receivables against Sales Orders.
- Accounts Receivable Aging Summary**
The Accounts Receivable Aging Summary Report displays the outstanding amounts per customer include: interest, penalties, administrative charges, and any delinquent amount. This report will allow agencies to track delinquent accounts receivable amounts broken up by the following delinquent days: 30 days, 31-60 days, 61-90 days, 91-120 days, 121-180 days, 181-365 days, 1-2 years, and 3+ years delinquent.
- Sales Order Document Chain**
Sales Order Document Chain Reports allows users to drill down from Sales Order to the Billing and Document flow information.
- Accounts Receivable History**
The Accounts Receivable History displays all the open and closed customer amounts.

You may have to use the Right Scroll button to get to the HANA Accounts Receivable Reports

• **BOBJ**

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

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

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

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

Overview

- 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.
- 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.
- 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 Obligor Document Number, and FMFI Document Number.
- Finance Dashboard**
The Financial Management Dashboard provides the Budget Execution for FAS when for any activity. It will allow users to view the entire flow/lifecycle across the fiscal years, Fiscal every program area. It also provides a method through the entire reimbursable agreement will include ability to review Earnings, Billings any specific time period.
- Budget Fund Review Report**
The Budget Funds Review report provides Budget by program areas and budget activity data from both GL and FM tables in an audit to provide users a more complete picture of for manual manipulation and provides a screenshot any given time period. This will be beneficial for upcoming year forecasting.
- Open Accruals**
The Open Accruals report will provide all the The report is required to help manage accruals for reversal but have not reversed.

- **BI Favorites > BEx**

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

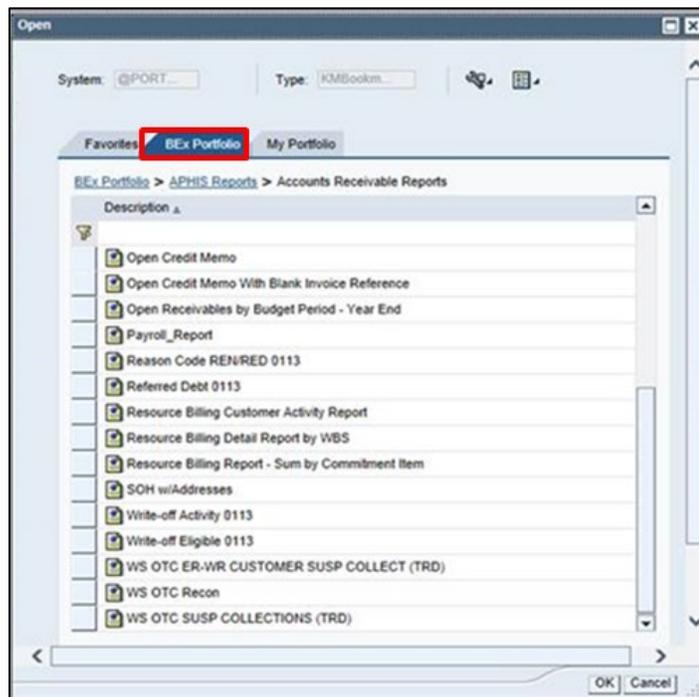
Report Type Example = BEx – located under “BEx Portfolio”

Commercial Vendor/Customer Master Data Evaluation-Unmasked PII | Employee Vendor/Customer Master Data Evaluation-Unmasked PII | HANA Accounts Receivable Reports | **BI Accounts Receivable Reports** | History | Back | Forward

[Daily Collections](#)
The Daily Collections report provides detailed information about each accounts receivable collection.

[Customer Account Activity](#)
The Customer Account Activity Report provides detailed information about customer account activity for a given range. For a given customer, the principle amount, interest, administrative fees, penalty charges, and the active amount is given. The corresponding billing document, clearing document, and posting date is provided.

You may have to use your Right Scroll button to get to the BI Accounts Receivable Reports



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

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

Roles in FMMI

- If you have access in FMMI to perform a function, you have the role assigned to you. If you do not have access to perform the function, you have not been assigned the role.
- You are only allowed to request/obtain roles needed for your job due to OMB A-123/Internal Controls, Separation of Duties controls. Each report or function mentioned in this document identifies the role needed to execute the report or perform the function. This document should identify every FMMI role you may need to perform your job in relation to SOs.
- You may request needed roles through your FMMI program lead or your supervisor. They will need to submit the request to APHIS-MRPBS FMD Security <mrp.fas.security.team@aphis.usda.gov>.
- For questions regarding the requesting process, see the [New User Access Guide](#).
- If you need assistance with deciphering roles please contact <mrp.fas.security.team@aphis.usda.gov>.

Display Sales Order (SO)

Purpose

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

Considerations

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

Report Type

ECC

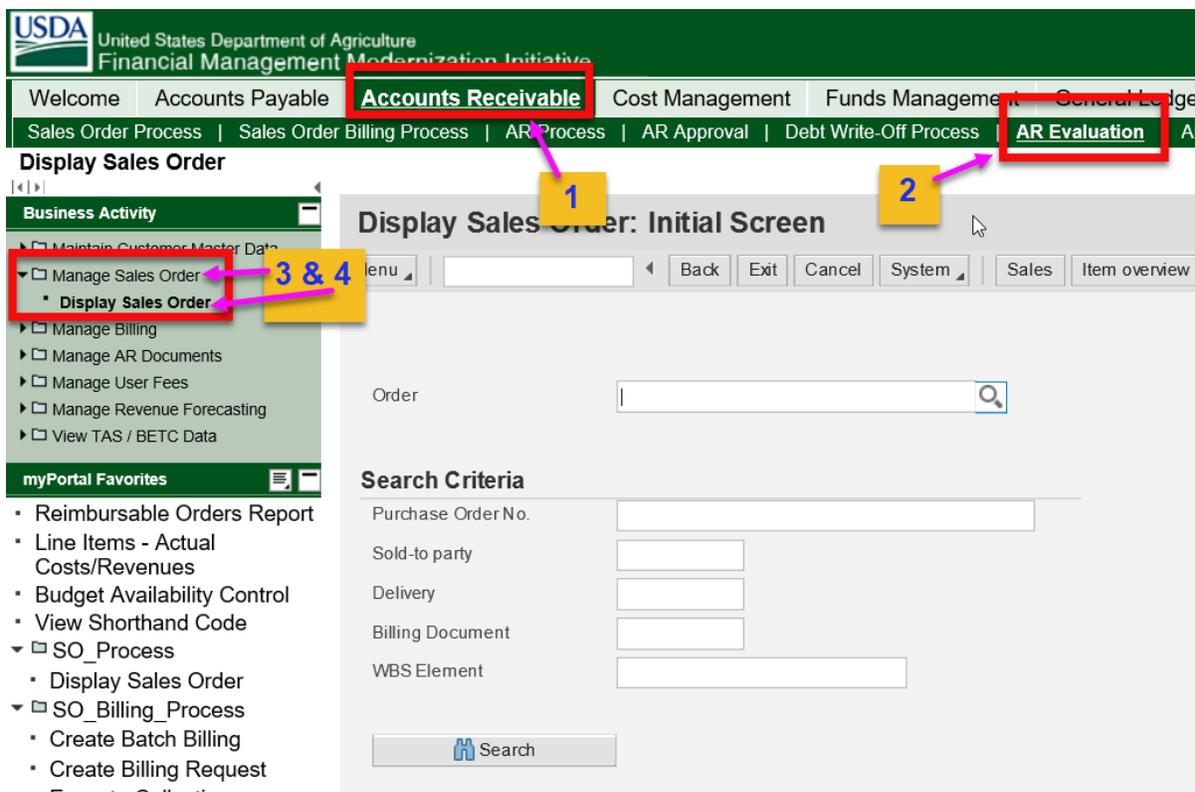
FMMI Role

Accounts Receivable, AR Evaluator Role

Instructions

STEP 1: Go to:

1. **Accounts Receivable**
2. **AR Evaluation**
3. **Manage Sales Order**
4. **Display Sales Order**



STEP 2: If you know the SO Number you would like to view, enter the SO Number (i.e. 3200001871) in the Order field and press the **Enter** key on the keyboard or click **Search** button.

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

Sales Order Process | Sales Order Billing Process | AR Process | AR Approval | Debt Write-Off Process | **AR Evaluation** | AR Re

Display Sales Order

Business Activity

- Maintain Customer Master Data
- ▾ Manage Sales Order
 - **Display Sales Order**
- Manage Billing
- Manage AR Documents
- Manage User Fees
- Manage Revenue Forecasting
- View TAS / BETC Data

myPortal Favorites

- Reimbursable Orders Report
- Line Items - Actual Costs/Revenues
- Budget Availability Control
- View Shorthand Code
- ▾ SO_Process
 - Display Sales Order
- ▾ SO_Billing_Process
 - Create Batch Billing
 - Create Billing Request
 - Execute Collective Billing FAS

Display Sales Order: Initial Screen

Menu Back Exit Cancel System Sales Item overview C

Order

Search Criteria

Purchase Order No.

Sold-to party

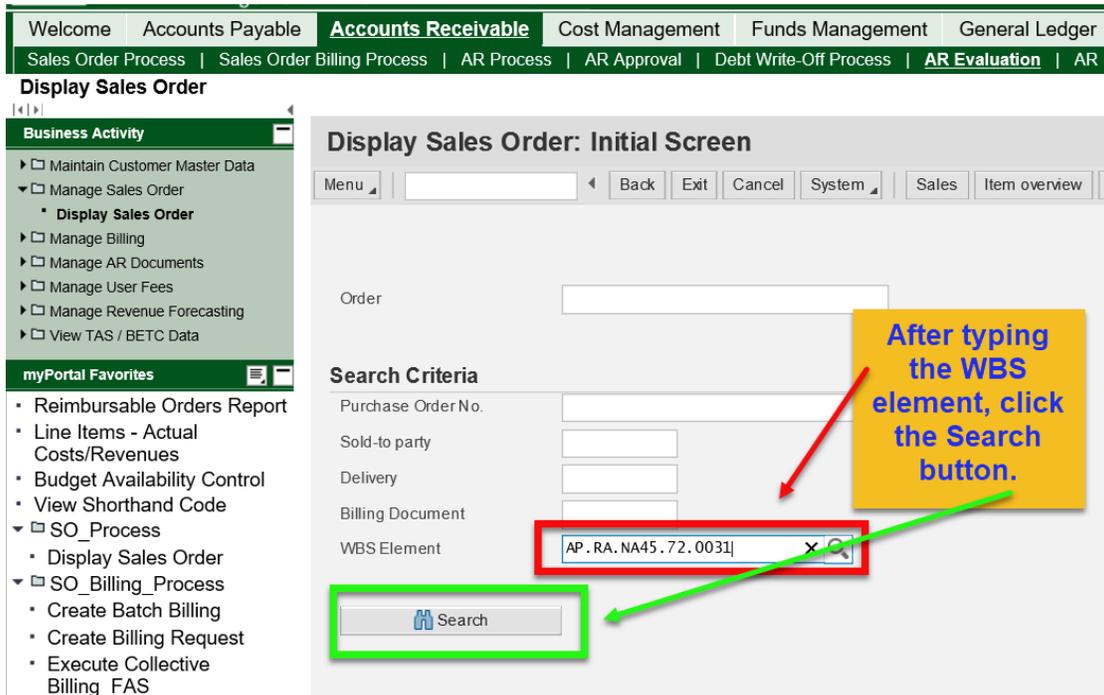
Delivery

Billing Document

WBS Element

After typing the SO number you can: press the Enter key on the keyboard or click the Search button.

STEP 3: If you don't know the SO Number and want to search by WBS, enter the WBS Element (i.e. AP.RA.NA45.72.0031) and click **Search**.



STEP 4: The following screen will appear which lists the WBS and associated SO documents.

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

Restrict Value Range (1)

Restrictions

WBS Element	Sales Doc.	Item	I
AP.RA.NA45.72.0031	60001188	000010	
AP.RA.NA45.72.0031	60001276	000010	
AP.RA.NA45.72.0031	60001455	000010	
AP.RA.NA45.72.0031	60001666	000010	
AP.RA.NA45.72.0031	60002410	000010	
AP.RA.NA45.72.0031	60002711	000010	
AP.RA.NA45.72.0031	60002845	000010	
AP.RA.NA45.72.0031	70261158	000010	
AP.RA.NA45.72.0031	70261846	000010	
AP.RA.NA45.72.0031	70326740	000010	
AP.RA.NA45.72.0031	3200001871	000010	
AP.RA.NA45.72.0031	70326740	000020	

12 Entries found

Click on the SO number to highlight the line and then click the green check mark

STEP 5: Regardless of whether you open your SO using a Sales Order Number or search for it using a WBS Element or a Billing Document, you will see the following screen. This is your overview screen of the Sales Order.

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

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

Sales Order Process Sales Order Billing Process AR Process AR Approval Debt Write-Off Process AR Evaluation AR Reports Sale Processing CU

Display Sales Order

Display Reimb - No Advance 3200001871: Overview

Reimb - No Advance 3200001871 Net value 3,006.19 USD

Sold-To Party 5000620 NATIONAL PARK SERVICE / ACCOUNTING OPERATIONS CENTER / HE...

Ship-To Party 5000620 NATIONAL PARK SERVICE / ACCOUNTING OPERATIONS CENTER / HE...

PO Number PO date 08/17/2012

Display document flow

The "Display document flow" button will show the information related to the bills, credit memos or bill cancellations.

The PO date shows when the SO was entered

Item	Material	Description	WBS Element	Order Quantity	Un	Amount	per	UoM	Net price	Crcy	Pln
10REIMB		12-7245-4931-1A	AP.RA.NA45.72.0031		1VA	3,006.19		1VA	3,006.19USD		D APC

SO Line Item Drill Down Instructions

STEP 1: To see the details of a SO line, Double Click on the WBS Element.

The screenshot shows the SAP Accounts Receivable interface. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger', and 'Interface Table'. Below this, there are sub-navigators for 'Sales Order Process', 'Sales Order Billing Process', 'AR Process', 'AR Approval', 'Debt Write-Off Process', 'AR Evaluation', 'AR Reports', and 'Sales Or'.

The main window is titled 'Display Sales Order' and contains a left-hand menu with 'Business Activity' and 'myPortal Favorites'. The 'Business Activity' menu includes options like 'Maintain Customer Master Data', 'Manage Sales Order', 'Manage Billing', 'Manage AR Documents', 'Manage User Fees', 'Manage Revenue Forecasting', and 'View TAS / BETC Data'. The 'myPortal Favorites' menu includes 'Reimbursable Orders Report', 'Line Items - Actual Costs/Revenues', 'Budget Availability Control', 'View Shorthand Code', 'SO_Process', 'SO_Billing_Process', 'Create Batch Billing', 'Create Billing Request', 'Execute Collective Billing_FAS', 'Review Billing Requests - DP98', 'Split OH Table Maintenance', 'Project Builder', 'Create Overhead Cost Allocation', 'Customer Product Invoice-FI', 'Manage Sales Order', 'Vendor Master Data - Purchasing - XK03', 'View Customer Master Data', 'Display Account Balance for AR Items', and 'Mass Upload FI Document'.

The main content area is titled 'Display Reimb w/ Exception 6100008083: Overview'. It features a 'Menu' dropdown, buttons for 'Back', 'Exit', 'Cancel', and 'System', and options for 'Display document flow', 'Status overview', and 'Di'. The overview section includes fields for 'Reimb w/ Exception' (6100008083), 'Net value' (20,645.08 USD), 'Sold-To Party' (6000991), 'Ship-To Party' (6000991), and 'PO Number' (10/29/2013).

Below the overview is a tabbed interface with 'Sales' selected. The 'Sales' tab shows details for 'Req. deliv.date' (10/29/2013), 'Contract start', 'Delivery block', 'Billing block', 'Payment terms' (0030 Net 30), 'Incoterms', and 'Order reason'. A yellow callout box with a purple arrow points to the 'WBS Element' column in the 'All items' table, with the text: 'Double click on the WBS Element to view the details of that line.' The 'All items' table has columns for 'Item', 'Material', 'Description', 'WBS Element', 'Order Quantity', 'Un', and 'Amount'. The first row is highlighted, with the WBS Element 'AP.RA.RX12.72.0040' circled in red.

Item	Material	Description	WBS Element	Order Quantity	Un	Amount
10	REIMB	14-7212-4369...	AP.RA.RX12.72.0040		1VA	9,987.0
20	REIMB	14-7212-4369...	AP.RA.RX12.72.0196		1VA	2,975.4
30	REIMB	14-7212-4369...	AP.RA.RX12.72.0197		1VA	7,681.9

STEP 2: The following screen will appear. This shows data ONLY for the SO line item selected.

[Welcome](#) | [Accounts Payable](#) | **[Accounts Receivable](#)** | [Cost Management](#) | [Funds Management](#) | [General Ledger](#) | [Interface Table Maintenance](#) | [Purchasing](#) | [Base Role](#) | [Ad-hoc](#)
[Sales Order Process](#) | [Sales Order Billing Process](#) | [AR Process](#) | [AR Approval](#) | [Debt Write-Off Process](#) | **[AR Evaluation](#)** | [AR Reports](#) | [Sales Order Reports](#) | [Overhead Allocation Processing](#) | [Custom](#)

Display Sales Order

Business Activity

- ▢ Maintain Customer Master Data
- ▢ Manage Sales Order
 - ▢ **Display Sales Order**
 - ▢ Manage Billing
 - ▢ Manage AR Documents
 - ▢ Manage User Fees
 - ▢ Manage Revenue Forecasting
 - ▢ View TAS / BETC Data

myPortal Favorites

- ▢ Reimbursable Orders Report
- ▢ Line Items - Actual Costs/Revenues
- ▢ Budget Availability Control
- ▢ View Shorthand Code
- ▢ SO_Process
 - ▢ Display Sales Order
 - ▢ SO_Billing_Process
 - ▢ Create Batch Billing
 - ▢ Create Billing Request
 - ▢ Execute Collective Billing_FAS
 - ▢ Review Billing Requests - DP98
 - ▢ Split OH Table Maintenance
 - ▢ Project Builder
 - ▢ Create Overhead Cost Allocation
 - ▢ Customer Product Invoice-FI
 - ▢ Manage Sales Order
 - ▢ Vendor Master Data - Purchasing - XK03
 - ▢ View Customer Master Data
 - ▢ Display Account Balance for AR Items
 - ▢ Mass Upload FI Document

Display Reimb w/ Exception 6100008083: Item Data

Menu | [] | Back | Exit | Cancel | System | First item | Previous item | Next item | Last item | Display document flow | Item output view | Configur

Sales Document Item: 10 | Item category: ROWE | Reimb No Adv w/ Exc

Material: REIMB | 14-7212-4369-Q

Sales A | Sales B | **Contract data** | Shipping | Billing Document | Conditions | Account assignment | Schedule lines | Partners | Texts

Order Quantity and Delivery Date

Order Quantity: 1 VA | 1 VA | 1 VA

First Delivery Date: D | 10/29/2013

Delivery time: []

General Sales Data

Net value: 9,987.66 USD | Exch. Rate: 1.00000

Pricing date: 10/29/2013

Material entered: REIMB

EAN/UPC: []

Engineering change: [] | BOM explosion number: []

Usage: []

Bus.transaction type: []

Reason for rejection: [] | Preference: []

Alternative to item: 0

Period of Performance

Per. of Perf. Start: [] | Per. of Perf. End: []

STEP 3: Note the following items:

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

[Welcome](#) | [Accounts Payable](#) | **[Accounts Receivable](#)** | [Cost Management](#) | [Funds Management](#) | [General Ledger](#) | [Interface Table Maintenance](#)
[Sales Order Process](#) | [Sales Order Billing Process](#) | [AR Process](#) | [AR Approval](#) | [Debt Write-Off Process](#) | **[AR Evaluation](#)** | [AR Reports](#) | [Sales Order Reports](#)

Display Sales Order

Business Activity

- ▢ Maintain Customer Master Data
- ▢ Manage Sales Order
 - ▢ **Display Sales Order**
 - ▢ Manage Billing
 - ▢ Manage AR Documents
 - ▢ Manage User Fees
 - ▢ Manage Revenue Forecasting
 - ▢ View TAS / BETC Data

myPortal Favorites

- ▢ Reimbursable Orders Report
- ▢ Line Items - Actual Costs/Revenues
- ▢ Budget Availability Control
- ▢ View Shorthand Code
- ▢ SO_Process
 - ▢ Display Sales Order

Display Reimb w/ Exception 6100008083: Item Data

Menu | [] | Back | System | First item | Previous item | Next item | Last item | Config. | Costing

Sales Document Item: 10 | Item category: ROWE | Reimb No Adv w/ Exc

Material: REIMB | 14-7212-4369-Q

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

Val period

Contract start date: 10/01/2013

Contract end date: 04/15/2019

Val.period.category: []

Contract val period: 0

Installation date: [] | Acceptance date: []

The "Contract data" tab shows the:
Contract start date
Contract end date

- b. Account Assignment Tab – shows the following:
 - i. Overhead Costing Sheet

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

Display Reimb w/ Exception 6100008083: Item Data

Menu | [] | [Back] [Exit] [Cancel] [System] | [First item] [Previous] | []

Sales Document Item: 10 | Item category: ROWE | Reimb No: []

Material: REIMB | 14-7212-4369-Q

Sales A | Sales B | Contract data | Shipping | Billing Document | Conditions | **Account assignment** | Schedule lines | Pa

Account assignment

Business Area: AP00 | Order: []

Profit Center: [] | Profit Segment: []

WBS Element: AP . RA . RX12 . 72 . 0040

Overhead info

Costing sheet: ZWS14 | USDA - OH for All Expen: []

Overhead key: R2715

Data relevant for cost accounting

FM AccAssign

Object Assignment: Funds Management

Obj. cat.: Sales doc. item

Object: 6100008083/10

Commitment Item: 0200

Funds Center: APWSER1212

Fund: AP001600AR

Functional Area: AP00AGREIMBUR000

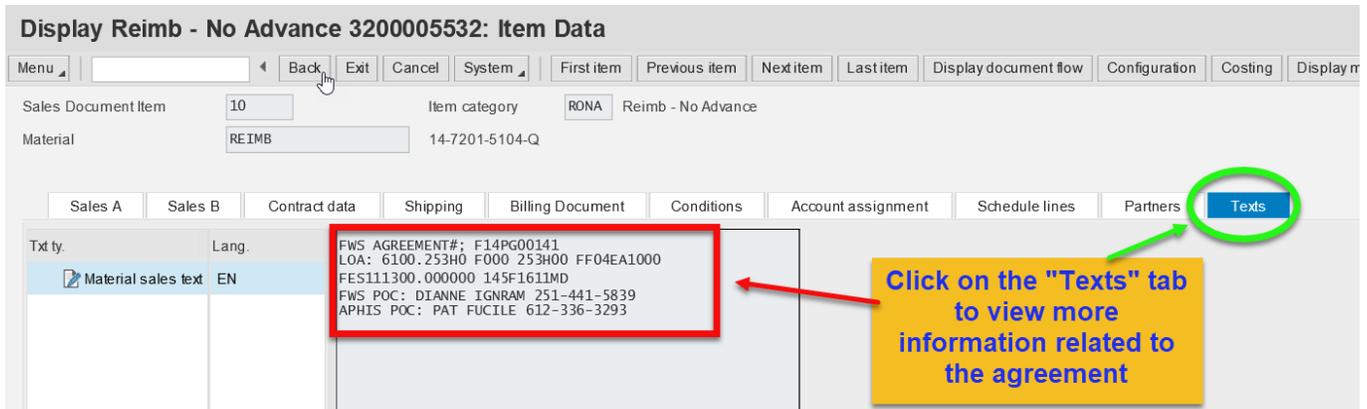
Funded Program: AP . RA . RX12 . 72 . 0040

Budget Period: 14XX

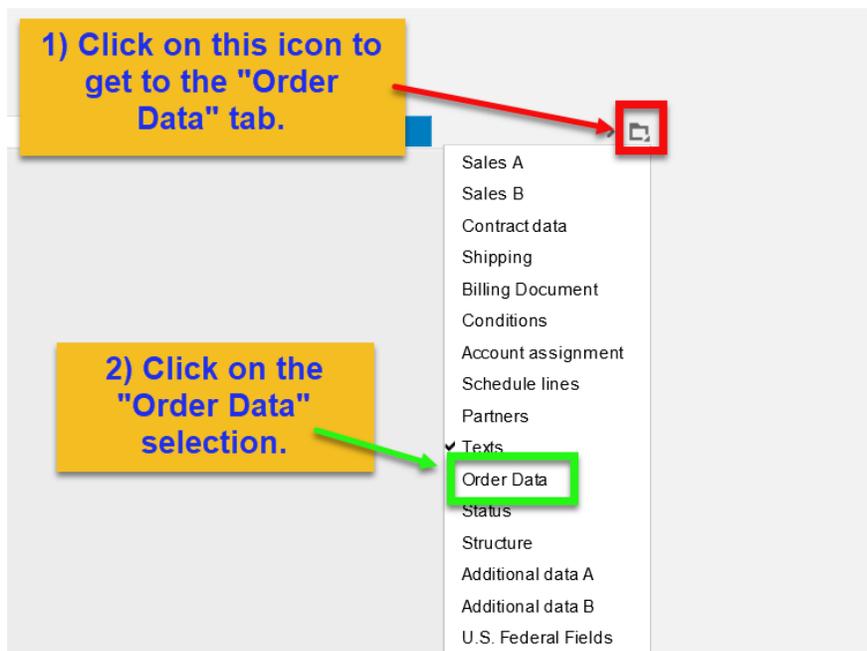
[] []

- c. Texts Tab - only used on RONA and INTR SOs – shows the following:
 - i. Other agency’s agreement or MIPR number
 - ii. Any accounting information the other agency needs for them to process the billing on their side

- iii. In some cases, such with a MIPR the whole line of accounting provided on MIPR must be entered
- iv. Name and contact information for both agency's point of contact (POC), in case of questions
- v. This tab *must* be filled in at the time the SO line is established. Otherwise, we can not save and generate the SO number.



- d. Order Data Tab – only used on RONA and INTR SOs – shows the following:
 - i. PO number
 - 1. RONA = the other agency's agreement number or MIPR number
 - 2. INTR = the other USDA agency's FMMI PO number
 - ii. Purchase Order Item
 - 1. INTR = the line number of the purchase order
 - iii. Your Reference
 - 1. NTR = TAS (Treasury Account Symbol)
 - iv. This tab must be filled in at the time the Sales Order line is established. Otherwise, we can not save and generate the Sales Order number.



Below is what the Order Data tab looks like:

Display Reimb - No Advance 3200005532: Item Data

Menu | [] | Back | Exit | Cancel | System | First item | Previous item

Sales Document Item: 10 Item category: RONA Reimb - No Advance

Material: REIMB 14-7201-5104-Q

Order Data Status Structure Additional data A Additional data B U.S. Fe

Sold-to party

PO number: F14PG00141

Purchase order date: 10/10/2014

Purchase order type: []

Purchase order item: []

Your Reference: []

Customer Material: []

Ship-to party

Purchase order no.: 14X1611

Purchase order date: []

Purchase order type: []

Purchase order item: []

Your reference: []

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

Display Reimb - No Advance 3200009930: Item Data

Menu | [] | Back | Exit | Cancel | System | First item | Previous item | Next item | Last item | Display docu

Sales Document Item: 10 | Item category: RONA | Reimb - No Advance

Material: REIMB | 18-7415-1364-Q

Order Data | Status | Structure | Additional data A | Additional data B | **U.S. Federal Fields**

Treasury Account Sym: 012X1600

Business Evl Typ Cd: []

Modification Allowed

Cancellation Allowed

Payment methods: []

Business Partner No.: []

Reporting Frequency: []

US Government Fields:  →

Click this button and the window to the right will appear

The "US Federal Fields" tab shows information related to the Treasury Account Symbol or TAS

U.S. Federal Fields

US Government Fields [X]

US Government Fields

Sublevel Prefix (TP) []

Agency ID (TP) 012

AllcTrnsfrAgency (TP) []

Begin Prd Avail (TP) []

End Prd Avail (TP) []

Avail Type Code (TP) X

Main Account (TP) 1600

Subaccount (TP) 000

These two buttons will close the window.



Tips:

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

Display Reimb - No Advance 3200009930: Item Data

Menu | [] | **Back** | Exit | Cancel | System | **First item** | **Previous item** | **Next item** | **Last item** | Display docu

Sales Document Item: 10 | Item category: RONA | Reimb - No Advance

Material: [] | 18-7415-1364-Q

Additional data A | Additional data B

Treasury Account Sym: 012X1600

The "Back" button will exit the Details screen.

You can use these buttons to navigate through a multi-line SO

SO Display Document Flow Instructions

STEP 1: To see the chronological details of the SO entry, billing, and refund transactions:

- a. If multiple lines on the SO, click on the **WBS Element** for the line you want to analyze, and click on **"Display document flow"** button.

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

The screenshot shows the SAP 'Display Reimb - No Advance 3200008647: Overview' screen. The 'Display document flow' button is highlighted with a green box and an arrow pointing to it. A yellow box with a red arrow points to the WBS Element 'AP.RA.NX17.72.0230' in the 'All items' table. Another yellow box with a green arrow points to the 'Display document flow' button. The table below shows the following data:

Item	Material	Description	WBS Element	Order Quantity	Un	Amount
10	REIMB	18-7200-4695-Q	AP.RA.NX17.72.0079		1VA	18,635.
20	REIMB	18-7200-4695-Q	AP.RA.NX17.72.0080		1VA	114,890.
30	REIMB	18-7200-4695-Q	AP.RA.NX17.72.0230		1VA	6,994.
40	REIMB	18-7200-4695-Q	AP.RA.NX17.72.0278		1VA	34,416.

STEP 2: The following screen will appear. This shows data ONLY for the SO line item selected.

- a. Note the following items:
 - i. The first line of the Document flow shows the SO number, the amount of the SO, the date the line was created on, and the status.

Document Flow

Menu | [] | Back | Exit | System | Details | Status overview | Display document | Service docur

Business partner 0005000620 NATIONAL PARK SERVICE
Material REIMB REIMBURSABLE

▼ [] [] [] [] []

Document	Quantity	Unit	Ref. value	Currency	On	Status
▼ [] [] Reimb - No Advance 3200001871 / 10	1	VA	3,006.19	USD	08/17/201	Open
▼ [] [] Debit Memo Request 0070261158 / 10	1	VA	111.12	USD	09/26/201	Completed
▼ [] [] Debit Memo 0090688286 / 10	1	VA	111.12	USD	09/26/201	FI doc. generated
[] [] Accounting document 0409852342	1	VA			09/26/201	Cleared
[] [] Accounting document 3000619756	1	VA			09/26/201	Cleared

The first line of the Document Flow will show the SO information

- ii. The second line shows a Debit Memo Request (Bill Request). A Debit Memo Request is the resource related billing job that pulled in the expenses. This isn't the 'bill' itself. You can also see the amount of the expenses that are on the Debit Memo Request and the date the request was generated. The Debit Memo request number is used to generate the Debit Memo. The Debit Memo Request number starts with the number seven (7).

Document Flow

Menu | [] | Back | Exit | System | Details | Status overview | Display document | Service docur

Business partner 0005000620 NATIONAL PARK SERVICE
Material REIMB REIMBURSABLE

▼ [] [] [] [] []

Document	Quantity	Unit	Ref. value	Currency	On	Status
▼ [] [] Reimb - No Advance 3200001871 / 10	1	VA	3,006.19	USD	08/17/201	Open
▼ [] [] Debit Memo Request 0070261158 / 10	1	VA	111.12	USD	09/26/201	Completed
▼ [] [] Debit Memo 0090688286 / 10	1	VA	111.12	USD	09/26/201	FI doc. generated
[] [] Accounting document 0409852342	1	VA			09/26/201	Cleared
[] [] Accounting document 3000619756	1	VA			09/26/201	Cleared

The second line of the Document Flow will show the Debit Memo Request (007) or the first part of the RRB process

- iii. The third line shows the Debit Memo (009). The Debit Memo generates accounting documents (the fourth and fifth lines). The accounting document that starts with 300 is the one that will show up on your reports; and when a payment has been applied to this accounting document, the status will say **Cleared**. The Debit memo number is the number that will show up on printed bills and IPAC transmittal sheets.

Document Flow

Menu | [] | Back | Exit | System | Service docur

Business partner 0005000620 NATIONAL PARK SERVICE
Material REIMB REIMBURSABLE

Icons: [] [] [] [] []

	Quantity	Unit	Ref. value	Currency	On	Status
Reimb - No Advance 3200001871 / 10	1	VA	3,006.19	USD	08/17/201	Open
Debit Memo Request 0070261158 / 10	1	VA	111.12	USD	09/26/201	Completed
Debit Memo 0090688286 / 10	1	VA	111.12	USD	09/26/201	FI doc. generated
Accounting document 0409852342	1	VA			09/26/201	Cleared
Accounting document 3000619756	1	VA			09/26/201	Cleared

Annotations:

- The third line of the Document Flow will show the Debit Memo (009) or the second part of the RRB process
- The Status of the bill is "Cleared" which means it has been paid.
- The bill or "300" document

- iv. This example also shows a second Debit Memo Request and Debit Memo. Each time resource related billing is run on a SO, you will get a Debit Memo Request, Debit Memo, and the accounting documents.

Document Flow

Menu | [] | Back | Exit | System | Details | Status overview | Display document | Service docur

Business partner 0005000620 NATIONAL PARK SERVICE
Material REIMB REIMBURSABLE

Icons: [] [] [] [] []

Document	Quantity	Unit	Ref. value	Currency	On	Status
Reimb - No Advance 3200001871 / 10	1	VA	3,006.19	USD	08/17/201	Open
Debit Memo Request 0070261158 / 10	1	VA	111.12	USD	09/26/201	Completed
Debit Memo 0090688286 / 10	1	VA	111.12	USD	09/26/201	FI doc. generated
Accounting document 0409852342	1	VA			09/26/201	Cleared
Accounting document 3000619756	1	VA			09/26/201	Cleared
Debit Memo Request 0070261846 / 10	1	VA	2,692.48	USD	10/15/201	Completed
Debit Memo 0090689422 / 10	1	VA	2,692.48	USD	10/15/201	FI doc. generated
Accounting document 0410019399	1	VA			10/15/201	Cleared
Accounting document 3000397606	1	VA			10/15/201	Cleared

Annotations:

- First Bill
- Second Bill

- v. Credit Memo Requests - Credit memo requests are reset so the negative expense will be picked up on the next RRB run unless we've received a request to "refund" the money. This is why they all show as zero dollars in the example.

Document Flow

Menu | [Search] | Back | Exit | System | Details | Status overview | Display document | Service doc

Business partner 0005000620 NATIONAL PARK SERVICE
Material REIMB REIMBURSABLE

[Icons]

Document	Quantity	Unit	Ref. value	Currency	On	Status
Reimb - No Advance 3200001871 / 10	1	VA	3,006.19	USD	08/17/201	Open
Debit Memo Request 0070261158 / 10	1	VA	111.12	USD	09/26/201	Completed
Debit Memo 0090688286 / 10	1	VA	111.12	USD	09/26/201	FI doc. generated
Accounting document 0409852342	1	VA			09/26/201	Cleared
Accounting document 3000619756	1	VA			09/26/201	Cleared
Debit Memo Request 0070261846 / 10	1	VA	2,392.48	USD	10/15/201	Completed
Debit Memo 0090689422 / 10	1	VA	2,392.48	USD	10/15/201	FI doc. generated
Accounting document 0410019399	1	VA			10/15/201	Cleared
Accounting document 3000619756	1	VA			10/15/201	Cleared
Credit Memo Request 0060001188 / 10	0	VA	0.00	USD	11/06/201	Completed
Credit Memo 0091290647 / 10	1	VA	0.00	USD	03/03/201	FI doc. not require
Credit Memo Request 0060001276 / 10	0	VA	0.00	USD	12/05/201	Completed
Credit Memo 0091290648 / 10	1	VA	0.00	USD	03/03/201	FI doc. not require
Credit Memo Request 0060001455 / 10	0	VA	0.00	USD	01/08/201	Completed
Credit Memo 0091290650 / 10	1	VA	0.00	USD	03/03/201	FI doc. not require
Credit Memo Request 0060001666 / 10	0	VA	0.00	USD	02/08/201	Completed
Credit Memo 0091290651 / 10	1	VA	0.00	USD	03/03/201	FI doc. not require
Debit Memo Request 0070326740 / 10	1	VA	53.43	USD	03/05/201	Completed
Debit Memo 0090872599 / 10	1	VA	53.43	USD	03/06/201	FI doc. generated
Accounting document 0413481909	1	VA			03/06/201	Cleared

Credit Memos

STEP 3: Drill Down into Documents by highlighting the accounting document number (i.e. 3000619756) and clicking on Display Document – pulls up the document – shows the following:

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

Document Flow

Menu | [] | Back | Exit | System | Details | Status overview | **Display document** | Se

Business partner 0005000620 NATIONAL PARK SERVICE
Material REIMB REIMBURSABLE

Document	Quantity	Unit	Ref. value	Currency	On	Status
Reimb - No Advance 3200001871 / 10	1	VA	3,006.19	USD	08/17/2011	Open
Debit Memo Request 0070261158 / 10	1	VA	111.12	USD	09/26/2011	Completed
Debit Memo 0090688286 / 10	1	VA	111.12	USD	09/26/2011	FI doc. generat
Accounting document 0409853342	1	VA			09/26/2011	Cleared
Accounting document 10000010750	1	VA				
Accounting document 10410019399	1	VA			10/15/2011	Cleared
Accounting document 3000397606	1	VA			10/15/2011	Cleared
Credit Memo Request 0060001188 / 10	0	VA	0.00	USD	11/06/2011	Completed

1) Click on the bill or "300" number to highlight it.

2) Click the "Display document" button

Display Document: Data Entry View

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

Data Entry View

Document Number: 3000397606 Company Code: USDA Fiscal Year: 2013
 Document Date: 10/15/2012 Posting Date: 10/15/2012 Period: 1
 Reference: 0090689422 Cross-Comp. No.:
 Currency: USD Texts exist: Ledger Group:

The "Clrng doc." column will show how the bill was paid and in this case the document number begins with a "24" which means it was paid with an IPAC payment.

Item Account	Clrng doc.	Description	Amount	Cost Center	WBS element	Funded Program	Fund	Functional
1 5000620	2400023796	NATIONAL PARK SERVICE	2,692.48			FPDEFAULT		AGDEFAULT
2 5200000200		ServRev-Exch	2,692.48-		AP.RA NA45.72.0031	AP.RA NA45.72.0031	AP001600AR	AP00AGRE

STEP 4: Note the following payment document details, which is the Clearing document that begins with either a "30", "24", or a "14":

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

STEP 5: To drill down into the Clearing document , Double Click anywhere on the top line of the billing document

Display Document: Data Entry View

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

Data Entry View

Document Number: 3000397606 Company Code: USDA Fiscal Year: 2013
 Document Date: 10/15/2012 Posting Date: 10/15/2012 Period: 1
 Reference: 0090689422 Cross-Comp.No.:
 Currency: USD Texts exist: Ledger Group:

[Icons]

Item Account	Clrng doc.	Description	Amount	Cost Center	WBS element	Funded Program	Fund	Functional Area
15000620	2400023796	NATIONAL PARK SERVI...	2,692.48			FPDEFAULT		AGDEFAULT
25200000200		ServRev-Exch	2,692.48-		AP.RA.NA45.72.0031	AP.RA.NA45.72.0031	AP001600AR	AP00AGREIMBUR

Double click on the "Clrng doc." to view that document

a. The following screen will display.

United States Department of Agriculture
Financial Management Modernization Initiative

State-Local Vendor/Customer Master Data Evaluation-Unmasked PII | Vendor and Customer Master Data Request | Commercial Vendor/Customer Master Data Evaluation

Display Sales Order

Business Activity

- ▢ Maintain Customer Master Data
- ▣ Manage Sales Order
 - Display Sales Order
- ▢ Manage Billing
- ▢ Manage AR Documents
- ▢ Manage User Fees
- ▢ Manage Revenue Forecasting
- ▢ View TAS / BETC Data

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- Reimbursable Orders Report
- Line Items - Actual Costs/Revenues
- Budget Availability Control
- View Shorthand Code
- ▣ SO_Process
 - Display Sales Order
- ▣ SO_Billing_Process
 - Create Batch Billing
 - Create Billing Request
 - Execute Collective Billing_FAS
 - Review Billing Requests - DP98
- Split OH Table Maintenance
- Project Builder
- Create Overhead Cost

Display Document: Line Item 001

Menu | [Dropdown] | Back | Exit | Cancel | System | Change Display/Change Mode | Display Another Document

Customer: 5000620 NATIONAL PARK SERVICE G/L Acc: 1310900000
 CoCode: USDA ACCOUNTING OPERATIONS CENTER
 US Dept of Agriculture HERNDON Doc. No.: 3000397606

Line Item 1 / Invoice / 01

Amount: 2,692.48 USD

Additional Data

Bus. Area: AP00 Disc. base: 0.00 Disc. Amount: 0.00
 Payt Terms: 0030 Days/percent: 30 / 0.000
 Bline Date: 10/15/2012 Invoice Ref.:
 Pmnt Block:
 Payment Ref.: 0090689422
 Contract: / Flow Type:
 Clearing: 10/16/2012 / 2400023796
 Assignment:
 Text: [Text Field] Long text

Often the "Payment Ref." and the "Text" fields display more information about the payment

Request New Sales Order

SO, WBS, and SHC Request

Purpose

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

Instructions

STEP 1: Log onto the SharePoint for your agency:

[Wildlife Services](#) (WS)

[Plant, Protection and Quarantine](#) (PPQ)

Note: if you are Wildlife Services and do not have access to the SharePoint site you need to be added to the email group: APHIS-WS All Employees APHIS-WSAllEmployees@usda.gov

If you are PPQ and do not have access to the SharePoint site please contact barrett.l.trimble@usda.gov

STEP 2: Complete the Sale Order request form on SharePoint.

STEP 3: Complete the Accounting Code Request Form found on the respective SharePoint sites and attach it to the SharePoint request form to establish new SHCs and WBSs in FMFI.

1. SHCs – SHC Tab

i. Only select the feeder systems where the code should be used. Feeders include:

- | | |
|--------------------|---|
| 1. Concur | Government travel transactions |
| 2. SmartPay2 / WEX | Purchase/fleet card processing |
| 3. webTA | Employee time & attendance |
| 4. MASC | Other USDA systems (i.e., ABCO, PACS, PROP) |
| 5. IAS | Integrated Acquisition System (Purchasing) |
| 6. CPAIS | Real property system |
| 7. TRVL | Travel System for relocations |

2. WBS Elements – WBS Tab

- i. Programs are only allowed to request WBS Projects and Elements for reimbursable (RA) and trust fund (TF) purposes.
- ii. Requests to establish a new Expense (EX) WBS Project and Element must be submitted to PPD-BPAS for approval. *If the Functional Administrators (FAs) receive requests without PPD-BPAS approval they will be returned to the requester.*

Verify New SO, WBS, and SHC

FMMI New SO Data Entry Verification

Purpose

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

Verification Instructions: (detailed instructions can be found in [Display Sales Order](#))

STEP 1: Header

- a. SO number begins with the correct digits
 - i. ROWE - 61
 - ii. RONA - 32
 - iii. INTR - 36
 - iv. ROWA - 33

- b. Customer name
- c. Dollar amount

STEP 2: Contract Data Tab

- i. Contract start date
- d. Contract end date

STEP 3: Account Assignment Tab

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

New Shorthand Codes Verification

Purpose

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

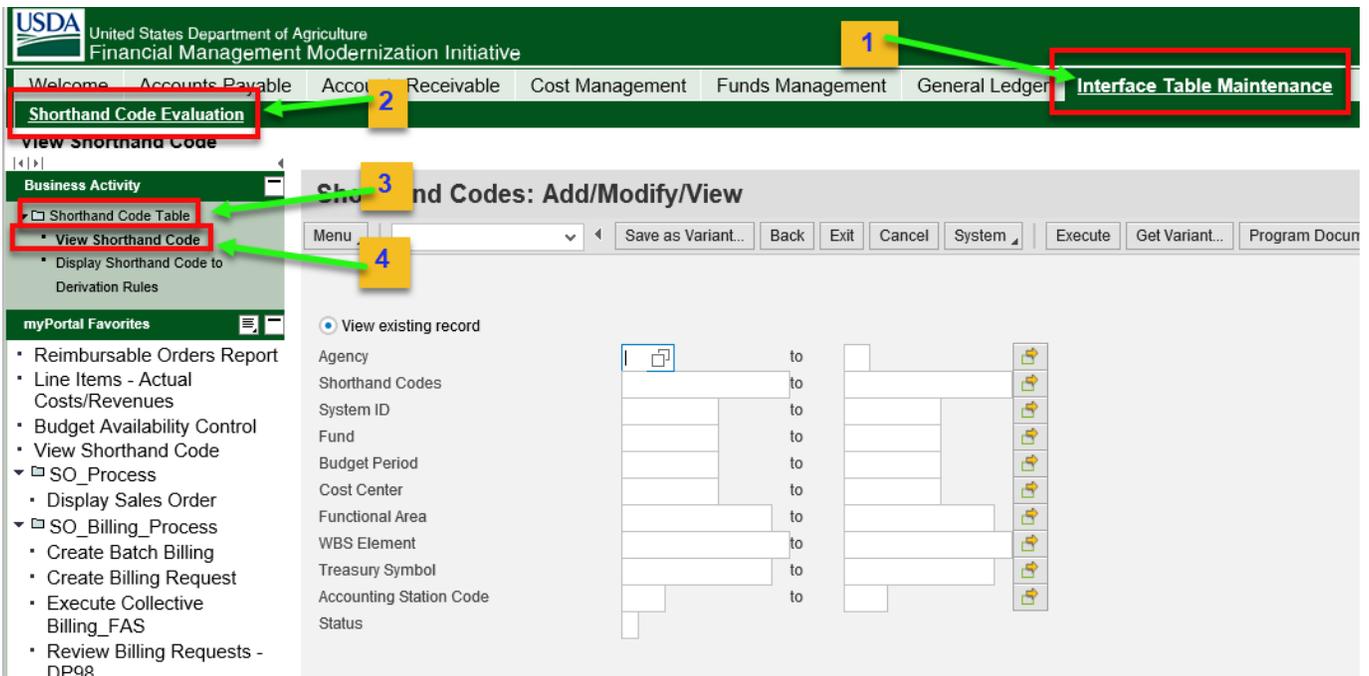
FMMI Role

Interface Table Maintenance Evaluator

Instructions

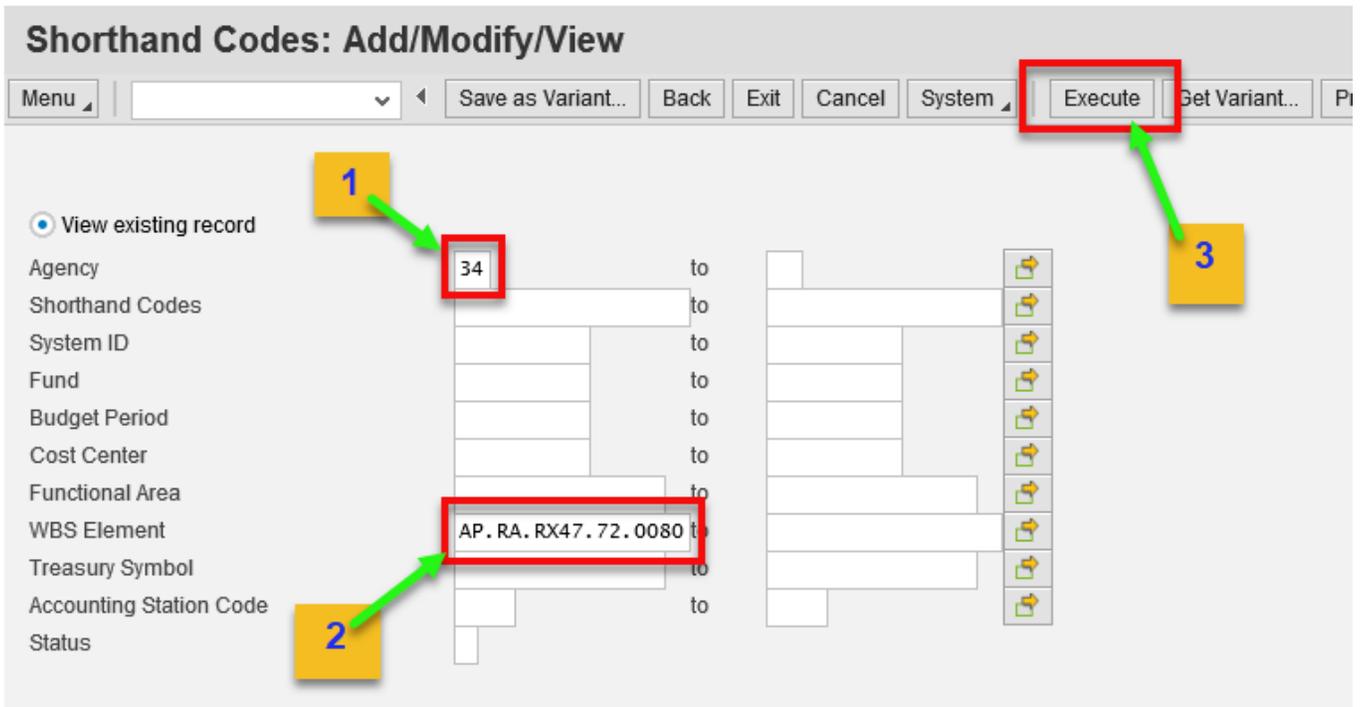
STEP 1: Go to

- a. **Interface Table Maintenance**
- b. **Shorthand Code Evaluation**
- c. **Shorthand Code Table**
- d. **View Shorthand Code**



STEP 2: To search by WBS, enter the following data:

- a. Agency = 34 (APHIS)
- b. WBS Element = i.e. AP.RA.RX47.72.0080
- c. Click **Execute** button to run the report



STEP 4: The report will populate as shown below

- a. Note the following items:
 - i. Sys ID, which is the feeder system into FMMI
 - ii. Status
 - 1. Active = Open
 - 2. Deactivated = Closed

View Shorthand Code

Menu | [Dropdown] | Back | Exit | Cancel | System | GovTrip Orgs

Agency	Code	SysID	Period	Status	Description	Fund	CostCntr	FuncArea	WBS
34	5XWSER4747REIMBURRX477.0... CPAIS	15XX	Active	BNSF TN	AP001600AR APWSER47...	AP00AGREIMB...	AP RA RX47.72.0080		
34	5XWSER4747REIMBURRX477.0... GOVTRIP	15XX	Deactivated	BNSF TN	AP001600AR APWSER47...	AP00AGREIMB...	AP RA RX47.72.0080		
34	5XWSER4747REIMBURRX477.0... IAS	15XX	Deactivated	BNSF TN	AP001600AR APWSER47...	AP00AGREIMB...	AP RA RX47.72.0080		
34	5XWSER4747REIMBURRX477.0... MASC	15XX	Active	BNSF TN	AP001600AR APWSER47...	AP00AGREIMB...	AP RA RX47.72.0080		
34	5XWSER4747REIMBURRX477.0... SMARTPAY	15XX	Deactivated	BNSF TN	AP001600AR APWSER47...	AP00AGREIMB...	AP RA RX47.72.0080		
34	5XWSER4747REIMBURRX477.0... WEBTA	15XX	Deactivated	BNSF TN	AP001600AR APWSER47...	AP00AGREIMB...	AP RA RX47.72.0080		

+

New WBS Elements Verification (Where Applicable)

Purpose

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

Considerations

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

FMMI Role

Cost Management Reporter Role

Instructions

STEP 1: Go to

- Cost Management**
- Cost Management Reports**
- Project Systems**
- WBS Master Data Report**

The screenshot shows the USDA Financial Management Modernization Initiative (FMMI) system interface. The top navigation bar includes 'Cost Management' and 'Cost Management Reports'. The left sidebar shows a tree view with 'Project Systems' and 'WBS Master Data Report' highlighted. The main content area displays the 'Project Info System: WBS Elements Initial Screen' with fields for Project, WBS Element, and Level (1 to 99).

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

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

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

Cost Management Evaluation | **Cost Management Reports** | HANA Cost Management Reports | BI Cost Management Reports

WBS Master Data Report

Business Activity

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

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- Reimbursable Orders

Project Info System: WBS Elements Initial Screen

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

Project Management Selections (DB profile: 000000000001)

Project [] to []

WBS Element AP.RA.RX47.72.0080 to []

Additional WBS element criteria

Level [1] to [99]

Layout [/1SAPSPT]

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

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

Project Info System: WBS Elements Overview

Menu [] Back Exit Cancel System []

Level 3 & Bill has been checked

Project Definitions

BA	Project definition	Lev	WBS element	Name	mp	Acc	Bill	Fund	Functional
AP00	AP.RA.RX47	1	AP.RA.RX47	TN-NF, NO-YEAR		RA			
AP00	AP.RA.RX47	2	AP.RA.RX47.72	TN-NF, NO-YEAR, ER		RA			
AP00	AP.RA.RX47	3	AP.RA.RX47.72.0080	BNSF TN		RA	X	AP001600...	AP00AGRE

Resource Related Billing Overview

Resource Related Billing (RRB) is a standard SAP term used for billing Sales Orders. RRB is a two-step process that is scheduled either Monthly or Quarterly depending on the terms of the agreement.

RRB accesses one table which resides in the background of FMMI (named RIA_Cell.ALL) and this table contains information used in the RRB process. RRB captures **all billable** expenses. **Non** billable expenses include things like depreciation expense and accruals. The RRB table is GL based and maintained by OCFO for all of USDA.

Technical note: RRB process is a two stage process. The first part of RRB creates the Debit Memo Request and the second part creates the Debit Memo and the Bill. Please see the section named “SO Display Document Flow Instructions” earlier in this binder.

Line Items – Actual Costs/Revenues Report (LIACR)

Purpose

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

Considerations

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

Report Type

ECC

FMMI Role

Cost Management Reporter (ECC)

Instructions

STEP 1: Go to **Cost Management**

STEP 2: Go to **Cost Management Reports**

STEP 3: Go to **Line Items – Actual Costs/Revenues under Project Systems**

Financial Management Modernization Initiative

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

Cost Management Evaluation **Cost Management Reports** Reports Cost Management Reports

Line Items - Actual Costs/Revenues

Business Activity

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

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3. Go to Line Items - Actual Costs/Revenues under Project Systems

Display Project Actual Cost Line Items

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

1. Go to Cost Management

2 Go to Cost Management Reports

Project Management Selections (DB profile: 000000000001)

Project [] to []

WBS Element [] to []

Network/order [] to []

Activity [] to []

Materials in network [] to []

4. Type your WBS element into the first WSB Element Field

Cost Elements

Cost Element [] to []

Or

Cost Element Group []

Posting Data

Posting date 08/01/2019 to 08/31/2019

Settings

Layout 15AP Doc. date/object/cost element/value

Further Settings...

Display Project Actual Cost Line Items

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

8. Click on Execut

Project Management Selections (DB profile: 000000000001)

Project [] to []

WBS Element **AP. RA. RX30. 73. 1010** to []

Network/order [] to []

Activity [] to []

Materials in network [] to []

4. Enter WBS

Cost Elements

Cost Element [] to []

Or

Cost Element Group []

Posting Data

Posting date [] to 08/31/2019

5. Enter Date Range

Settings

Layout **/1_USDA_RRB2** RRB GL's from set RIA_CEL.ALL

6. Select 1_USDA_RRB2 under Layout options

Further Settings...

7. Click on Futher Settings

STEP 4: To run by WBS element, enter the following data:

- a. WBS Element = i.e. AP.RA.RX30.73.1010
- b.

STEP 5: Select Posting Dates = i.e. BLANK to 08/31/2019 (this example is running the report on the WBS is wide open search, you can limit it further to a specific time period)

STEP 6: Select Layout = **1_USDA_RRB2**

STEP 7: Click on **Further Settings**, change maximum number of hits to 99999 in the popup window then click on the green check mark.

Display Project Actual Cost Line Items

Menu | Save as variant | Back | Exit | Cancel | System | Execute | Selection options | Get | Dynamic selections | Delete selection criteria

Project Management Selections (DB profile: 000000000001)

Project [] to []

WBS Element AP.RA.RX30.73.1010 to []

Network/order [] to []

Activity [] to []

Materials in network [] to []

Cost Elements

Cost Element [] to []

Or

Cost Element Group []

Select Further Settings

Variant fields only

Maximum No. of Hits [5,000]

[] []

Change the maximum number of hits to 99999

STEP 8: Click **Execute** to run the report

Note: The report layout **1_USDA_RRB2** is customized at this time to pull only for budget periods 18XX and 19XX. This report is also customized to remove all non-billable expenses. If you need to limit or view any other budget period or expenses, you will have to use the filtering process explained in *FMFI Reporting Tips and Tricks*.

STEP 9: The report will populate as shown below

Display Actual Cost Line Items for Projects

WBS Element	BP	Fiscal Ye.	Peri.	Posting Date	Doc. Date	DocumentNo	Doc.	Cost Elem.	Cost element descr.	Value TranCurr	D/C	Document Header Text	RefDocNo
AP.RA.RX30.73.1010	18XX	2018	10	07/14/2018	07/16/2018	3058029671	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	1,415.27	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001264	FERS Contri - Regular	192.31	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001203	FEHBA - Agency Contribution	302.23	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001269	Full OASDI Contri - FERS (L)	80.02	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001213	HIT - Agency Contribution	18.72	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001202	FEGLI - Agency Contribution	2.91	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6100001275	TSP - Government-Matching Contribution	56.61	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6100001274	TSP - Government-Basic Contribution	14.15	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058032108	ZP	6400001203	FEHBA - Agency Contribution	214.74	D	1313	2010461273
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058032108	ZP	6400001264	FERS Contri - Regular	150.32	D	1313	2010461273
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058032108	ZP	6400001269	Full OASDI Contri - FERS (L)	66.95	D	1313	2010461273
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058032108	ZP	6100001274	TSP - Government-Basic Contribution	11.90	D	1313	2010461273
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058032108	ZP	6400001202	FEGLI - Agency Contribution	2.45	D	1313	2010461273
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058032108	ZP	6400001213	HIT - Agency Contribution	15.65	D	1313	2010461273
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058032108	ZP	6100001275	TSP - Government-Matching Contribution	47.59	D	1313	2010461273
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058032108	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	1,189.69	D	1313	2010461273
AP.RA.RX30.73.1010	18XX			07/28/2018	07/30/2018	3058421225	ZP	6100001274	TSP - Government-Basic Contribution	29.90	D	1414	2010526699
AP.RA.RX30.73.1010	18XX			07/28/2018	07/30/2018	3058421225	ZP	6400001202	FEGLI - Agency Contribution	6.15	D	1414	2010526699

STEP 10: Commonly Used Additional Features

a. Drill down - highlight line then double click on it

Display Actual Cost Line Items for Projects

Layout: /1 USDA RR RRB SL's from est SIA_CEL.ALL
 Object: WBS AP.RA.RX30.73.1010 MI-ROCKY MOUNTAIN SLK FOUNDATI
 Posting Date: 00/00/0000 To 08/31/2019

Highlight line you want to drill down on, ie look at. Then double click on that line.

WBS Element	BP	Fiscal Ye.	Peri.	Posting Date	Doc. Date	DocumentNo	Doc.	Cost Elem.	Cost element descr.	Value TranCurr	D/C	Document Header Text	RefDocNo
AP.RA.RX30.73.1010	18XX	2018	10	07/14/2018	07/16/2018	3058029671	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	1,415.27	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001264	FERS Contri - Regular	192.31	D	1213	2010460004
AP.RA.RX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001203	FEHBA - Agency Contribution	302.23	D	1213	2010460004

Display Document: Data Entry View

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

Data Entry View

Document Number: 2010460004 Company Code: USDA Fiscal Year: 2018
 Document Date: 07/16/2018 Posting Date: 07/14/2018 Period: 10
 Reference: 8BA131 Cross-Comp.No.:
 Currency: USD Texts exist: Ledger Group:

Cllng doc.	...	Rcd	Assignment	PK	Item Account	Description	Amount Text	Curr.	Funded Program	BP	Cost C
			20180714	40	1 6100001101	OpEx-BSPYUSNWFTP	2,892.00 34:8XWSRCHI15REIMBURRX157 USD	AP.RA.RX15.74.1368	18XX	APWSF	
			20180714	40	2 6400001202	BenExp-FEGLIAgcyCont	5.85 34:8XWSRCHI15REIMBURRX157 USD	AP.RA.RX15.74.1368	18XX	APWSF	
			20180714	40	3 6400001203	BenExp-FEHBAAgcyCont	229.25 34:8XWSRCHI15REIMBURRX157 USD	AP.RA.RX15.74.1368	18XX	APWSF	
			20180714	40	4 6400001213	BenExp-HITAgncyCont	39.96 34:8XWSRCHI15REIMBURRX157 USD	AP.RA.RX15.74.1368	18XX	APWSF	
			20180714	40	5 6400001264	BenExp-FersRegContrib	396.20 34:8XWSRCHI15REIMBURRX157 USD	AP.RA.RX15.74.1368	18XX	APWSF	

b. Filter - Highlight column and then select Set Filter

Display Actual Cost Line Items for Projects

Menu | [] | Back | Cancel | Exit | System | Document | Master Record | Correction Request | Details | **Set Filter** | Sort

Layout /1 USDA_RR RRB GL's from set RIA_CEL.ALL
 Object WBS AP.RA.RX30.73.1010 MT-ROCKY MOUNTAIN ELK FOUNDATI
 Cost Element 5200000200 To 6400001299 ServRev-Exch...
 Posting Date 00/00/0000 To 08/31/2019

2. Click on Set Filter

1. Highlight column you want to filter on

WBS Element	BP	Fiscal Ye...	Peri...	Posting Date	Doc. Date	DocumentNo	Doc...	Cost Elem...	Cost element descr.
AP.RARX30.73.1010	18XX	2018	10	07/14/2018	07/16/2018	3058029671	ZP	6100001101	Base Pay - US Non-Wage Board-Full-TI
AP.RARX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001264	FERS Contri - Regular
AP.RARX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001203	FEHBA - Agency Contribution
AP.RARX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001269	Full OASDI Contri - FERS (L)
AP.RARX30.73.1010	18XX			07/14/2018	07/16/2018	3058029671	ZP	6400001213	HIT - Agency Contribution

Determine Values for Filter Criteria

Select.

Budget Period 18XX to []

Document type = RV to []

Cost Element = 6100003310 to []

Click on the arrow of the item you are filtering on.

Multiple Selection for Budget Period

Select Single Values (2) | Select Ranges | Exclude Single Values | Exclude Ranges

Single value

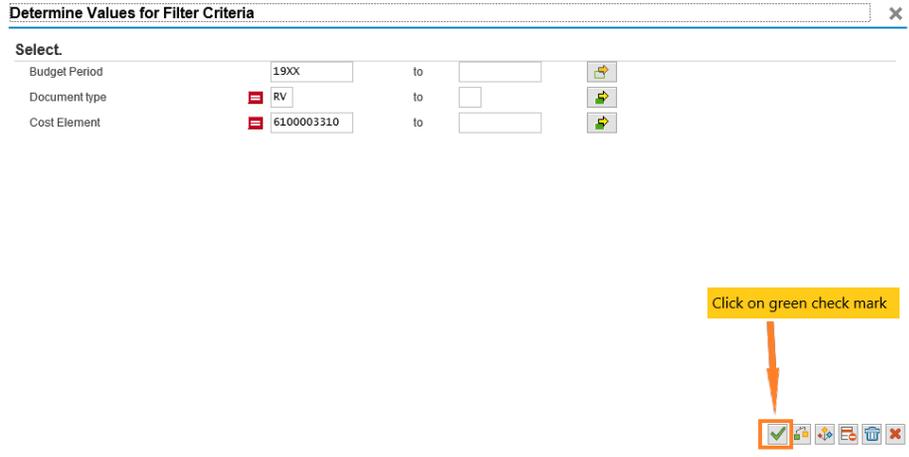
18XX x

19XX

Note: you can select any of the tabs depending on how you want to filter.

Delete any value you do not want on the report and if needed add the value you do want on the report, for example if you wanted budget 1919.

Click on the green check mark

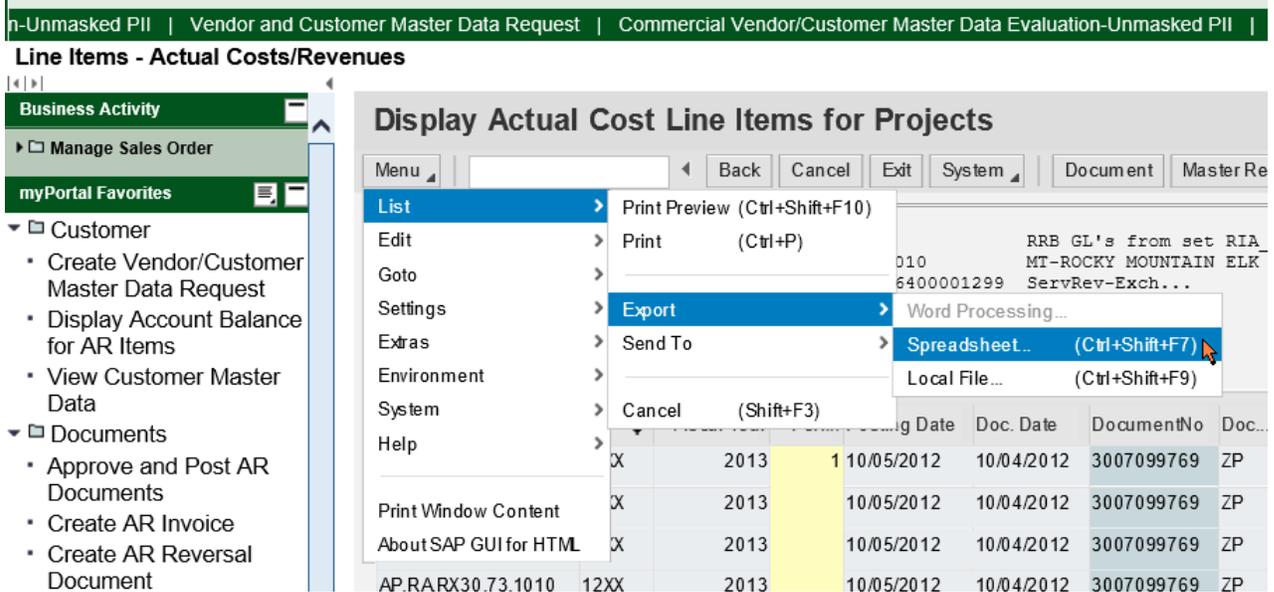


- c. Subtotals
- d. Change Layout
- e. Select Layout

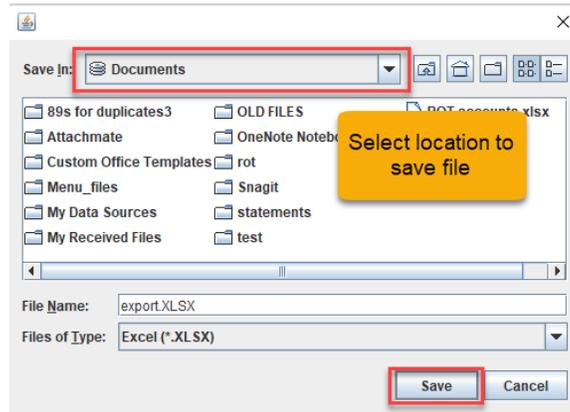
STEP11: If you need to print the report, follow the instruction to export to Excel and print the exported file.

STEP12: To export to Excel

- a. click **Menu**
- b. Go to **List**
- c. Go to **Export**
- d. Go to **Spreadsheet**



STEP 13: The following box will appear



STEP 14: An Excel version will appear on your desk top and will be saved in the location you chose above.

[S]	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	WBS Element	Budget Period	Fiscal Year	Period	Posting Date	Document Date	Document Number	Document type	Cost Element	Cost element descr.	Value TranCurr	Dir/Cr Indicator	Document Header Text	Ref Document Number
1														
2	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058029671	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	1,415.27	D	1213	2010460004
3	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058029671	ZP	6400001264	FERS Contrn - Regular	192.31	D	1213	2010460004
4	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058029671	ZP	6400001203	FEHBA - Agency Contribution	302.23	D	1213	2010460004
5	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058029671	ZP	6400001269	Full OASDI Contri - FERS (L)	80.02	D	1213	2010460004
6	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058029671	ZP	6400001213	HIT - Agency Contribution	18.72	D	1213	2010460004
7	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058029671	ZP	6400001202	FEGLI - Agency Contribution	2.91	D	1213	2010460004
8	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058029671	ZP	6100001275	TSP - Government-Matching Contribution	56.61	D	1213	2010460004
9	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058029671	ZP	6100001274	TSP - Government-Basic Contribution	14.15	D	1213	2010460004
10	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058032108	ZP	6400001203	FEHBA - Agency Contribution	214.74	D	1313	2010461273
11	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058032108	ZP	6400001264	FERS Contrn - Regular	150.32	D	1313	2010461273
12	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058032108	ZP	6400001269	Full OASDI Contri - FERS (L)	66.95	D	1313	2010461273
13	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058032108	ZP	6100001274	TSP - Government-Basic Contribution	11.90	D	1313	2010461273
14	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058032108	ZP	6400001202	FEGLI - Agency Contribution	2.45	D	1313	2010461273
15	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058032108	ZP	6400001213	HIT - Agency Contribution	15.65	D	1313	2010461273
16	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058032108	ZP	6100001275	TSP - Government-Matching Contribution	47.59	D	1313	2010461273
17	AP RA RX30 73 1010	18XX	2018	10	7/14/2018	7/16/2018	3058032108	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	1,189.69	D	1313	2010461273
18	AP RA RX30 73 1010	18XX	2018	10	7/28/2018	7/30/2018	3058421225	ZP	6100001274	TSP - Government-Basic Contribution	29.90	D	1414	2010526699
19	AP RA RX30 73 1010	18XX	2018	10	7/28/2018	7/30/2018	3058421225	ZP	6400001202	FEGLI - Agency Contribution	6.15	D	1414	2010526699
20	AP RA RX30 73 1010	18XX	2018	10	7/28/2018	7/30/2018	3058421225	ZP	6400001203	FEHBA - Agency Contribution	674.77	D	1414	2010526699
21	AP RA RX30 73 1010	18XX	2018	10	7/28/2018	7/30/2018	3058421225	ZP	6400001213	HIT - Agency Contribution	38.02	D	1414	2010526699
22	AP RA RX30 73 1010	18XX	2018	10	7/28/2018	7/30/2018	3058421225	ZP	6400001264	FERS Contrn - Regular	397.03	D	1414	2010526699
23	AP RA RX30 73 1010	18XX	2018	10	7/28/2018	7/30/2018	3058421225	ZP	6100001275	TSP - Government-Matching Contribution	119.62	D	1414	2010526699
24	AP RA RX30 73 1010	18XX	2018	10	7/28/2018	7/30/2018	3058421225	ZP	6400001269	Full OASDI Contri - FERS (L)	162.62	D	1414	2010526699
25	AP RA RX30 73 1010	18XX	2018	10	7/28/2018	7/30/2018	3058421225	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	2,990.38	D	1414	2010526699
26	AP RA RX30 73 1010	18XX	2018	10	7/31/2018	7/31/2018	3058541745	CT	6100980000	Overhead Percentage Calculation	2,226.30	D		Applied Overhead 116815052
27											10,426.30			
28	AP RA RX30 73 1010	18XX	2018	11	8/1/2018	8/1/2018	3058580652	3P	6100002151	Other Travel - Domestic	19.88	D	TTNORTH4789	1926094102
29	AD DA DV30 73 1010	18XX	2018	11	8/1/2018	8/1/2018	3058580652	3D	6100002152	TRAV Exp to Domestic Travel Member	14.76	D	TTNORTH4789	1926094102

Obligation/Payments Overview

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

Types of Payments and FMMI Requirements

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

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

Required FMMI Master Data:

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

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

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

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

Payments Feeder Systems Overview

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

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

Feeders Inbound to FMFI	
Concur	Real Time (web svc)
IAS	Real Time (web svc)
SmartPay3	5:00 am (M-F)
MLINQS	5:00 pm (M-F)
WEX	???

Published Shorthand Codes		
MASC (includes PROP, ABCO, MLINQS)	Daily	10:00 am 3:00 pm 11:00 pm
Concur	Daily	11:00 pm
SmartPay3 / WEX	Daily	7:30 pm

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

SmartPay3 (US Bank) and WEX (Citi Bank) experience a very high number of rejects. There are a few primary reasons for the issues:

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

Agency credit card transactions post in FMFI as either a ZW (SmartPay3) or ZX (Fleet Card) document types. They post to the default Short Hand Code (SHC) and Business Object Code (BOC) that is on file for the cardholder. If you need to change the default SHC or BOC you will do a reallocation (ZS document type) in Access Online to make the changes. If the SHC is invalid or the budget amount is not sufficient to cover the charge either the ZW/ZX/ZS document can reject in FMFI. Financial Analysts from IOAT will contact the card holder to let them know of the reject. To correct these rejects the program will need to increase funding on the SHC or provide new accounting elements for this charge. If the original ZW/ZX document rejects you will not be able to do a reallocation later in Access Online since the system cannot locate the original document. Any changes then would have to be done on an SU document. See [Appendix B](#) for reallocation guidance.

List of APHIS Feeder Systems

Concur	Government travel transactions
SmartPay3 / WEX	Purchase/fleet card processing
WebTA/Payroll	Employee time & attendance/other employee payments
MASC	Other USDA systems not specifically identified (i.e., ABCO, PACS, PROP)
IAS	Integrated Acquisition System (Purchasing)
CPAIS	Corporate Property Automated Information System (real property system)
MLINQS	Travel System for relocation authorizations and vouchers

IPAC Overview

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

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

Intra-Agency Collections = NFC Transfers Funds = Sales Orders (INTR)

Interagency (IPAC) Collections = Treasury Transfer Funds = Sales Orders (RONA)

IPAC Payments = Purchase Orders

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

Example – IPAC Collection Document

RECEIVED BY YOUR ALC
 ALL TRANSACTIONS SORTED BY ALC
 INCLUDES THIRD PARTY SUBMITTED DATA

Originating ALC 12403400	Customer ALC 00003801		Transaction Type Collection	Transaction ID 22182284
IPAC Document Reference Number 10084493		Summary Amount 39,924.82		Orig Trans Type
Accomplished Date 08/08/19	Accounting Date 08/31/19	Number of Detail(s) 1	DO Symbol X1178	Original DO Symbol
Contact name		Contact Phone 18772433072	Contact Email CASEY.BLONDEAU@CFO.USDA.GOV	
Orig Doc Nbr	Orig Accompl Date	Orig Acctg Date	Receiver Dept Code	
Detail Number 1	Receiver TAS 05720192019 3400000	Receiver DUNS+4	Sender TAS 01220192019 1600000	Sender DUNS+4
	Receiver BETC DISB	Receiver DUNS	Sender BETC COLL	Sender DUNS
Purchase Order Number F2Y0SE9011GW01		Invoice Number F2Y0SE9011GW01		
Obligating Document Number F2Y0SE9011GW01		Requisition Number F2Y0SE9011GW01		Contract Number 3003165843
CLIN 002	Jas Number AP.RA.NA53.73.0362	ACT (Trace Number) 0005000141	Job (Project) Number F2Y0SE9011GW01	
Unit of Issue VA	Quantity 1.00	Unit Price 39,924.82	Detail Amount 39,924.82	Pay Flag F
ACRN DEFAULT	Acct Class Code F2Y0SE9011GW01	FSN/AAA/ADSN 0	DOD Activity Address Code	
Transaction Contact LUCAS WEATHERSPOON		Contact Phone 999-999-9999		
Transaction Description		Miscellaneous Information		
LONG TEXT=MIPR: F2Y0SE9011GW01;LOA: 057000340000000001919D F85MP 3001D0 257 2107 01010000011Z:999900.999981 0408534F 2019 387700 XXXXXXXXXX 057000340000000001919D AO:NA AO DEAMS00000000000000004240213 Legacy 5793400 309 85MP 3001D0 01;SXXXXXXXXX 387700 F87700 ESP AQ:POC: Daniel Mcquiston 253- 982-3105;Aphis POC : PAT CUSTOMER=0005000141;PO= F2Y0SE9011GW01;SO=3200010048/000010;REFERENCE=DE FAULT;ITEM DESC=19-7353-6493-Q;CONTRACT START=10/01/2018;CONTRACT END=09/30/2019;				

For more information regarding IPAC, please visit the following Treasury Link:
https://fiscal.treasury.gov/files/ipac/IPAC_Guide_Agency.pdf

Payroll Employee Level Detail Report

Purpose

The Payroll Employee Level Detail Report provides employee payroll details.

Considerations

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

Report Type

BI

FMMI Role

Accounts Payable, BI Reporter

Instructions

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



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

Payroll Employee Level Detail Report

Variable Entry

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

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

OK Check

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

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

General Variables		
Variable**	Current Selection	Description
Business Area		<input type="checkbox"/>
* Fiscal Year	2015	<input type="checkbox"/>
* Fiscal Period	1	<input type="checkbox"/>
Pay Period Covered		<input type="checkbox"/>
Pay Period Processed		<input type="checkbox"/>
Budget Period		<input type="checkbox"/>
Fund		<input type="checkbox"/>
Funds Center		<input type="checkbox"/>
Cost Center		<input type="checkbox"/>
WBS Element (Selection Options, Optional)		<input type="checkbox"/>
Funded Program	AP.RA.RX01.72.0018	<input type="checkbox"/>
Functional Area		<input type="checkbox"/>
Budget Object Code		<input type="checkbox"/>
G/L Account (Selection Options, Optional)		<input type="checkbox"/>
Treasury Schedule Number		<input type="checkbox"/>
Application of Fund		<input type="checkbox"/>
Treasury Symbol		<input type="checkbox"/>
Document Number		<input type="checkbox"/>
Document type		<input type="checkbox"/>
Employee Related Vendor		<input type="checkbox"/>
Shorthand Code		<input type="checkbox"/>

OK Check

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome **Accounts Payable** Accounts Receivable Cost Management Funds Management General Ledger Management Interface Table M
AP Evaluation | AP Reports | IAS Interface Reports | BOBJ Accounts Payable Reports | BOBJ Payroll Reports | HANA Accounts Payable Reports | BI Accounts Payable Reports

Payroll Employee Level Detail Report

Employee Level Detail Payroll Report

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

Columns:
 - Funded Program
 - Funds Center
 - Key Figures

Rows:
 - Employee Related Vendor
 - Pay Grade
 - Pay Series
 - Pay Step

Employee Related Vendor	Pay Grade	Pay Series	Pay Step	PPC	PPP	Pay Hours ^{AP}	Regular pay ^{AP}	Benefits ^{AP}	Employee Total ^{AP}
						HR	\$	\$	\$
PAUL S SIEGEL II	05	040400	01	18	19	-22.00	-333.30	-71.52	-404.82
Result						-22.00	-333.30	-71.52	-404.82
Overall Result						-22.00	-333.30	-71.52	-404.82

Funded Program: AP.RA.RX01.72.0018
 AL-MOBILE REGIONAL A
 Funds Center: APWSER0101

STEP 5: Commonly used additional features:

- a. Create/save variant
- b. Filter
- c. Drag and Drop

STEP 6: To print PDF the report click **Print Version**.

Employee Level Detail Payroll Report

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

Columns:
 - Key Figures

Rows:
 - Business Area
 - Fund
 - Cost Center
 - Employee Related Vendor
 - Pay Grade
 - Pay Series
 - Pay Step
 - PPC
 - PPP
 - Free characteristics
 - Application of Fund

Business Area	Fund	Cost Center	Employee
AP00 ANIMAL/PLANT HEALTH INSP SVC	AP001600AR GENERAL-REIMB-CAT A	APWSER0101 ER - ALABAMA	PAUL S SIEGEL II
Result			Result
Overall Result			

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

Employee Level Detail Payroll Report

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

Columns: Key Figures

Rows: Business Area, Fund, Cost Center, Employee Related Vendor, Pay Grade

Business Area		Fund	
AP00	ANIMAL/PLANT HEALTH INSP SVC	AP001600AR	GENERAL-REIMB-CAT A
			Result
Overall Result			

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

Do you want to open or save ZANALYSIS_PATTERN.xls from portalbi.fms.usda.gov?

Open Save Cancel

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

Microsoft Excel

The file format and extension of 'ZANALYSIS_PATTERN.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes No Help

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

ZANALYSIS_PATTERN [Protected View] - Excel

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

Employee Level Detail Payroll Report

Business Area	Fund	Cost Center	Employee Related Vendor	Pay Grade	Pay Series	Pay Step	PPC	PPP	Pay Hours			
AP00	ANIMAL/PLANT HEALTH INSP SVC	AP001600AR	GENERAL-REIMB-CAT A	APWUSER0101	ER - ALABAMA	PAUL S SIEGEL II	05	040400	01	18	19	-22.00
AP00	ANIMAL/PLANT HEALTH INSP SVC	AP001600AR	GENERAL-REIMB-CAT A	APWUSER0101	ER - ALABAMA	PAUL S SIEGEL II	05	040400	01	18	Result	-22.00
AP00	ANIMAL/PLANT HEALTH INSP SVC	AP001600AR	GENERAL-REIMB-CAT A	APWUSER0101	ER - ALABAMA	Result						-22.00
AP00	ANIMAL/PLANT HEALTH INSP SVC	AP001600AR	GENERAL-REIMB-CAT A	APWUSER0101	ER - ALABAMA	Result						-22.00
Overall Result											-22.00	

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

GL Accounts within this report

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

WS SO Overhead (OH)

Overview

SO OH is a percentage of eligible direct expenses. Eligible direct expenses for OH include all billable expenses, less OH, which is an indirect expense. (RRB includes all eligible expenses including Overhead.) Direct expenses are expenses (like Supplies and Materials, and Payroll of the field worker) that directly impact the work performed. Indirect expenses indirectly impact the work performed (example: the state budget analyst's salary)

FMMI SO OH Calculation

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

WS SO OH Rates

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

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

Pooled Job Costs (PJC)

Pooled job costs include any item of expense that may be directly identified with a particular project or program, and is distributed across all identifiable projects or programs to which it pertains (see Wildlife Services Policy, Chapter 2 Section 2.215, dated August 23, 2013). An example would be the cost of a pick-up truck. The truck is used for multiple agreements.

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

WS SO OH Split Example

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

Direct vs Indirect Costs

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

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

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

WS SO OH Reconciliation

FMMI SO OH Calculation

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

Instructions

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

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

STEP 2: Filter to the appropriate BP, if needed

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

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

Example

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

BP 14XX (SO 6100009040)

\$ 227.24 Eligible Expenses

X 0.2715 OH Rate on SO

\$ 61.69 OH Charged on Acct for Period

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Pro

Menu ◀ Back Exit Cancel System ▶

Layout /WS OH REC
 Object WBS AP.RA.RX36.72.0121
 Cost Element 5200000200 To 6400001269
 Posting Date 04/01/2014 To 04/30/2014

WBS Element	BP	Val/COArea Crpy
AP.RA.RX36.72.0121	14XX	33.34
	14XX	0.33
	14XX	0.12
	14XX	167.72
	14XX	15.61
	14XX	0.07
	14XX	3.61
	14XX	0.47
	14XX	3.97
	14XX	2.00
AP.RA.RX36.72.0121	.	227.24
	.	227.24

WS SO OH Charged

Instructions

- STEP 1:** To obtain the total OH charged for the period, run the LIACR Report for the appropriate:
- WBS Element
 - Cost Element 6100980000 (OH GL) ****Note:** on 12/07/17 OH began being charged to 6100940200
 - 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

Example

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

BP 14XX (SO 6100009040)

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Proj

Menu ◀ Back Exit Cancel System ▶

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

WBS Element	BP	Ⓢ	Val/COArea CrCy
AP.RA.RX36.72.0121	14XX		61.69
AP.RA.RX36.72.0121		*	61.69
		* *	61.69

WS SO OH Split

Instructions

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

- a. AP.RA.* and AP.WS.*
- b. Cost Element 6100980000 (OH GL) **Note: on 12/07/17 OH began being charged to 6100940200
- c. Posting Date Range
- d. Choose layout /WS OH SPLIT

STEP 2: Filter to the appropriate BP, if needed

STEP 3: Review the results for the appropriate WBS element

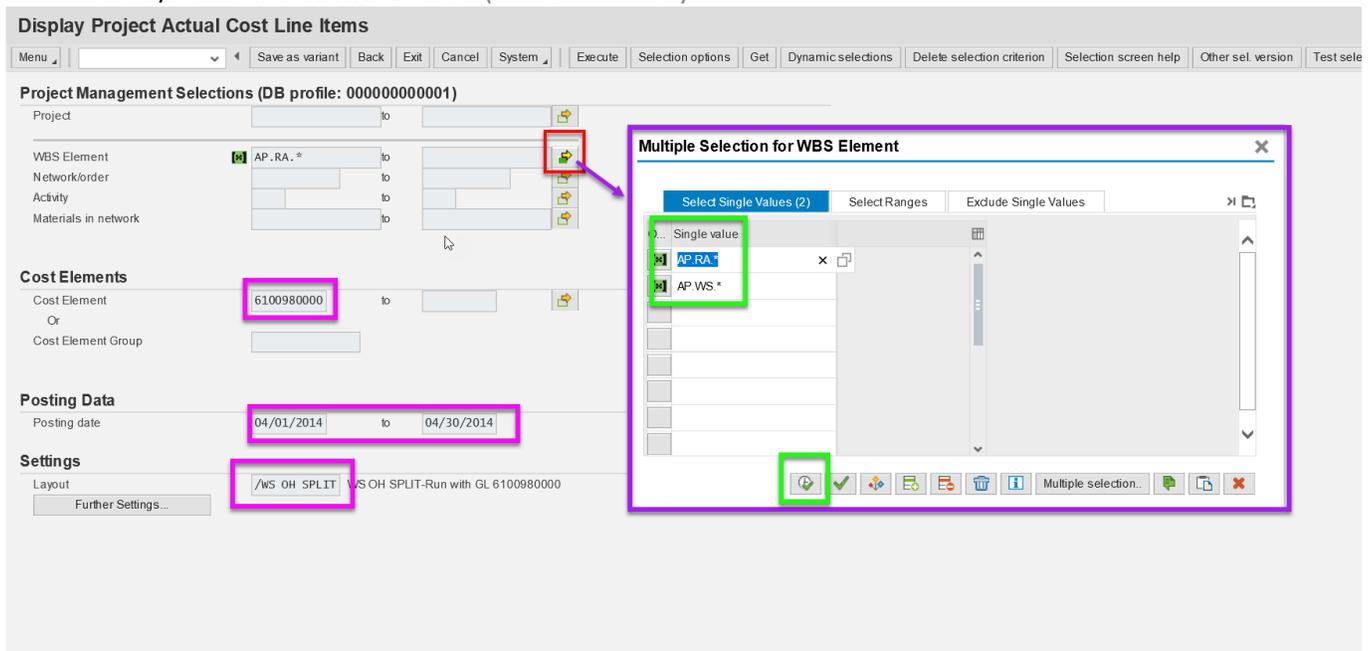
STEP 4: This should show the OH split for the account for the period

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

Example

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

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



Note: This report will bring up all WBSs that have been assessed OH for the period. You have two options for finding the WBS that you are looking for. 1) export the report to Excel and Find(Ctrl + F) the WBS or 2) filter the Line Items report based on document number (if you know it) like in the screen shot below:

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

Menu | | Back | Exit | Cancel | System | Document | Master

Layout /WS OH SPL WS OH SPLIT
 Object WBS AP.RA.AARA... AAMD REIMBURSE
 Cost Element 6100980000 To 6100980000 OpEx-Overhead
 Posting Date 04/01/2014 To 04/30/2014

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

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

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

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

Split OH Table Maintenance

Business Activity

- Process Overhead Allocation
- Maintain Split Overhead Rules
 - Split OH Table Maintenance

myPortal Favorites

- AR Invoice Functions
 - Approve and Post AR Documents
 - Change AR Document
 - Create AR Invoice
 - Create AR Reversal Document
 - Display Account Balance for AR Items

Display View "OH Receiver Budget Address": Overview

Menu | Back | Exit | Cancel | System | Display -> Change | Select All | Select Block | Deselect All

Dialog Structure

- OH Sender Rules
 - OH Receiver Budget Addr

Business Area: AP00
 Sales Doc. Type: ROWE
 Costing Sheet: ZWS15
 Overhead key: R.2715
 Funds Center: APWSER2323

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

WS SO OH Earned

Instructions

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

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

STEP 2: Filter to the appropriate BP, if needed

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

Example

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

14XX

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

Menu | | |

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

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

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

WS SO OH Spent

Instructions

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

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

STEP 2: Filter to the appropriate BP, if needed

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

Example

AP.RA.POOL.WS.ER36

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

14XX

Display Actual Cost Line Items for Projects

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

Layout: /WS OH SPENT
 Object: WBS AP.RA.POOL.WS.ER36 WS OH SPENT-Run By OH WBS Elements
 Cost Element: 6100001101 To: 6190000000 WS POOLED JOB COSTS NEW YORK
 Posting Date: * To: * OpEx=BSFYUSMWFIF...

WBS Element	BP	Per Document	Doc. Date	Cost EL	VMCOArea Crqy	Document Heade	Name	User Na..
AP.RA.POOL.WS.ER36	14XX	12 302252219	09/18/2014	64000012..			38.851717	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3023335211	09/30/2014				20.451818	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3031654942	09/14/2015				85.721617	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3031655111	09/14/2015				85.721617	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3031655195	09/14/2015				26.471717	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3032043505	09/28/2015				579.321818	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3022341479	09/04/2014	64000012..			25.951616	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3022552219	09/18/2014				19.211717	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3022552540	09/18/2014				490.831717	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3023335211	09/30/2014				10.111818	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3023335798	09/30/2014				6.821618	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3031654942	09/14/2015				40.271617	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3031655111	09/14/2015				40.271617	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3031655195	09/14/2015				12.241717	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3032043505	09/28/2015				266.201818	34.4XWSER3636REIMBURPOOLWSE... FIPYROL1
		3031363039	09/02/2015	61000026..			37.6634102058110	A372672 PILOT TRAVEL CENTERS L BANKUS...
		3031966254	09/24/2015				43.4934102157900	A372672 PILOT TRAVEL CENTERS L BANKUS...
		12					46,869.32	
							209,291.41	

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

WS SO OH Available

Instructions

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

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

STEP 2: Filter to the appropriate BP, if needed

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

Example

AP.RA.POOL.WS.ER36

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

14XX

Display Actual Cost Line Items for Projects													
Menu <input type="text"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Exit"/> <input type="button" value="System"/> <input type="button" value="Document"/> <input type="button" value="Master Record"/> <input type="button" value="Correction Request"/> <input type="button" value="Details"/> <input type="button" value="Set Filter"/> <input type="button" value="Sort in Ascending Order"/> <input type="button" value="Sort"/>													
Layout /WS OH AVA WS OH AVAILABLE-Run By OH WBS Elements Object WBS AP.RA.POOL.WS.ER36 WS POOLED JOB COSTS NEW YORK Cost Element 6100001101 To 6790000000 OpEx-BSPYUSNWTF... Posting Date * To *													
WBS Element	BP	Per	Document...	Doc. Date	Cost El...	Val/COArea Cr	Document Heade...	Name	User Na...				
AP.RA.POOL.WS.ER36	14XX	12	3022552219	09/18/2014	64000012...	38.851717		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3023335211	09/30/2014		20.451818		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3031654942	09/14/2015		85.72-1617		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3031655111	09/14/2015		85.721617		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3031655195	09/14/2015		26.471717		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3032043505	09/28/2015		579.321818		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3022341479	09/04/2014	64000012...	25.951616		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3022552219	09/18/2014		19.211717		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3022552540	09/18/2014		490.831717		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3023335211	09/30/2014		10.111818		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3023335798	09/30/2014		6.821618		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3031654942	09/14/2015		40.27-1617		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3031655111	09/14/2015		40.271617		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3031655195	09/14/2015		12.241717		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3032043505	09/28/2015		266.201818		34:4XWSER3636REIMBURPOOLWSE...	FIPYROL1				
			3031363039	09/02/2015	61000026...	37.6634102058110		A372672 PILOT TRAVEL CENTERS L	BANKUS...				
			3031966254	09/24/2015		43.4934102157900		A372672 PILOT TRAVEL CENTERS L	BANKUS...				
				12				10,518.05					
								38,771.26-					

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

LIACR Report Layouts

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

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

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

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

Collections

Payments to USDA APHIS Overview

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

Three important pieces to every APHIS Customer Payment:

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

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



Payments to USDA APHIS Instructions

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

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

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

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

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

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

You will need the following information to remit a payment via ACH, if not using pay.gov:

ABA: 051036706

Name on Account: USDA, MRP, APHIS

Account Number: 540021

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

You will need the following information to remit a payment via Wire Transfer:

ABA: 021030004

Name on Account: USDA, APHIS

Account Number: 12403400

DO NOT USE THE BANK SWIFT CODE for any Wire Transfers.

This may cause your payment to be rejected.

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

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

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

APHIS ALC: 12403400

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

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



USDA APHIS, Wildlife Services

Remittance Advice Instructions

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

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

Wildlife Services Remittance Advice by Customer Type:

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

Customer Types:

Wildlife Services (WS) Customer Payments

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

Reimbursable Payments – agreement includes payment after services are received.

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

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

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



USDA APHIS Lockbox Instructions

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

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

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

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

****CAUTION****

APHIS General Lockbox and Collections Sort (in order)

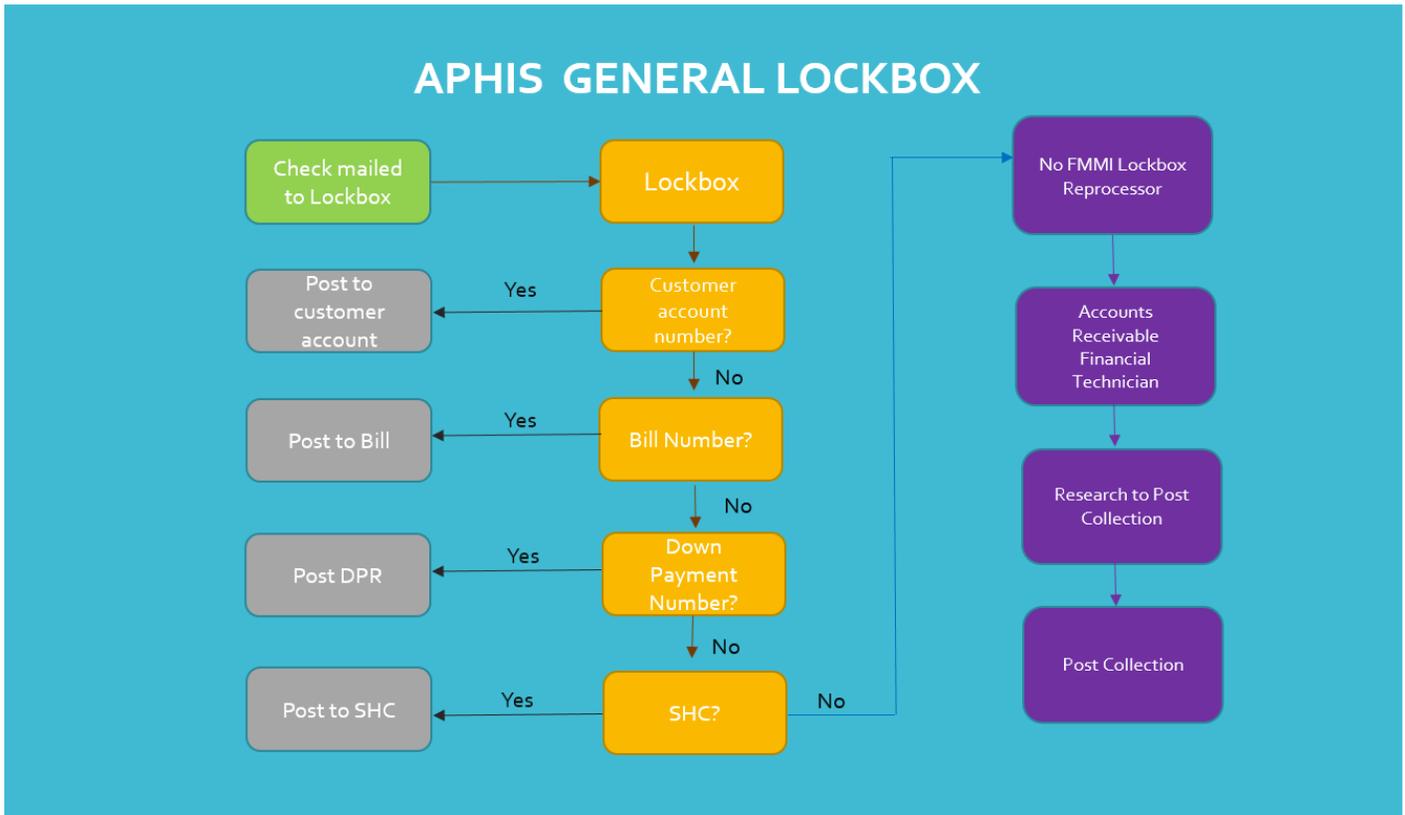
- Customer Account Number/ Billing Document Number
- Down Payment
- COD/ SHC
- Unidentified

Link to Lockbox Addresses:

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

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

APHIS General Lockbox Process Flowchart



PAY.GOV Instructions

Purpose

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

Considerations

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

Instructions

STEP 1: Go to www.pay.gov

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



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

Find an Agency

Below is a list of all agencies that accept payments on Pay.gov. Many of the agencies listed support online public forms, which are web pages where you type in information about yourself and the payment. Clicking on the agency name below will take you to a list of public forms for the chosen agency.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [0-9](#)

A

- [Administrative Office of the United States Courts](#)
- [Advisory Council On Historic Preservation](#)
- [Agriculture \(USDA\) Agriculture Mkt Service \(AMS\) Processed Product Branch \(PPB\)](#)
- [Agriculture \(USDA\): Ag Mkt Service \(AMS\) Plant Variety Protection Office \(PVPO\)](#)
- [Agriculture \(USDA\): Agricultural Research Service \(ARS\)](#)
- [Agriculture \(USDA\): Agriculture Mkt Service \(AMS\) Specialty Crops Inspection Div](#)
- [Agriculture \(USDA\): Animal and Plant Health Inspection Service \(APHIS\)](#)
- [Agriculture \(USDA\): Commodity Credit Corporation \(CCC\)](#)
- [Agriculture \(USDA\): Food and Nutrition Service \(FNS\)](#)
- [Agriculture \(USDA\): Food Safety and Inspection Service](#)
- [Agriculture \(USDA\): National Agricultural Library \(NAL\)](#)
- [Agriculture \(USDA\): National Finance Center \(NFC\)](#)
- [Agriculture \(USDA\): Risk Management Agency \(RMA\)](#)
- [Architect of the Capitol](#)

We're here to help!

- We're Available**
Monday - Friday
7 a.m. - 7 p.m.
Eastern
Open
- Send Us A Message**
You will hear from us by the end of the next business day.
- Call Us Toll Free**
Inside U.S.A. only
800-624-1373
- International Number**
Outside the U.S.A.
+1-216-579-2112

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

Agriculture (USDA): Animal and Plant Health Inspection Service (APHIS)

Animal and Plant Health Inspection Service (APHIS) AQI User Fees

Description: Please use this form to pay your APHIS Agricultural Quarantine Inspection (AQI) User Fees: Passenger Fees, Aircraft Clearance, and Billing Documents.
Form Number: APHIS AQI User Fees

[Continue](#)

Animal and Plant Health Inspection Service (APHIS) Customers

Description: Please use this form to pay your APHIS account statement.
Form Number: APHIS Customers

[Continue](#)

Pocatello Supply Depot Payment Form

Description: Use this form to purchase products to mitigate damage caused by wildlife.
Form Number: Pocatello Depot

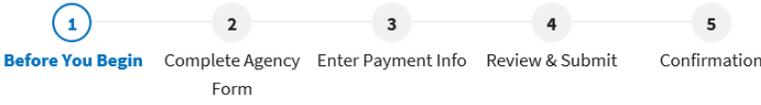
[Continue](#)

We're here to help!

-  **We're Available**
Monday - Friday
7 a.m. - 7 p.m.
Eastern
Open
-  [Send Us A Message](#)
You will hear from us by the end of the next business day.
-  **Call Us Toll Free**
Inside U.S.A. only
800-624-1373
-  **International Number**
Outside the U.S.A.
+1-216-579-2112

STEP 5: Click on "Continue to the Form"

Animal and Plant Health Inspection Service (APHIS) Customers



1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 Confirmation

About this form

Please use this form to pay your APHIS account statement.

Accepted Payment Methods:

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

[Preview Form](#) [Cancel](#) [Continue to the Form](#)

Need Help?

Contact:
APHIS Helpline

Email:
[Click to email](#)

Phone:
1-877-777-2128

STEP 6: Fill out the Required Fields.

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

<i>*Required Field</i>	
*Customer Name:	<input type="text"/>
*Street Address:	<input type="text"/>
Street Address 2:	<input type="text"/>
*City:	<input type="text"/>
*Country:	<input type="text" value="v"/>
Zip/Postal Code:	<input type="text"/>
Email Address:	<input type="text"/>
*Point of Contact First Name:	<input type="text"/>
Point of Contact Middle Initial:	<input type="text"/>
*Point of Contact Last Name:	<input type="text"/>
*Point of Contact Phone Number:	<input type="text"/> Ext: <input type="text"/>
<small>Please notate a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills</small>	
*Service Provided by:	<input type="text" value="v"/>

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

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

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

*Service Provided by:	Billing Document Number	Payment Amount (U.S. Dollars)
Wildlife Services (WS) ▼	*1: <input type="text"/>	*\$ <input type="text"/>
	2: <input type="text"/>	\$ <input type="text"/>
	3: <input type="text"/>	\$ <input type="text"/>
	4: <input type="text"/>	\$ <input type="text"/>
	5: <input type="text"/>	\$ <input type="text"/>
Total Amount Calculated:		\$ <input type="text" value="0.00"/>

Please note: For Assistance or to submit an address change, please email: abshelpline@aphis.usda.gov

STEP 8: Click on “**Submit Data**”

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

Animal and Plant Health Inspection Service (APHIS) Customers

Before You Begin Complete Agency Form **Enter Payment Info** Review & Submit Confirmation

Need Help?

Contact:
APHIS Helpline

Email:
[Click to email](#)

Phone:
1-877-777-2128

Payment Information

Payment Amount \$1.00

*** I want to pay with my**

Bank account (ACH)
 Amazon account
 PayPal account
 Debit or credit card

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

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

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

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

Previous

Return to Form

[Cancel](#)

Submit Payment

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



DOWN PAYMENT REQUEST

**Animal and Plant Health Inspection Service (APHIS) Wildlife
Services**

Date:

WBS Element:

Amount Requested:

APHIS Wildlife Services Agreement Number:

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

Please remit payment in the exact amount requested along with this form to the address below in a timely manner consistent with your agreement with USDA-APHIS-Wildlife Services. Please reference the WBS Element on the payment/check.

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

If you have questions regarding this form, please contact your APHIS-Wildlife Services office.

APHIS Form 94 Instructions

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

Following are instructions for preparing the APHIS Form 94.

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

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

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

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

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

APHIS Form 94, Completion Instructions

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

Collections Reports

Daily Collections Report

Purpose

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

Considerations

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

Report Type

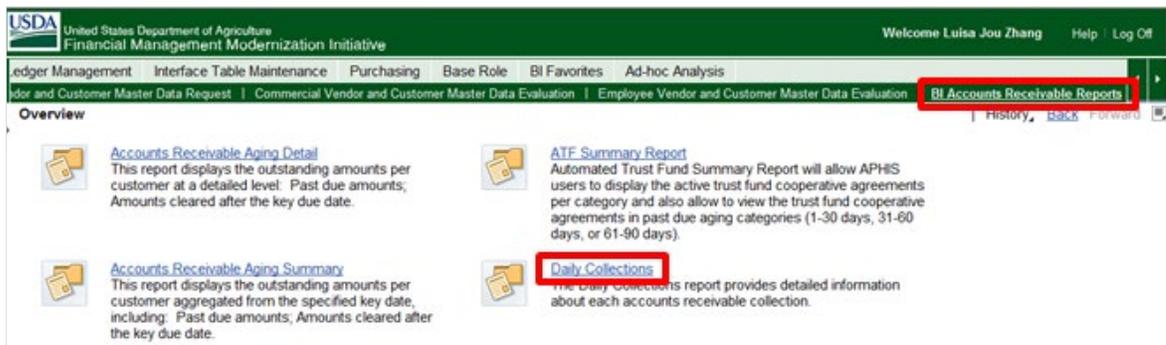
BI

FMMI Role

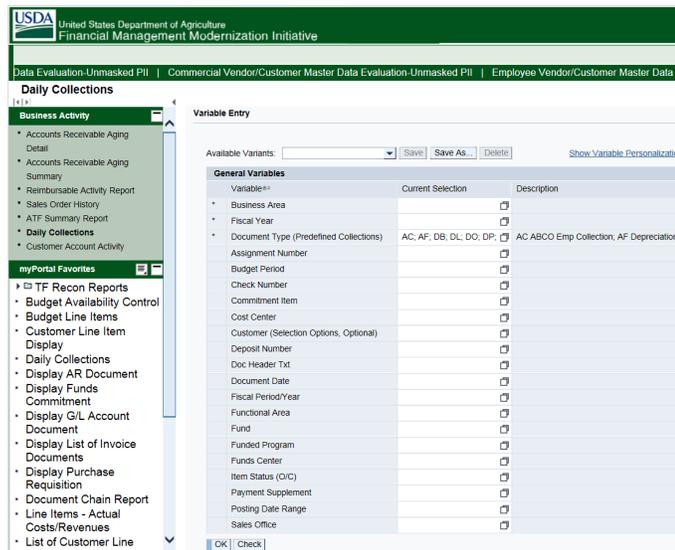
Accounts Receivable, BI Reporter

Instructions

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



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



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

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

ndor/Customer Master Data Evaluation-Unmasked PII | Commercial Vendor/Customer Master Data Evaluation-Unmasked PII | Employee Vendor/Cus

Daily Collections

Business Activity

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

myPortal Favorites

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

Variable Entry

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

General Variables		
Variable ^{h,v}	Current Selection	Description
* Business Area	AP00	AP00 ANIMAL/PLANT HEALTH INSP SVC
* Fiscal Year	2011; 2012; 2013; 2014; 2015	2011; 2012; 2013; 2014; 2015
* 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	AP.RA.RX36.72.0063	AP.RA.RX36.72.0063 NY-NYC DEP (HILLV
Funds Center		
Item Status (O/C)		
Payment Supplement		
Posting Date Range		
Sales Office		

OK Check

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

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

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

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

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

Daily Collections

Business Activity

- Accounts Receivable Aging Detail
- Accounts Receivable Aging Summary
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- Customer Account Activity

myPortal Favorites

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- Display Funds Commitment
- Display G/L Account Document
- Display List of Invoice Documents
- Display Purchase Requisition
- Document Chain Report
- Line Items - Actual Costs/Revenues
- List of Customer Line Item Report

Variable Entry

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

Variable**	Current Selection	Description
* Business Area	AP00	AP00 ANIMAL/PLANT HEALTH INSP SVC
* Fiscal Year	2011, 2012, 2013, 2014, 2015	2011; 2012; 2013; 2014; 2015
* Document Type (Predefined Collections)	AC; AF; DB; DL; DO; DP; F	AC ABCO Emp Collection; AF Depreciation F
Assignment Number		
Budget Period		
Check Number		
Commitment Item		
Cost Center		
Customer (Selection Options, Optional)	0003363845	0003363845 WILDLIFE SERVICES WYOMI
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

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

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

STEP 7: Commonly used additional features:

- a. Create/Save Variant
- b. Filter
- c. Drag and Drop
- d. Save As/Open (Layout)

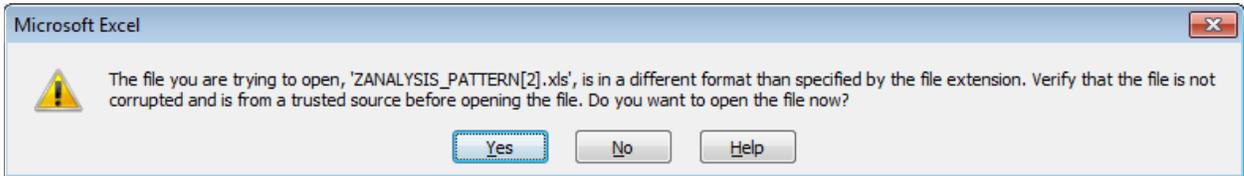
STEP 8: To print PDF the report click **Print Version** and go to step 9 OR to export to Excel, click **Export to Microsoft Excel** and go to step 10.

Fund	Funded program	Budget period	Invoice number	Check Number	Collection Document	Document Header	Document Date	Posting Date	Created By	Debit/Credit Amount
USDA/AG0006501A	USDA/FPDEFAULT	130X	1400422382	00105665	1400529653	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned	-246.41
					1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned	-205.65
				Result						-452.06
				00105665	1400422382	HERMES CONSOLIDATED	04/30/2013	04/30/2013	Not assigned	-528.48
					1400529653	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned	528.48
					1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned	246.41
				Result						246.41
		XXXX		005152	1400730816	DOWNTON DEVELOPMENT	05/06/2014	05/06/2014	Not assigned	-3,178.11
					1400886208	DOWNTOWN DEV AUTHOR	08/29/2014	08/29/2014	Not assigned	-977.87
					1400815048	FORNSTROM FARM ACCO	05/20/2014	05/20/2014	Not assigned	-1,586.00
				Result						-5,741.98
USDA/AP001600AR	USDA/AP.RA.OTCS.WS.WR56	130X		00105665	1400529653	HERMES CONSOLIDATED	04/30/2013	07/18/2013	Not assigned	-262.07
					1400532880	HERMES CONSOLIDATED	04/30/2013	09/16/2013	Not assigned	-40.76
				Result						-322.83

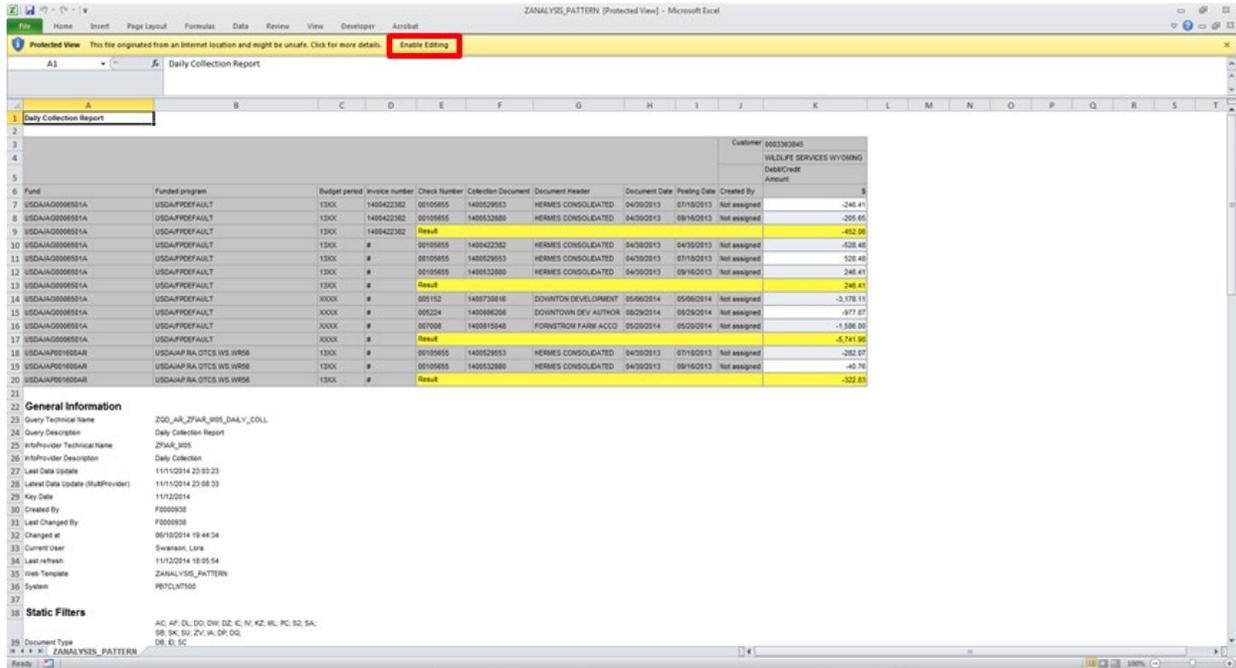
STEP 9: After **Print Version** is clicked, the following box will appear; Click **OK** and a PDF version will be available to print or save.

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

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



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



GL Accounts

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

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

View a Billing Document

Purpose

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

Considerations

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

Report Type

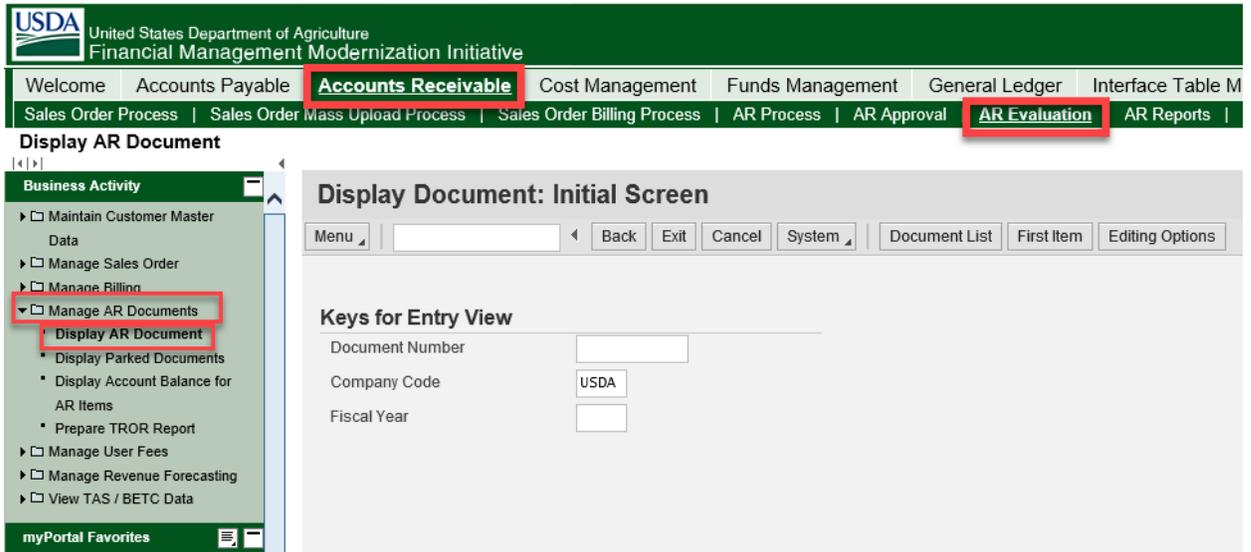
NA

FMMI Role

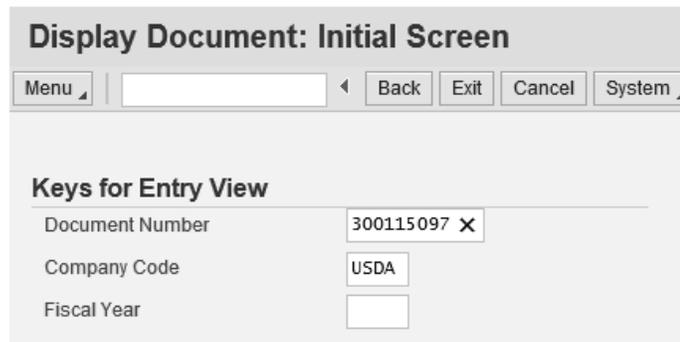
Accounts Receivable, AR Evaluator

Instructions

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



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



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

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

Display Document: Data Entry View

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

Data Entry View

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

Item Assignment	Text	Account	Clrng doc.	Description	Amount Curr.	Earmd Fnds
1		3365613	1400672508	WILDLIFE SERVICES GEORG	3,256.21 USD	
2	30011509732014	5200000200		ServRev-Exch	3,256.21- USD	

- b. Click on Display Document Header to show:
 - i. Document Type
 - ii. Entered by = FMMI User ID
 - iii. Various Dates
- c. Click the **green check box** or the **red X** to close this screen

[Change Display/Change Mode] | [Display Another Document] | [Select Individual Object] | [Display Document Header]

Document Header: USDA Company Code [X]

Document Type: RV [Clrng Doc.Transfer]

Doc.Header Text: []

Card type: [] Card no.: []

Request Number: []

Reference: 0091256963 Document Date: 01/07/2014
 Posting Date: 01/07/2014

Currency: USD Posting Period: 04/ 2014

Ref. Transactn: VBRK Billing document

Reference Key: 0091256963 Log.System: PE1CLNT500

Entered by: F0004559 Parked by: []

Entry Date: 01/07/2014 Time of Entry: 07:59:16

TCode: VF01

Changed on: [] Last update: []

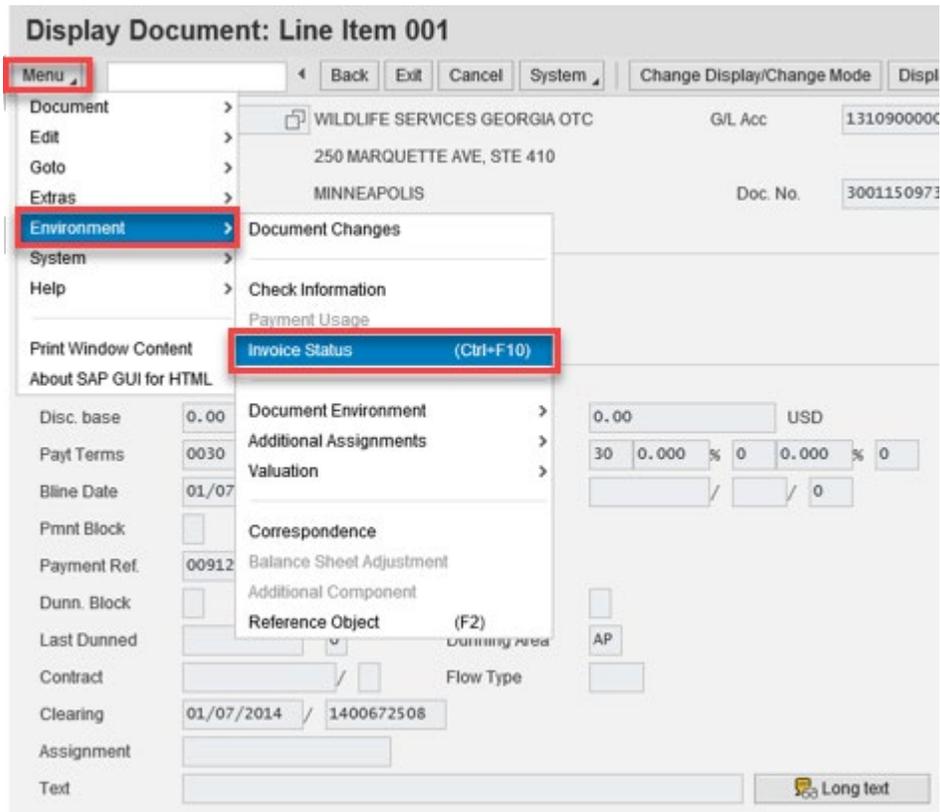
Ledger Grp: []

Ref.key(head) 1: [] Ref.key 2: []

[] [X]

STEP 4: Note the following payment details:

- a. Text Field –
 - i. Check, Wire, ACH number

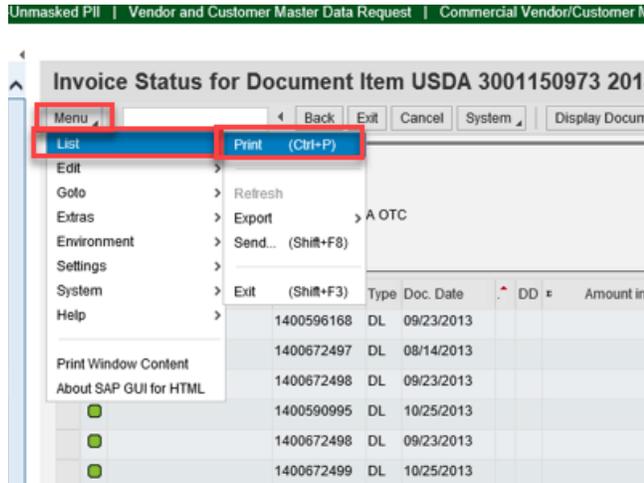


- STEP 6:** The following screen will appear which lists all the payments (collections) applied to this particular billing document. Note the following items:
- Green Dots = the bill has been paid in full by the payments applied to it = the bill is fully cleared
 - Red Dots = the bill has not been paid in full by the payments applied to it = the bill is not fully cleared

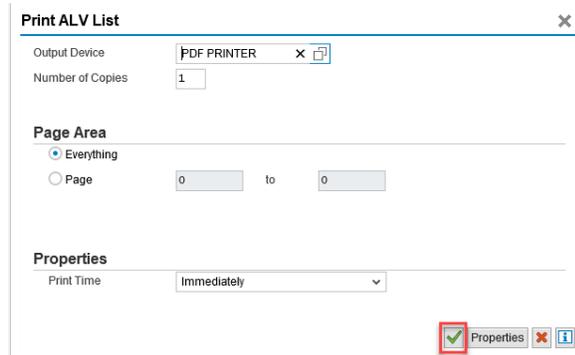
Invoice Status for Document Item USDA 3001150973 2014 001

Assignment	Document..	Type	Doc. Date	DD	Amount in local cur. LCurr	Clrng doc.	Text
●	1400596168	DL	09/23/2013		150.00-USD	1400672498	PG-25CFPL7F
●	1400672497	DL	08/14/2013		492.50-USD	1400672498	035841
●	1400672498	DL	09/23/2013		642.50 USD	1400672498	PG-25CFPL7F
●	1400590995	DL	10/25/2013		75.00-USD	1400672499	PG-25CT4KQR
●	1400672498	DL	09/23/2013		642.50-USD	1400672499	PG-25CFPL7F
●	1400672499	DL	10/25/2013		717.50 USD	1400672499	PG-25CT4KQR
●	1400632716	DL	11/06/2013		850.00-USD	1400672500	001005
●	1400672499	DL	10/25/2013		717.50-USD	1400672500	PG-25CT4KQR
●	1400672500	DL	11/06/2013		1,567.50 USD	1400672500	001005
●	1400643834	DL	11/18/2013		250.00-USD	1400672501	6739
●	1400672500	DL	11/06/2013		1,567.50-USD	1400672501	001005
●	1400672501	DL	11/18/2013		1,817.50 USD	1400672501	6739
●	1400648242	DL	12/02/2013		231.35-USD	1400672502	PG-25DCBGJ9
●	1400672501	DL	11/18/2013		1,817.50-USD	1400672502	6739
●	1400672502	DL	12/02/2013		2,048.85 USD	1400672502	PG-25DCBGJ9
●	1400650248	DL	12/04/2013		300.00-USD	1400672503	PG-25DDJ9J2
●	1400672502	DL	12/02/2013		2,048.85-USD	1400672503	PG-25DCBGJ9
●	1400672503	DL	12/04/2013		2,348.85 USD	1400672503	PG-25DDJ9J2
●	1400660774	DL	12/18/2013		175.00-USD	1400672504	02405

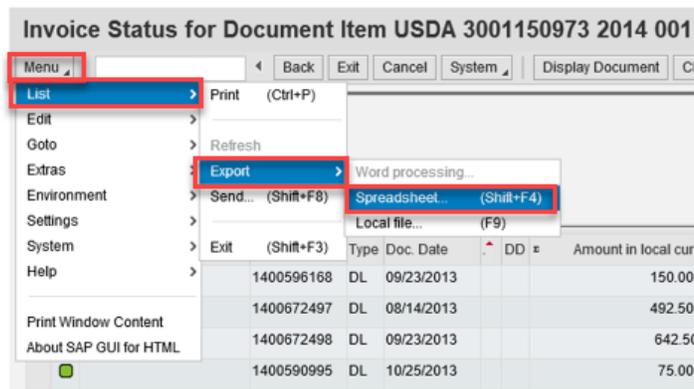
STEP 7: To print this report as PDF click **Menu > List > Print** and go to step 8 (see step 9 to export to Excel).



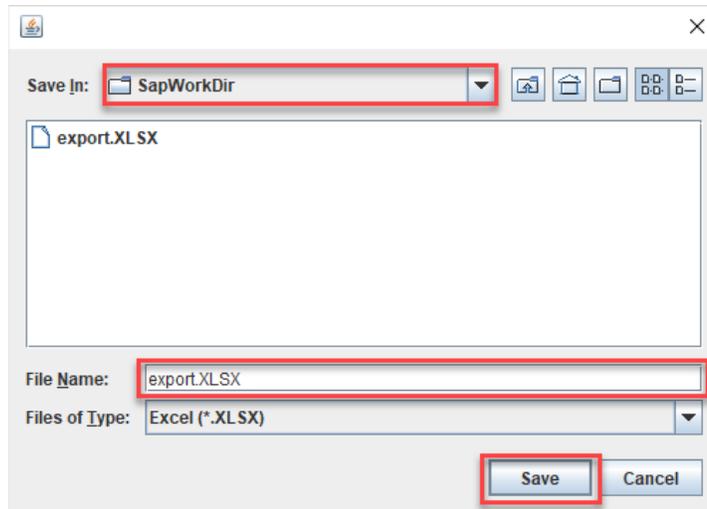
STEP 8: After **Print** is clicked, the following box will appear. Click the **green check** and a PDF version will be available to print or save.



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



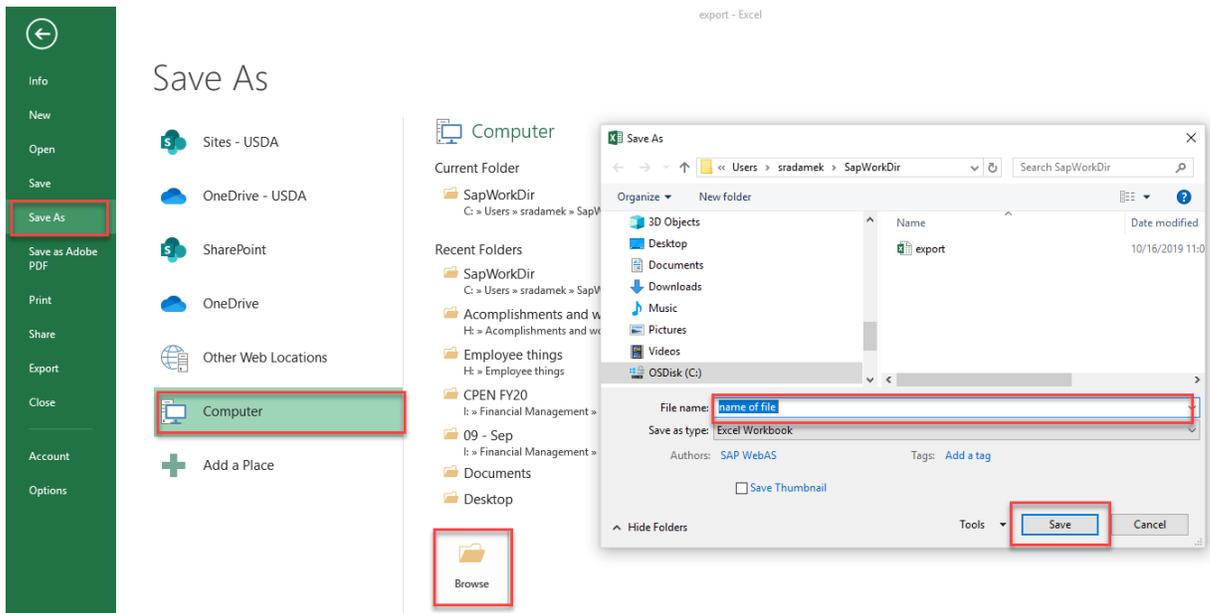
STEP 10: The following box will appear. Enter the path and file name of your choice, and click **Save**.



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

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

STEP 12: To save the file in Excel format, click **File > Save As**. Name the file again and use the drop down arrow to change the Save As Type to Excel Workbook, and click **Save**.



SO Reports

Reimbursable Orders Report

Purpose

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

Considerations

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

Report Type

ECC

FMMI Role

Sales Order Reporter (Accounts Receivable, ECC)

Instructions

STEP 1: Go to

1. **Accounts Receivable**
2. **Sales Order Reports**
3. **Execute Sales Order Reports**
4. **Reimbursable Orders Report**

The screenshot displays the SAP system interface for the Reimbursable Orders Report. The navigation menu on the left includes 'Business Activity' and 'myPortal Favorites'. The 'Execute Sales Order Reports' menu item is highlighted with a red box and a yellow box labeled '3'. The 'Reimbursable Orders Report' menu item is highlighted with a red box and a yellow box labeled '4'. The main area shows the 'Reimbursable Orders Report' title and a toolbar with buttons for 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'Get Variant...'. The 'Execute' button is highlighted with a green box. The 'Input Parameters' section includes fields for Business Area (AP00), Fiscal Year, Sales Orders, Fund, Budget Period, Funds Center, Commitment Item, Functional Area, and Funded Program. The 'Output Type' section includes radio buttons for 'Without Advance', 'With Advance', 'WBS costs without Sales Orders', and a checked checkbox for 'Complex Projects'. The 'Accounts Receivable' and 'Sales Order Reports' menu items are highlighted with red boxes and labeled with yellow boxes '1' and '2' respectively.

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

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

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

Reimbursable Orders Report

Menu | [Dropdown] | 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	AP001600AR	to	[]	[]
Budget Period		to	[]	[]
Funds Center	APWSWR4949	to	[]	[]
Commitment Item		to	[]	[]
Functional Area		to	[]	[]
Funded Program	AP.RA.*	to	[]	[]

Output Type

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

Selection Criterion

Layout Variant	/ZWSLAYOUT
----------------	------------

STEP 4: The report will populate as shown below

Reimbursable Orders Report

Menu | [Dropdown] | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in descending order | Set filter | Delete Filter | Total | Subtotals... | Print preview | Local file... | Mail Recipient | ABC Analysis | Graphic | Change

Reimbursable Orders Report

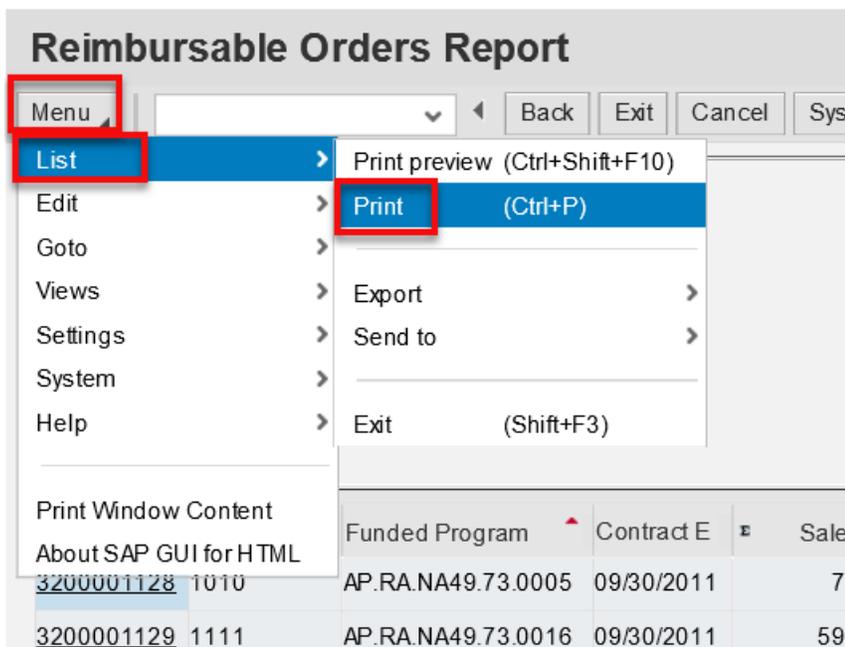
User: BARRETT TRIMBLE
 Date: 06/22/2019
 Date: Without Advance
 Selection Criterion: Business Area : AP00
 Fund : AP001600AR
 Fund Center : APWSHR4949
 Funded Program : AP RA *

Sales Or...	Budget Per	Funded Program	Contract E	Sales Orde	Total Consu...	Commit...	Obligation	Expenditures	Billed Amount	Non Billab	Earned U...	FM SO Unbill...	SD Available	Down Pa...	Down Pa...	Down Pa...	Down Pa...
3200001128	1010	AP RA NA49.73.0005	09/30/2011	7,000.00	7,000.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3200001129	1111	AP RA NA49.73.0016	09/30/2011	59,504.00	59,504.00	0.00	0.00	59,504.00	59,504.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100002218	11XX	AP RA RX49.73.0003	06/30/2012	70,100.00	70,100.00	0.00	0.00	70,100.00	70,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100002219		AP RA RX49.73.0012	09/30/2011	600.00	600.00	0.00	0.00	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100002220		AP RA RX49.73.0013	06/30/2012	20,640.00	20,640.00	0.00	0.00	20,640.00	20,640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100002221		AP RA RX49.73.0014	06/30/2012	30,000.00	30,000.00	0.00	0.00	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100002222		AP RA RX49.73.0015	07/01/2011	6,147.00	6,147.00	0.00	0.00	6,147.00	6,147.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100002223		AP RA RX49.73.0919	04/30/2012	88,617.00	88,617.00	0.00	0.00	88,617.00	88,617.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3200001128	1212	AP RA NA49.73.0016	09/30/2012	159,352.96	159,352.96	0.00	0.00	159,352.96	159,352.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STEP 5: Commonly Used Additional Features

- a. Save as Variant
- b. Filter
- c. Sort
- d. Subtotals
- e. Change Layout

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



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

Print ALV List ✕

Output Device: PDF PRINTER 

Number of Copies: 1

Page Area

Everything

Page: 0 to 0

Properties

Print Time: Immediately 


Properties



Reimbursable Orders Report

User: BARRETT TRIMBLE
 Date: 08/22/2019
 Date: Without Advance
 Selection Criterion: Business Area : AP00
 Fund : AP001600AR
 Fund Center : APWSWR4949
 Funded Program : AP.RA.* 

Sales Orde	Budget Per	Funded Program	Contract E	Sales Orde	Total Cons	Commitment	Obligation	Expenditures	Billed
3200001128	1010	AP.RA.NA49.73.0005	09/30/2011	7,000.00	7,000.00	0.00	0.00	7,000.00	7,0
3200001129	1111	AP.RA.NA49.73.0016	09/30/2011	59,504.00	59,504.00	0.00	0.00	59,504.00	59,5
6100002218	11XX	AP.RA.RX49.73.0003	06/30/2012	70,100.00	70,100.00	0.00	0.00	70,100.00	70,1
6100002219	11XX	AP.RA.RX49.73.0012	09/30/2011	600.00	600.00	0.00	0.00	600.00	6
6100002220	11XX	AP.RA.RX49.73.0013	06/30/2012	20,640.00	20,640.00	0.00	0.00	20,640.00	20,6
6100002221	11XX	AP.RA.RX49.73.0014	06/30/2012	30,000.00	30,000.00	0.00	0.00	30,000.00	30,0
6100002222	11XX	AP.RA.RX49.73.0015	07/01/2011	6,147.00	6,147.00	0.00	0.00	6,147.00	6,1
6100002223	11XX	AP.RA.RX49.73.0919	04/30/2012	88,617.00	88,617.00	0.00	0.00	88,617.00	88,6

*Note: first page of the report shows statistics about the report

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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Interface Table Maintenance Purchasing Base Role Ad-hoc Analysis BI Favorites

Sales Order Process Sales Order Billing Process AR Process AR Approval Debt Write-Off Process AR Evaluation AR Reports **Sales Order Reports** Overhead Allocation Processing Customer Correspondence Process Account State

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**
 - List of sales Documents
 - Billing Due List with Reject Reason

Reimbursable Orders Report

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order Set filter Delete Filter Total Subtotals... Print preview **Local file...** Mail Re

Reimbursable Orders Report

User: BARRETT TRIMBLE
Date: 08/22/2019
Date: Without Advance
Selection Criterion: Business Area - AP00
Fund - APO01600AR
Fund Center - APV5WR4949
Funded Program - AP RA

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

Save list in file... X

In which format should the list be saved ?

unconverted

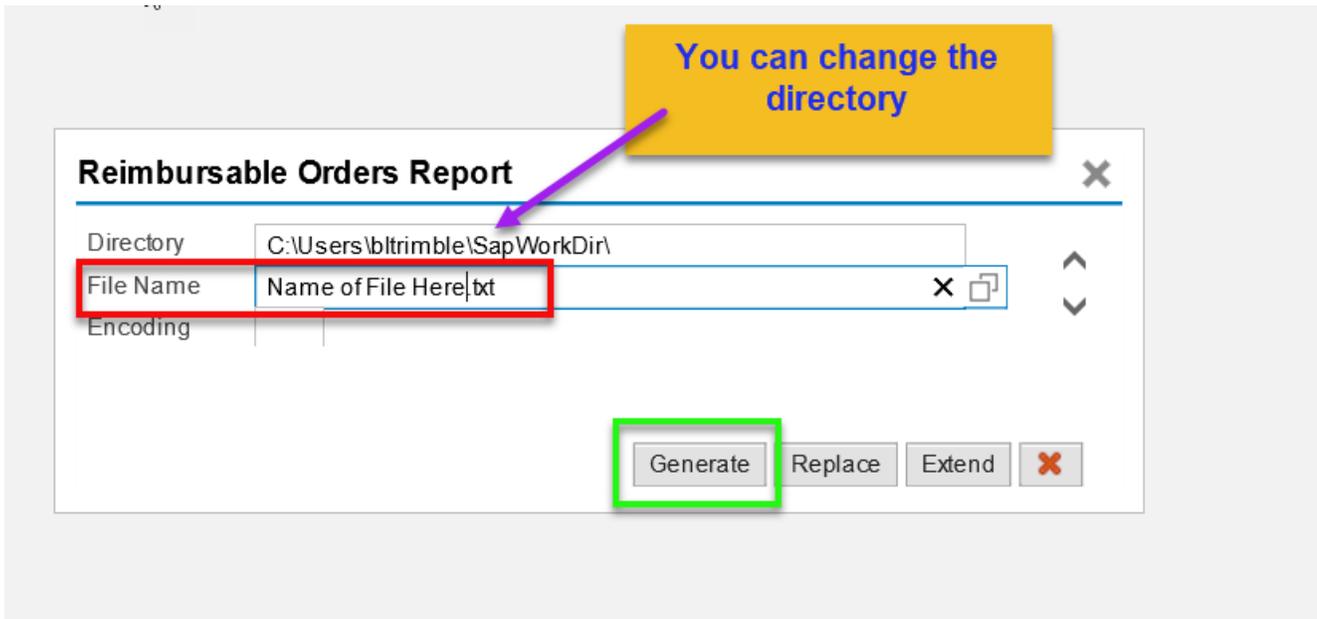
Text with Tabs

Rich text format

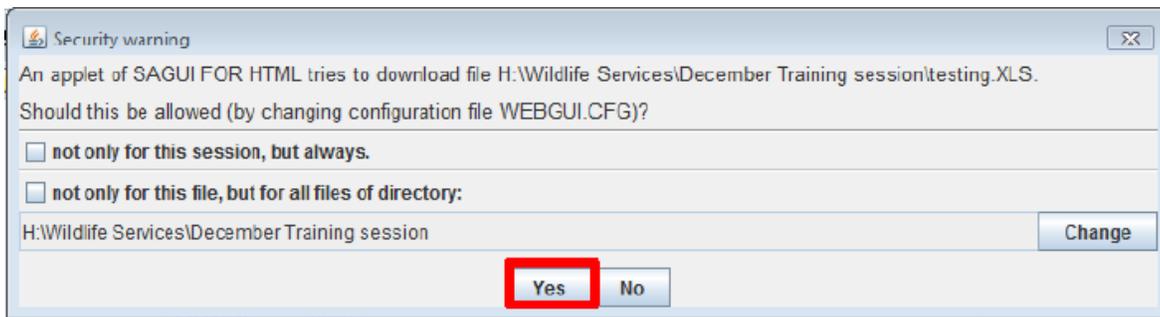
HTML Format

In the clipboard

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

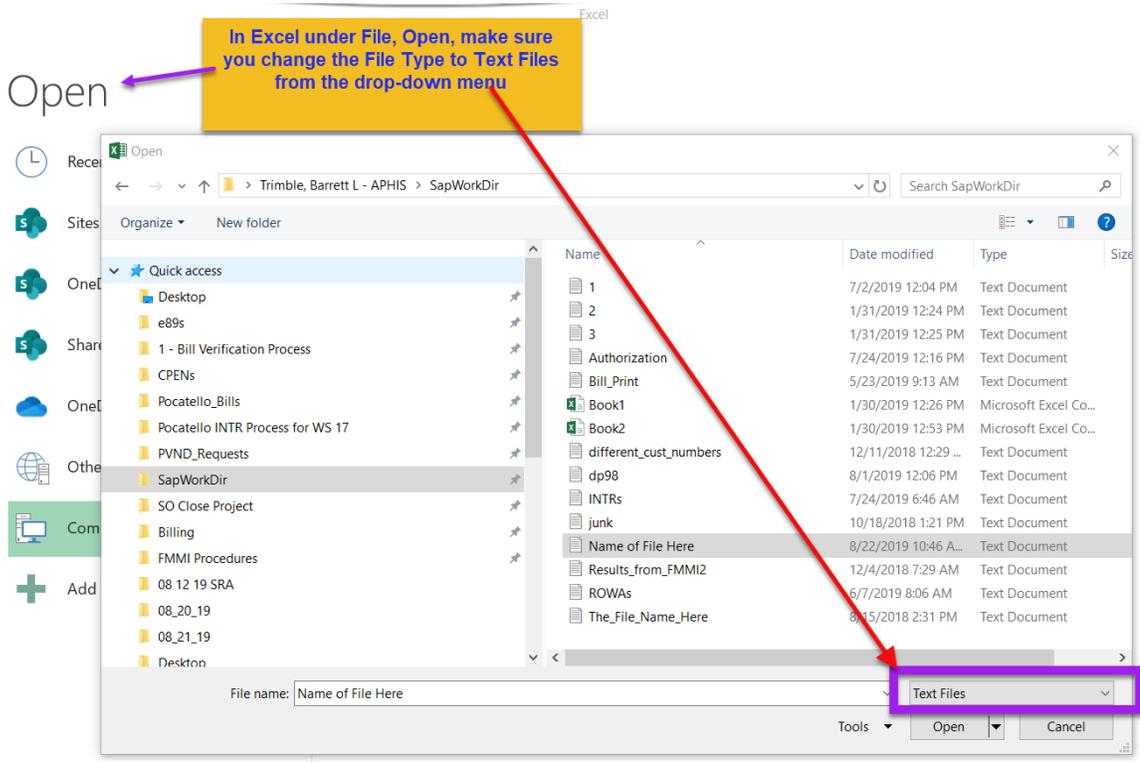


STEP 11: You may (or may not) receive the following security message. If you get this message, click **Yes**.



STEP 12: Your screen will return you back to the ROR. A text file will be available in the directory you generated the report to. You will have to go to Excel, choose Open and change the File Type to “.txt” or Text File. A wizard will appear in Excel and you can click the Finish button. From there you can sort, print or save in the location you selected.

STEP 13: You will have to go to Excel, choose Open and change the File Type to “.txt” or Text File. A wizard will appear in Excel and you can click the Finish button. From there you can sort, print or save in the location you selected.

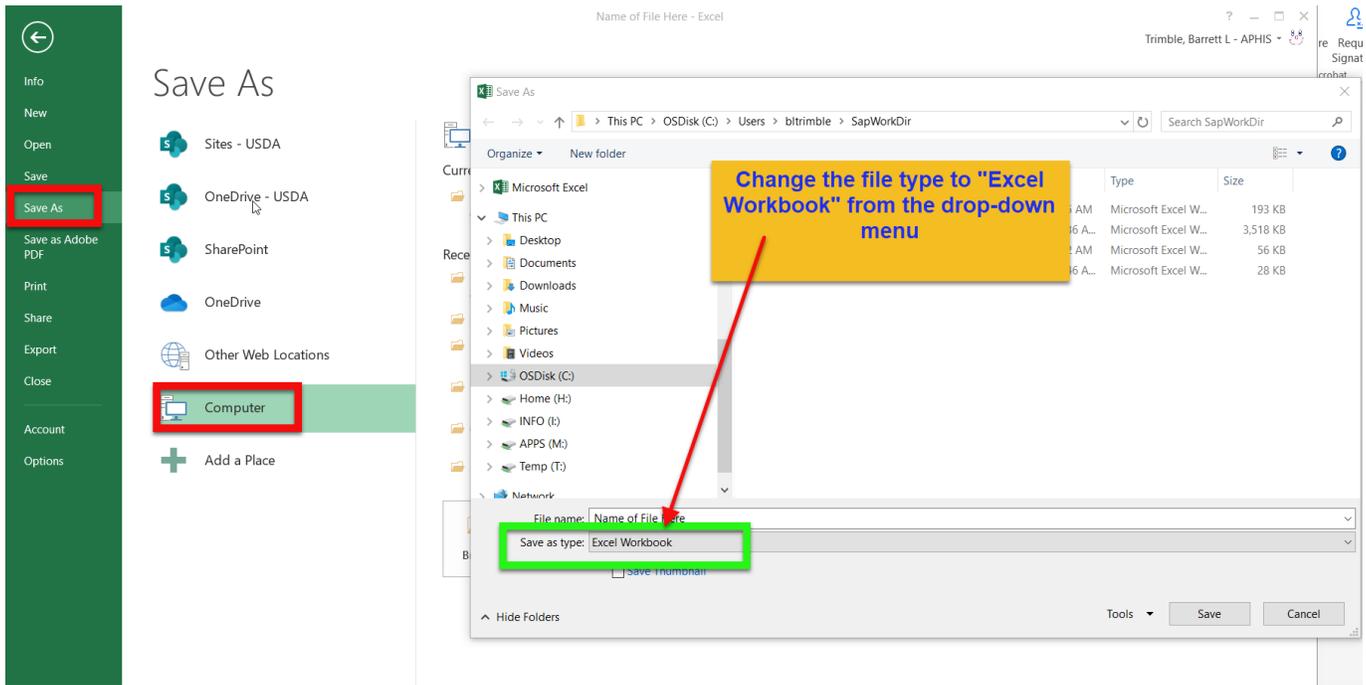


STEP 14: After clicking "Finish" button on the import wizard, the file will open, as shown below.

Excel interface showing the ribbon (FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, ACROBAT) and the spreadsheet content.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Reimbursable Orders Report													
2														
3	User:	BARRETT TRIMBLE												
4	Date:	#####												
5	Date:	Without Advance												
6	Selection Criterion:	Business Area : AP00												
7		Fund : AP001600AR												
8		Fund Center : APWSWR4949												
9		Funded Program : AP.RA.*												
10														
11		Sales Orde	Budget Per		Funded Prc	Contract E	Sales Orc	Total Co	Commitme	Obligation	Expenditu	Billed Amc	Non Billab	
12														
13		3.2E+09	1010		AP.RA.NA4	#####	7,000.00	7,000.00	0	0	7,000.00	7,000.00	0	
14		3.2E+09	1111		AP.RA.NA4	#####	59,504.00	59,504.00	0	0	59,504.00	59,504.00	0	
15		6.1E+09	11XX		AP.RA.RX4	#####	70,100.00	70,100.00	0	0	70,100.00	70,100.00	0	
16		6.1E+09	11XX		AP.RA.RX4	#####	600	600	0	0	600	600	0	
17		6.1E+09	11XX		AP.RA.RX4	#####	20,640.00	20,640.00	0	0	20,640.00	20,640.00	0	
18		6.1E+09	11XX		AP.RA.RX4	#####	30,000.00	30,000.00	0	0	30,000.00	30,000.00	0	
19		6.1E+09	11XX		AP.RA.RX4	7/1/2011	6,147.00	6,147.00	0	0	6,147.00	6,147.00	0	
20		6.1E+09	11XX		AP.RA.RX4	#####	88,617.00	88,617.00	0	0	88,617.00	88,617.00	0	
21		3.2E+09	1212		AP.RA.NA4	#####	#####	#####	0	0	#####	#####	0	

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



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

- a. Not selecting the entire area that needs to be filtered
- b. Merged cells (header info)
- c. Inconsistent cell formats (Number, Text, Date, etc.)
- d. Entirely blank rows or columns

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

Budget

APHIS AVC Budgets by Fund

APHIS AVC in FMMI & Budgetary Posting Method

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

All other funds should be Budget PD + FUND + FA

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

Last Updated 21-Mar-12

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

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

APHIS AVC in FMMI & Budgetary Posting Method

FMMI Fund	Budget PD	AVC as of FY14	AVC as of FY15	How Budget Authority is Established (GL 4610)
AP001600AD	Annual	Budget PD + FUND	KEEP	BESB Budgetary Documents
	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget PD + FUND + FA	CHANGE	BESB Budgetary Documents
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA	CHANGE	BESB Budgetary Documents
	Multiyear	Budget PD + FUND		BESB Budgetary Documents
AP001600AR	Annual	Budget PD + FUND + FA + FC+ FP		Sales orders; varies depending on Sales order Type
	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget PD + FUND + FA + FC+ FP		Sales orders; varies depending on Sales order Type
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA + FC + FP		Sales orders; varies depending on Sales order Type
AP005161AV *	NoYear	FUND + FA		BESB Budgetary Documents / Actual Collections must be monitored
AP0016FRAR	Annual	Budget PD + FUND + FA + FP		BESB Budgetary Documents / Actual Collections must be monitored
	NoYear	FUND + FA + FP		BESB Budgetary Documents / Actual Collections must be monitored
AP0016IEAR	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget Period + FUND + FA Positions 1-8 (APO0UFVS)	CHANGE	BESB Budgetary Documents / Actual Collections must be monitored
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA Positions 1-8 (APO0UFVS)	CHANGE	
AP008226AV	NoYear	FUND + FA		TOWA Sales orders w/ Deposits Received
AP001600BN	Annual	Budget PD + FUND + FA		BESB Budgetary Documents
	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget PD + FUND + FA	CHANGE	
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA	CHANGE	BESB Budgetary Documents
AP001600BR	Annual	Budget PD + FUND + FA		BESB Budgetary Documents
	NoYear	FUND + FA		BESB Budgetary Documents
AP031600BD	NoYear	Fund + Budget PD + FA		BESB Budgetary Documents
AP001601AD	NoYear - Budget Periods GREATER THAN OR EQUAL TO 15XX	Budget PD + FUND + FA	CHANGE	BESB Budgetary Documents
	NoYear - Budget Periods LESS THAN 15XX	FUND + FA	CHANGE	BESB Budgetary Documents

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

Last Updated

11-Aug-14

AVC Tables

Budget Availability Control

Purpose

The AVC Tables in FMMI provide budget availability balances.

Considerations

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

Report Type

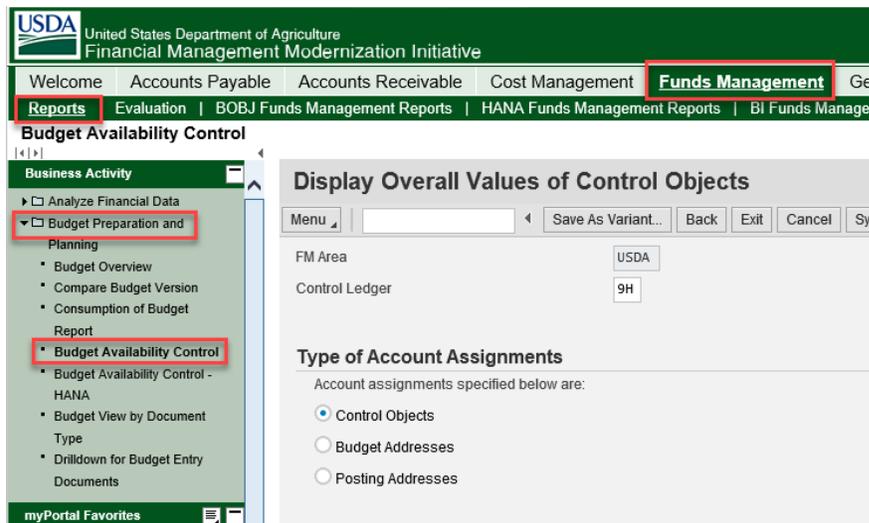
ECC

FMMI Role

Funds Management, ECC Reporting

Instructions

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



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

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome Accounts Payable Accounts Receivable Cost Management **Funds Management** General Ledger Interface Table Maintenance Purc
Reports Evaluation BOBJ Funds Management Reports HANA Funds Management Reports BI Funds Management Reports

Budget Availability Control

Business Activity

- Analyze Financial Data
 - Commitment Items Report
 - Commitment Items to GL
 - Accounts Report
 - Funds Centers Report
 - Funds Centers Alphabetical List Report
 - Fund Alphabetical List Report
 - Functional Area Alphabetical List Report
 - Funded Programs
 - Alphabetical List Report
 - Application of Funds
 - Alphabetical List Report
 - Status of Funds Report SPL
 - SF 133 Report
 - Status of Funds Inception to Date
 - Run Report by All Posting
- Budget Preparation and Planning
 - Budget Overview
 - Compare Budget Version
 - Consumption of Budget Report
 - Budget Availability Control**
 - Budget Availability Control - HANA
 - Budget View by Document Type
 - Drilldown for Budget Entry Documents

myPortal Favorites

- Customer
 - Create Vendor/Customer Master Data Request
 - Display Account Balance for AR Items
 - View Customer Master Data
- Documents
 - Approve and Post AR

Display Overall Values of Control Objects

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

FM Area USDA
Control Ledger 9H

Type of Account Assignments
Account assignments specified below are:

Control Objects
 Budget Addresses
 Posting Addresses

Selection of Account Assignments

Fund [] to []
Budget Period [] to []
Funds Center [] to []
Commitment Item [] to []
Functional Area [] to []
Funded Program [] to []

Restriction According to Attributes
 Multiple Selection FM Account Assignment Variant Name []

Layout Options

Display Options
Use View 'Outgoing Amounts'
Use View 'Incoming Amounts'
Maximum Usage Rate 100.00
Display Budget Deficits Only

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

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

Display Overall Values of Control Objects

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

FM Area USDA
Control Ledger 9H

Type of Account Assignments
Account assignments specified below are:

Control Objects
 Budget Addresses
 Posting Addresses

Selection of Account Assignments

Fund [] to []
Budget Period [] to []
Funds Center [] to []
Commitment Item [] to []
Functional Area [] to []
Funded Program AP . RA . NA32 . 71 . 0346 to []

Restriction According to Attributes
 Multiple Selection FM Account Assignment Variant Name []

STEP 4: The report will populate as shown below

Display Overall Values of Control Objects

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

Control Objects Data: Overall Values

FM Area: USDA (USD)
Control Ledger: 9H

Fund: AP001600AR
Funds Center: APWSWR3232
Functional Area: AP00AGREIMBUR000
Funded Program: AP.RA.NA32.71.0346

Overall Values of Control Objects	Consumable A...	Consumed Amt	Available Amt
> <Severl Budget Period Values>	454,139.56	3,074.18	451,065.38

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

Display Overall Values of Control Objects

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

Control Objects Data: Overall Values

FM Area: USDA (USD)
Control Ledger: 9H

Fund: AP001600AR
Funds Center: APWSWR3232
Functional Area: AP00AGREIMBUR000
Funded Program: AP.RA.NA32.71.0346

Overall Values of Control Objects	Consumable A...	Consumed Amt	Available Amt
> <Severl Budget Period Values>	454,139.56	3,074.18	451,065.38

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

Display Overall Values of Control Objects

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

Control Objects Data: Overall Values

FM Area: USDA (USD)
Control Ledger: 9H

Fund: AP001600AR
Funds Center: APWSWR3232
Functional Area: AP00AGREIMBUR000
Funded Program: AP.RA.NA32.71.0346

Overall Values of Control Objects	Consumable A...	Consumed Amt	Available Amt
> <Severl Budget Period Values>	454,139.56	3,074.18	451,065.38
> 1313	27,398.89	0.00	27,398.89
> 13XX	0.00	0.00	0.00
> 1414	18,474.66	0.00	18,474.66
> 1515	38,224.30	0.00	38,224.30
> 1616	84,963.09	0.00	84,963.09
> 1717	94,574.10	0.00	94,574.10
> 1818	78,576.84	0.00	78,576.84
> 1919	111,927.68	3,074.18	108,853.50

Display Sales Order

Display Reimb - No Advance 320004752: Overview

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

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

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

Req. deliv date 02/07/2014 Deliver Plant
 Contract start Contract end
 Complete div Total Weight 0 KG
 Delivery block Volume 0.000
 Billing block Pricing date 02/07/2014
 Payment terms 0001 Pay Immediately w/o Incoterms
 Order reason
 Sales area APO0 / AG / AG APHS, USDA, USDA

All Items

Item	Material	Description	WBS Element	Order Quantity	Un	Amount	per	UoM	Net price	Crcy	Plet	ICa	CnTy	CRTD	BLCK
220	REIMB	14-7100-0322-Q AP,RA,NA33.71.0322		1	VA	16,800.00	1	VA	16,800.00	USD	D	APO0	RONA	REMB	
230	REIMB	14-7100-0322-Q AP,RA,NA34.71.0323		1	VA	36,460.00	1	VA	36,460.00	USD	D	APO0	RONA	REMB	
240	REIMB	14-7100-0322-Q AP,RA,NA32.71.0346		1	VA	27,411.00	1	VA	27,411.00	USD	D	APO0	RONA	REMB	
250	REIMB	14-7100-0322-Q AP,RA,NA36.71.0324		1	VA	91,685.00	1	VA	91,685.00	USD	D	APO0	RONA	REMB	
260	REIMB	14-7100-0322-Q AP,RA,NA36.71.0326		1	VA	61,505.00	1	VA	61,505.00	USD	D	APO0	RONA	REMB	
270	REIMB	14-7100-0322-Q AP,RA,NA36.71.0327		1	VA	8,984.00	1	VA	8,984.00	USD	D	APO0	RONA	REMB	
280	REIMB	14-7100-0322-Q AP,RA,NA39.71.0328		1	VA	56,567.00	1	VA	56,567.00	USD	D	APO0	RONA	REMB	
290	REIMB	14-7100-0322-Q AP,RA,NA39.71.0329		1	VA	72,860.00	1	VA	72,860.00	USD	D	APO0	RONA	REMB	
300	REIMB	14-7100-0322-Q AP,RA,NA39.71.0330		1	VA	49,266.00	1	VA	49,266.00	USD	D	APO0	RONA	REMB	

Line Items - Actual Costs/Revenues

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

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

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

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

Status of Funds Project-to-Date

Status of Funds Project-to-Date

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

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

Rows: Budget Period, Overall Result

Fund	Authority	Budget Authority	Commitments	Obligations	Expenditures	Disbursements	Total Commitments and Obligations	Available Authority
AP001600AR								
APWSWR3232								
AP,RA,NA32.71.0346								
Budget Period	\$	\$	\$	\$	\$	\$	\$	\$
1414	0.00	0.00	0.00	0.00	0.00	26,301.11	26,301.11	1,109.89
Overall Result	0.00	0.00	0.00	0.00	0.00	26,301.11	26,301.11	1,109.89

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

Display Overall Values of Control Objects

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

Control Objects Data: Overall Values

FM Area: USDA (USD)
Control Ledger: 9H

Fund: AP001600AR
Funds Center: APWSWR3232
Functional Area: AP00AGREIMBUR000
Funded Program: AP.RA.NA32.71.0346

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

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

Display Overall Values of Control Objects

Menu ◿ ◀ Save As Variant... Back Exit Cancel System ◿ Execute Get Variant... Program Documentation

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

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

Selection of Account Assignments

Fund: [] to [] ⇄
 Budget Period: [] to [] ⇄
 Funds Center: [] to [] ⇄
 Commitment Item: [] to [] ⇄
 Functional Area: [] to [] ⇄
 Funded Program: AP.RA.NA32.71.0346 to [] ⇄

Restriction According to Attributes
 Multiple Selection FM Account Assignment Variant Name: []

Layout Options

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

STEP 11: The report will populate as shown below

Display Overall Values of Control Objects

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

Control Objects Data: Overall Values

FM Area: USDA (USD)
Control Ledger: ZR

Fund: AP001600AR
Funds Center: APWSWR3232
Functional Area: AP00AGREIMBUR000
Funded Program: AP.RA.NA32.71.0346

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

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

Display Overall Values of Control Objects

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

Control Objects Data: Overall Values

FM Area: USDA (USD)
Control Ledger: ZR

Fund: AP001600AR
Funds Center: APWSWR3232
Functional Area: AP00AGREIMBUR000
Funded Program: AP.RA.NA32.71.0346

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

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

Display Overall Values of Control Objects

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

Control Objects Data: Overall Values

FM Area: USDA (USD)
Control Ledger: ZR

Fund: AP001600AR
Funds Center: APWSWR3232
Functional Area: AP00AGREIMBUR000
Funded Program: AP.RA.NA32.71.0346

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

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

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

Display Overall Values of Control Objects

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

Control Objects Data: Overall Values

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

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

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

Display Sales Order

Display Reimb - No Advance 320004752: Item Data

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

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

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

Account assignment

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

WBS Element: AP.RA.NA32.71.0346

Data relevant for cost accounting

Costing sheet: ZRRB1 USDA - OH for All Expenses
Overhead key: **R2715**

FM AccAssign

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

Menu ◄ [] ◀ Back Exit Cancel System ◄ Document Master Record Correction Request D

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

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

Calculations

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

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

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

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

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

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

STEP 16: Additional Items to Note:

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

Status of Funds Project-to-Date Report

Purpose

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

Considerations

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

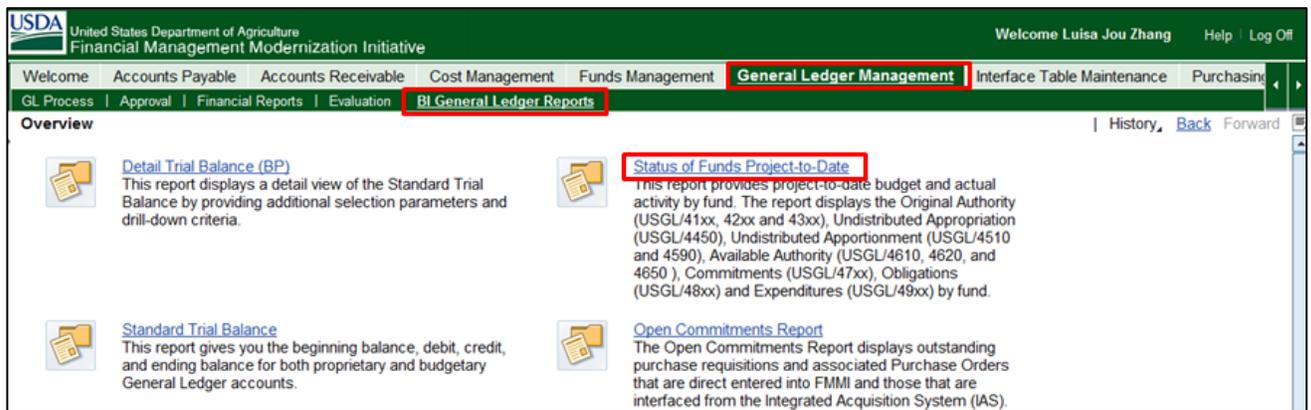
Report Type

BI

FMMI Role

General Ledger Management, BI Reporting

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



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

Status of Funds Project-to-Date

Variable Entry

Available Variants: [Show Variable Personalization](#)

General Variables		
Variable [≠]	Current Selection	Description
* Fiscal Year		<input type="checkbox"/>
* From Period		<input type="checkbox"/>
* To Period		<input type="checkbox"/>
Budget Period		<input type="checkbox"/>
Business Area		<input type="checkbox"/>
Fund		<input type="checkbox"/>
Funds Center		<input type="checkbox"/>
Commitment Item		<input type="checkbox"/>
Functional Area		<input type="checkbox"/>

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

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

Variable Entry

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

General Variables		
Variable**	Current Selection	Description
* Fiscal Year	2015	2015
* From Period	1	1
* To Period	12	12
Budget Period		
Business Area		
Fund	AP001600AR	AP001600AR GENERAL-REIMB-CAT A
Funds Center	APWSER5555	APWSER5555 ER - WISCONSIN
Commitment Item		
Functional Area		

STEP 4: The Report will display as shown below

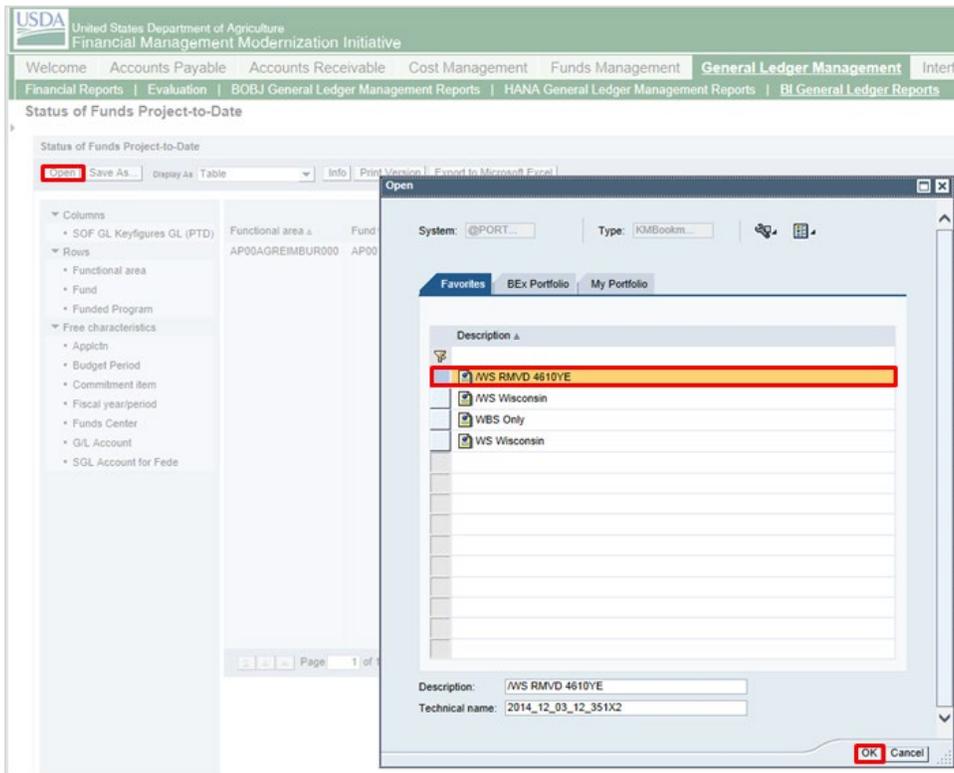
Status of Funds Project-to-Date

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

Columns	Functional area	Fund**	Funded Program	Authority**	Undistributed Appropriation**	Undistributed Apportionment**	Budget Authority**	Commitments**	Obligations**	Expenditures**	Disbursements**	Total Commitments and Obligations**	Available Authority**
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
* SOF GL Key/figures GL (PTD)	AP00AGREIMBUR000	AP001600AR	AP.AR.WSFA.VI	-1,817.00	-8,925.48		-10,742.48		0.00	0.00	10,742.48	10,742.48	-10,742.48
* Functional area			AP.RA.NASS.71.0001	-17,621.85	0.00		-17,621.85				17,621.85	17,621.85	0.00
* Fund			AP.RA.NASS.71.0002	-5,831.71	0.00		-5,831.71				5,831.71	5,831.71	0.00
* Funded Program			AP.RA.NASS.71.0003	-4,407.21	0.00		-4,407.21			0.00	4,407.21	4,407.21	0.00
* Free characteristics			AP.RA.NASS.71.0004	0.00	0.00		0.00						0.00
* Applicn			AP.RA.NASS.71.0337	-37,713.21	0.00		-37,713.21	0.00	0.00	0.00	32,279.42	32,279.42	425.84
* Budget Period			AP.RA.NASS.71.0338	-45,059.26	0.00		-45,059.26	0.00	0.00	0.00	39,275.22	39,275.22	27.81
* Commitment Item			AP.RA.NASS.71.0339	-38,091.63	0.00		-38,091.63			0.00	32,352.00	32,352.00	1.78
* Fiscal year/period			AP.RA.NASS.72.0051	-5,131.84	0.00		-5,131.84			0.00	5,131.84	5,131.84	868.16
* Funds Center			AP.RA.NASS.72.0055	-23,231.82	0.00		-23,231.82			0.00	17,605.61	17,605.61	799.75
* GL Account			AP.RA.NASS.72.0057							0.00			0.00
* SQL Account for Fede			AP.RA.NASS.72.0077	-5,000.00	3,517.16		-1,482.84			0.00	1,482.84	1,482.84	3,517.16
			AP.RA.NX55.72.0055	-4,538.58	3,690.00		-938.58			0.00	4,538.58	4,538.58	-938.58
			AP.RA.NX55.72.0056	-216,413.60	250,010.59		33,596.99			0.00	168,867.69	168,867.69	27,132.31
			AP.RA.NX55.72.0057	-290,223.29	353,565.26		73,341.97			0.00	264,658.03	264,658.03	73,341.97
			AP.RA.NX55.72.0058	-360,847.99	396,661.79		35,813.80		0.00	1.01	280,298.33	280,299.34	30,331.66
			AP.RA.NX55.72.0059	-85,009.20	68,121.61		3,112.41			0.00	63,943.91	63,943.91	3,056.09
			AP.RA.NX55.72.0060	-36,058.77	37,016.59		957.82			0.00	29,498.16	29,498.16	957.82
			AP.RA.NX55.72.0061	-36,580.41	39,696.92		3,116.51			0.00	17,225.44	17,225.44	2,774.56
			AP.RA.NX55.72.0062	-754.00	831.02		77.02			0.00	750.92	750.92	3.08

Page 1 of 10

STEP 5: Open layout by clicking on **Open > /WS RMVD 4610YE > OK**
 (This layout has been saved to remove Comm Item 4610YE)



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

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

Status of Funds Project-to-Date

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

Columns	Functional area	Fund	Funds Center	Authority**	Undistributed Appropriation**	Undistributed Apportionment**	Budget Authority**	Commitments**	Obligations**	Expenditures**	Disbursements**	Total Commitments and Obligations**	Available Authority**
				\$	\$		\$	\$	\$	\$	\$	\$	\$
AP AR WSFA WI	AP00AGREIMBUR000	AP001600AR	APWSER5555	0.00			0.00		0.00		10,742.48	10,742.48	-10,742.48
AP EX WLSV GE													
AP RA NA55 71 0001				0.00			0.00				17,621.85	17,621.85	0.00
AP RA NA55 71 0002				0.00			0.00				5,831.71	5,831.71	0.00
AP RA NA55 71 0003				0.00			0.00			0.00	4,407.21	4,407.21	0.00
AP RA NA55 71 0004				0.00			0.00						0.00
AP RA NA55 71 0337				0.00	0.00		0.00	0.00	0.00	0.00	32,279.42	32,279.42	2,210.35
AP RA NA55 71 0338				0.00	0.00		0.00	0.00	0.00	0.00	39,275.22	39,275.22	2,296.51
AP RA NA55 71 0339				0.00	0.00		0.00			0.00	32,352.00	32,352.00	6,500.63
AP RA NA55 72 0051				0.00	0.00		0.00			0.00	5,131.84	5,131.84	1,192.98
AP RA NA55 72 0055				0.00			0.00			0.00	17,605.61	17,605.61	799.75
AP RA NA55 72 0057											0.00	0.00	0.00
AP RA NA55 72 0077				0.00	0.00		0.00			0.00	1,482.84	1,482.84	6,017.16
AP RA NX55 72 0055				0.00			0.00				4,538.58	4,538.58	-938.58
AP RA NX55 72 0056				0.00			0.00		0.00	0.00	168,867.69	168,867.69	27,132.31
AP RA NX55 72 0057				0.00			0.00		0.00	0.00	264,658.03	264,658.03	73,341.97
AP RA NX55 72 0058				0.00			0.00	0.00	1.01	0.00	280,298.33	280,299.34	30,331.66
AP RA NX55 72 0059				0.00			0.00		0.00	0.00	63,943.91	63,943.91	3,056.09
AP RA NX55 72 0060				0.00			0.00		0.00	0.00	29,498.18	29,498.18	957.82
AP RA NX55 72 0061				0.00			0.00			0.00	17,225.44	17,225.44	2,774.56

Page 1 of 10

STEP 7: Commonly Used Additional Features

- Drag and Drop
- Filter
- Filter > Variable Screen
- Subtotals
- Save As / Open (Layout)

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

Authority	Undistributed Appropriation	Undistributed Apportionment	Budget Authority	Comments	Obligations	Expenditures	Disbu
	\$		\$		\$	\$	\$
139,705.97			139,705.97		0.00	16,301.05	
Result	139,705.97		139,705.97		0.00	16,301.05	

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

Export Dialog

Scaling Factor: Fit to page width, Repeat column headers Theme: Standard SAP, Size: Letter 8.5 x 11 inch, Orientation: Landscape Format

Page: Fit to page, Poster, Repeat lead columns, Repeat column headers

Margins: in mm, Top: 20.0, Bottom: 20.0, Left: 20.0, Right: 20.0

Header: Left: Date Time, Center: Free Text (UNITED STATES DEPART), Right: Page 1

Footer: Left: None, Center: Free Text (FOR OFFICIAL USE ONLY), Right: None

Status of Funds Project-to-Date

Authority	Undistributed Appropriation	Undistributed Apportionment	Budget Authority	Comments	Obligations	Expenditures	Disbur
	\$		\$		\$	\$	\$
139,705.97			139,705.97		0.00	16,301.05	
Result	139,705.97		139,705.97		0.00	16,301.05	

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

File Download

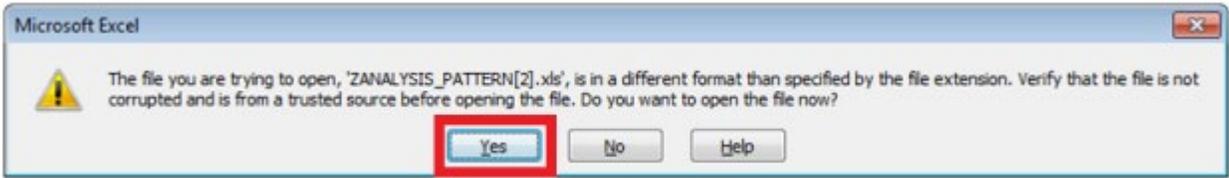
Do you want to open or save this file?

Name: ZANALYSIS_PATTERN.xls
Type: Microsoft Excel 97-2003 Worksheet
From: portalbi.fmmi.usda.gov

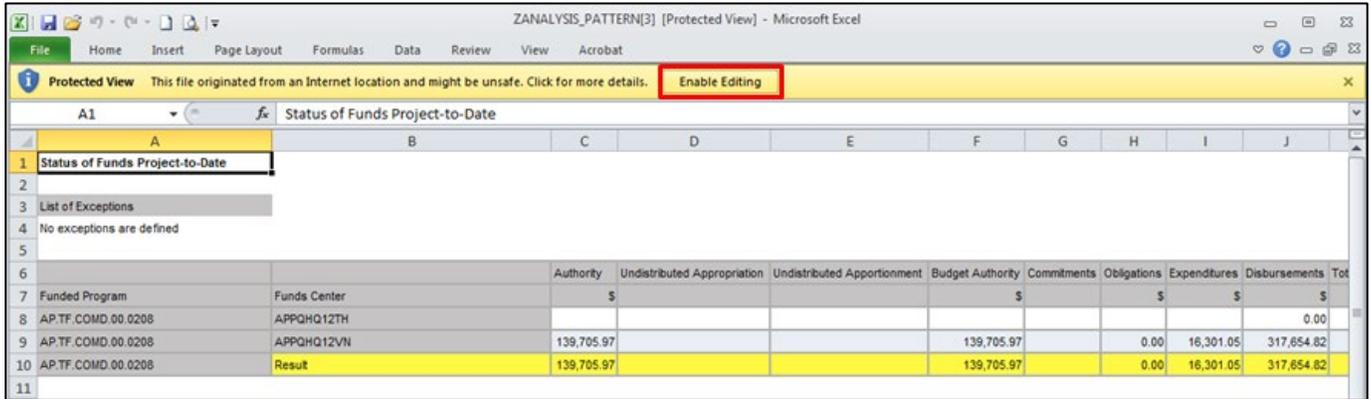
Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

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



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



A screenshot of a Microsoft Excel spreadsheet titled "ZANALYSIS_PATTERN[3] [Protected View] - Microsoft Excel". The ribbon shows "File", "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", "View", and "Acrobat". A yellow "Protected View" banner is at the top, with the text "This file originated from an Internet location and might be unsafe. Click for more details." and a red-bordered "Enable Editing" button. The spreadsheet content is as follows:

	A	B	C	D	E	F	G	H	I	J
1	Status of Funds Project-to-Date									
2										
3	List of Exceptions									
4	No exceptions are defined									
5										
6			Authority	Undistributed Appropriation	Undistributed Apportionment	Budget Authority	Commitments	Obligations	Expenditures	Disbursements Tot
7	Funded Program	Funds Center	\$			\$		\$	\$	\$
8	AP.TF.COMD.00.0208	APPQH12TH								0.00
9	AP.TF.COMD.00.0208	APPQH12VN	139,705.97			139,705.97		0.00	16,301.05	317,654.82
10	AP.TF.COMD.00.0208	Result	139,705.97			139,705.97		0.00	16,301.05	317,654.82
11										

Over Budget Issues

Common Over Budget Issues

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

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

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

Example - Over Budget Issue on OH Account

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

For example prior to fiscal year 2016, if there are four sales orders with the amounts below

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

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

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

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

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

For fiscal years 2016 and after, FMFI still would reserve a portion of the sales orders total amount for overhead, but you won’t have a budget authority on your overhead WBS elements until overhead jobs are run. Once overhead is run, you would be able to post expenses to it. If you spend all the available budget on a budget period, then the AVC table would show a zero available balance. If there is a zero available balance and expenses are removed from a sales order with a budget period that has a zero available balance, then the negative overhead will not generate. Also, if the negative overhead that would generated is greater than the available balance, then negative overhead would not generate.

In the example below, the budget period 1717 shows a zero available balance so no negative overhead can be generated. On budget period 17XX has an available balance, but if by some change the negative overhead would exceed the amount shown, then again the negative overhead would not generate.

Control Objects Data: Overall Values			
FM Area Control Ledger	USDA (USD) 9H	Fund Funds Center Commitment Item Functional Area Funded Program	AP001600AR APWSWR4141 ALLOBJECTS AP00AGREIMBUR000 AP.WS.IDCT.41
Overall Values of Control Objects			
<Several Budget Period Values>	367,930.73	87,773.59-	455,704.32
1515	181.63	181.63	0.00
15XX	367,749.10	362,002.85	5,746.25
1616	0.00	0.00	0.00
16XX	0.00	3,973.30-	3,973.30
1717	0.00	0.00	0.00
17XX	0.00	205,410.24-	205,410.24
1818	0.00	0.00	0.00
18XX	0.00	208,009.22-	208,009.22
1919	0.00	4,998.99-	4,998.99
19XX	0.00	27,566.32-	27,566.32

Zero availability in 1717
205,410.24 of availability in 17XX

Unliquidated Obligations (ULO)

Overview

Purpose

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

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

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

FMMI HANA Unliquidated Obligations (ULO) Report

Purpose

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

Considerations

- a. User must have access to FMMI HANA reports

Report Type

HANA report

Role

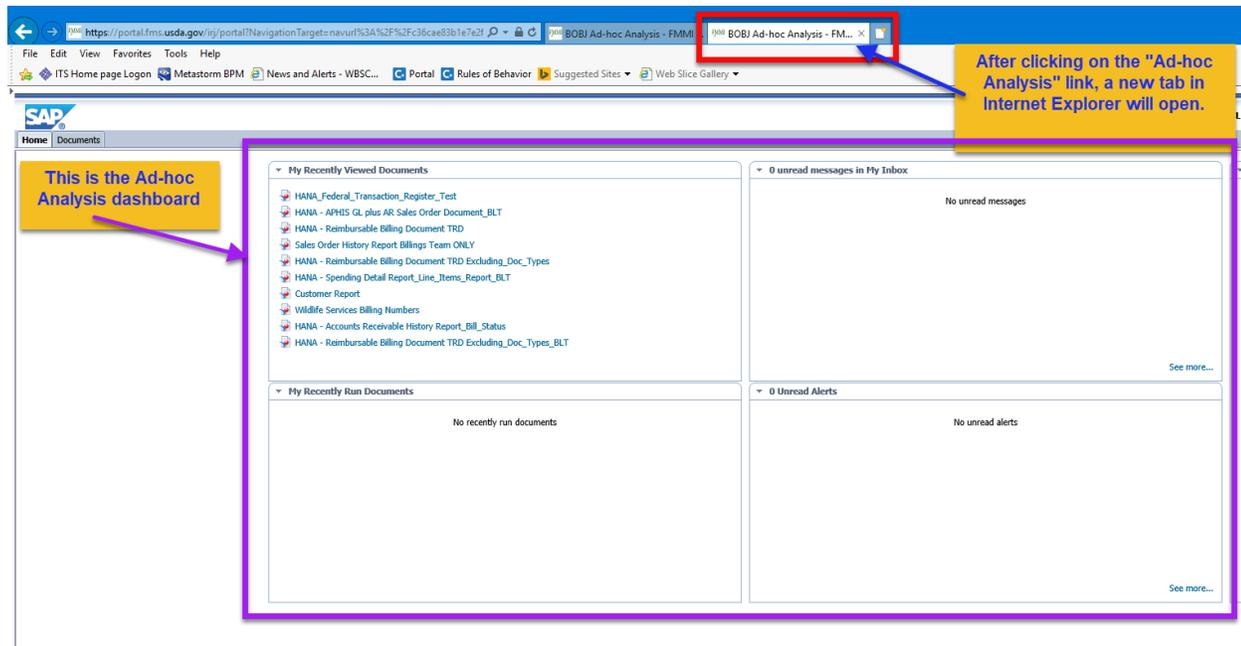
Ad hoc Analysis, BOBJ Ad Hoc Analysis

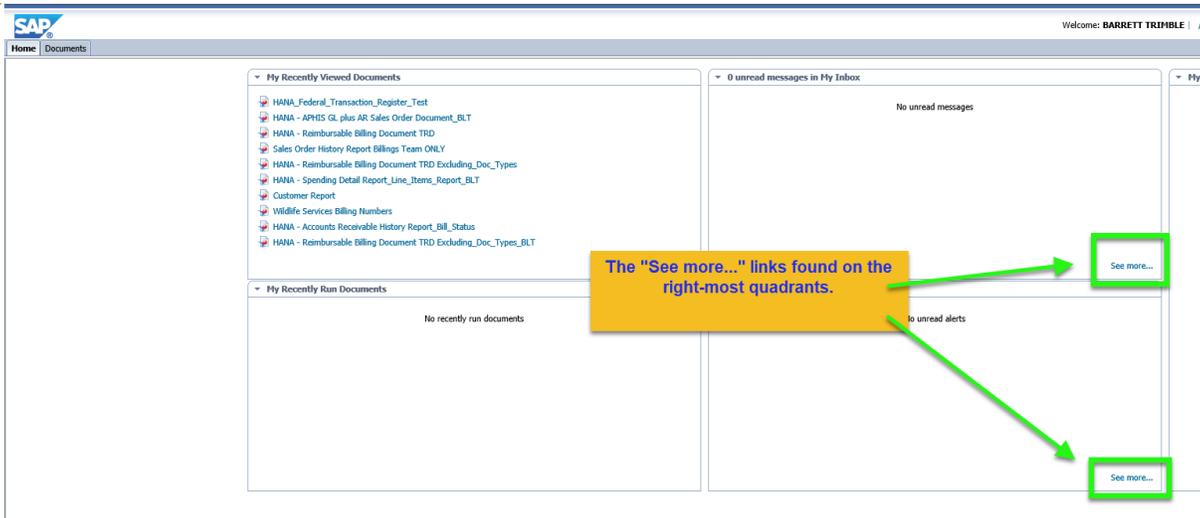
Instructions

STEP 1: Go to **Ad-hoc Analysis > BOBJ Ad-hoc Analysis**



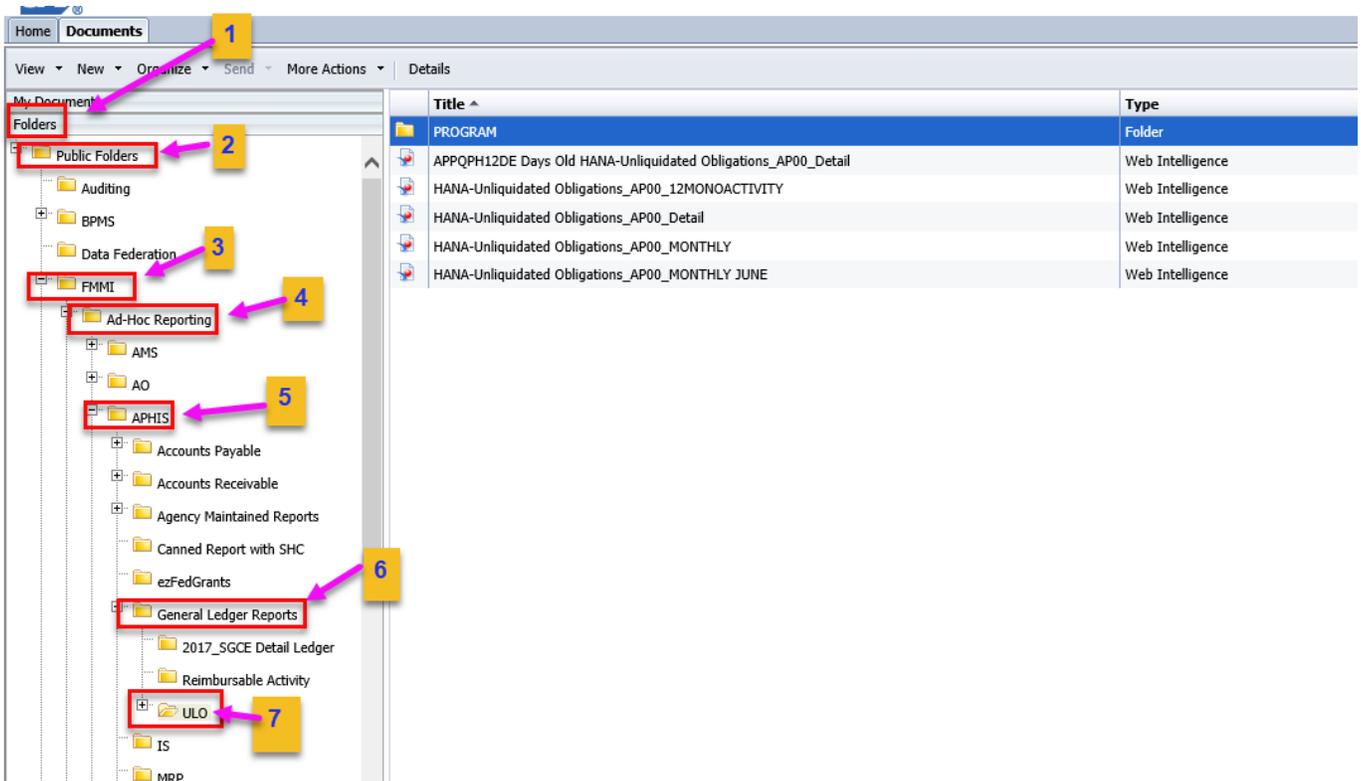
STEP 2: A new browser tab will open. Navigate to the "See more..." links found in the right most quadrants on the Ad-hoc Analysis dashboard.





STEP 3: Navigate to the desired HANA ULO Report:

- 1) Folders
- 2) Public Folders
- 3) FMFI
- 4) Ad-Hoc Reporting
- 5) APHIS
- 6) General Ledger Reports
- 7) ULO



a. HANA-Unliquidated Obligations_AP00_12MONOACTIVITY (see step 5a)

- Recommended to use when reviewing ULO report with 12 months of no activity
- b. HANA-Unliquidated Obligation_AP00_Detail**
- Recommended to use when reviewing the ULO summary report
- c. HANA-Unliquidated Obligations_AP00_MONTHLY**
- Recommended to use when preparing the monthly ULO report

Title ^	Type
PROGRAM	Folder
APPQPH12DE Days Old HANA-Unliquidated Obligations_AP00_Detail	Web Intelligence
HANA-Unliquidated Obligations_AP00_12MONOACTIVITY	Web Intelligence
HANA-Unliquidated Obligations_AP00_Detail	Web Intelligence
HANA-Unliquidated Obligations_AP00_MONTHLY	Web Intelligence
HANA-Unliquidated Obligations_AP00_MONTHLY JUNE	Web Intelligence

STEP 4: A window will appear, enter the specific accounting elements to narrow down search results. The data may be searched () or typed but must be moved to the right side of the box to be included (Fields with * symbol indicate a required field)

***Business Area:** AP00

***Key Date:** YYYYMMDD (through date – example: 20190531)

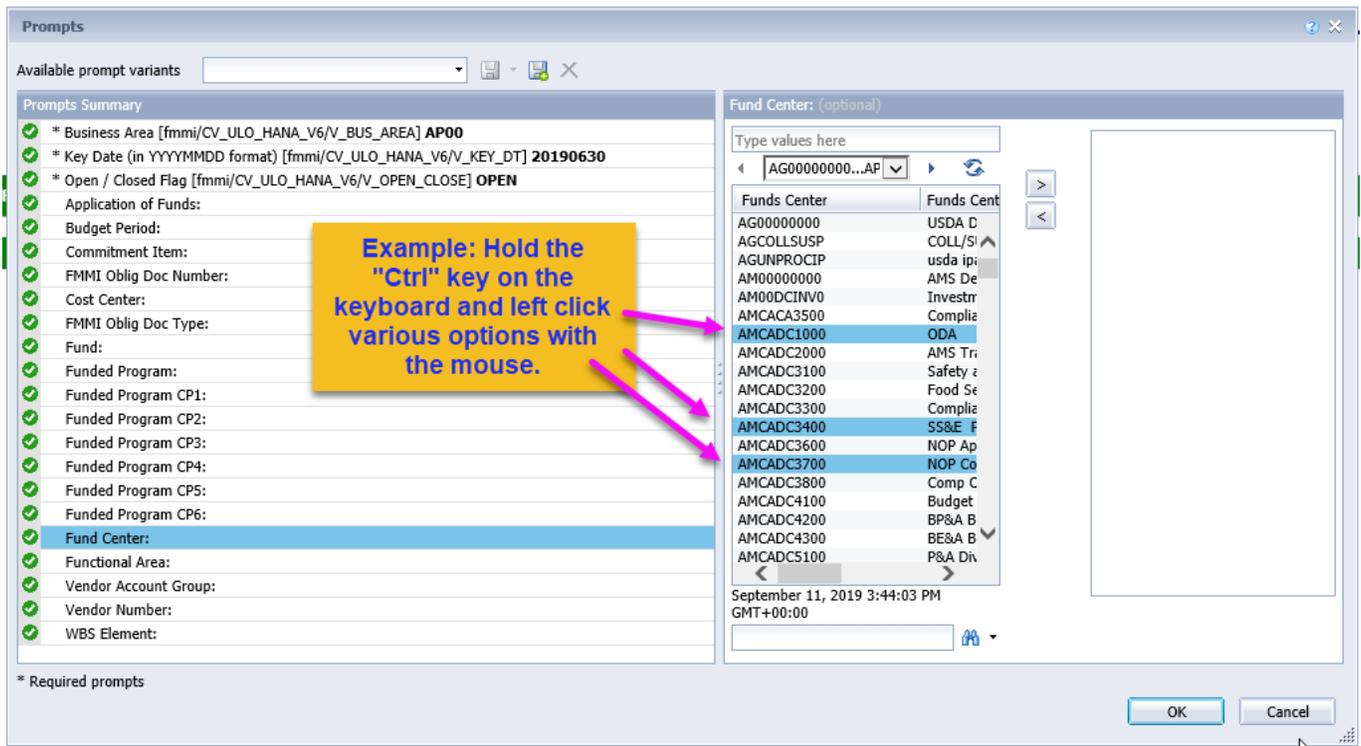
***Open/Closed Flag:** OPEN

1) Please select Fund Center versus Cost Center

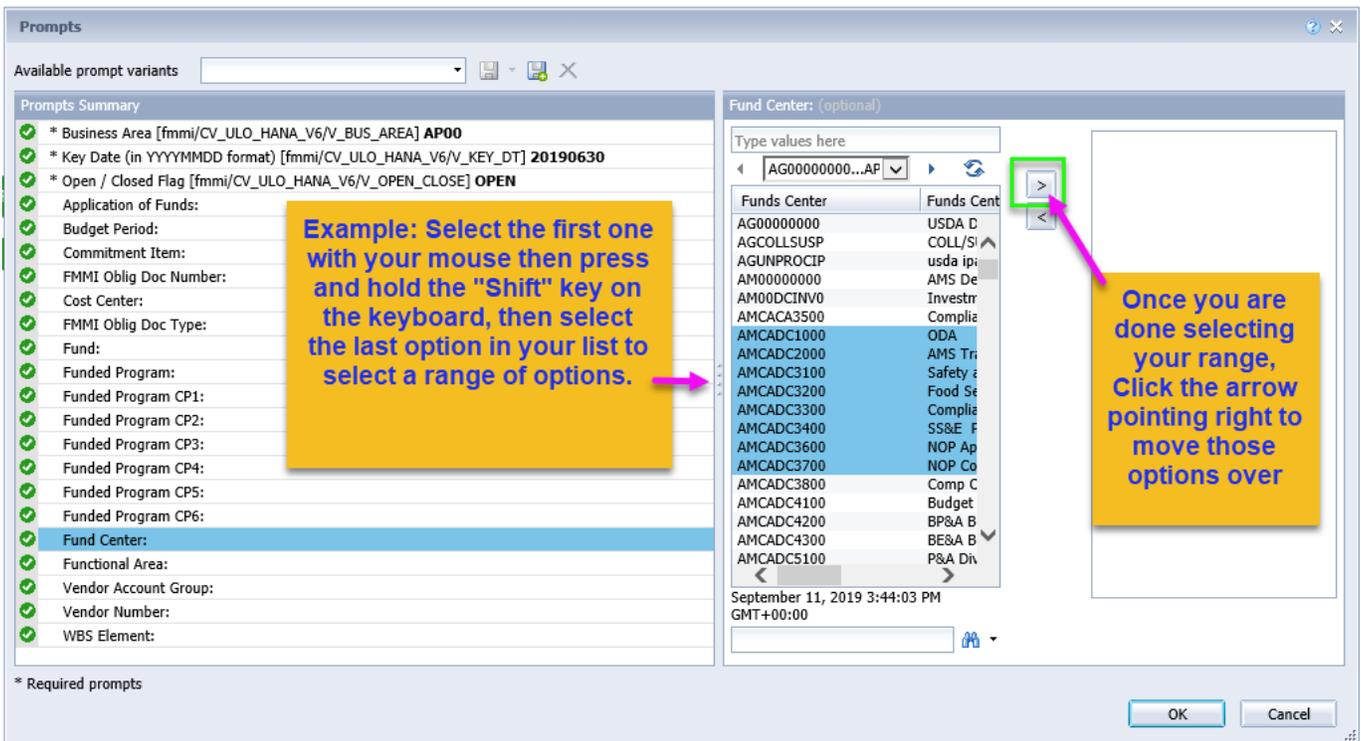
2) After selecting Fund Center, click the "Refresh Values" to obtain a list is current fund centers

Notes: Use the fields with "F", for example use Funds Center instead of Cost Center. Use Funded Program instead of WBS.

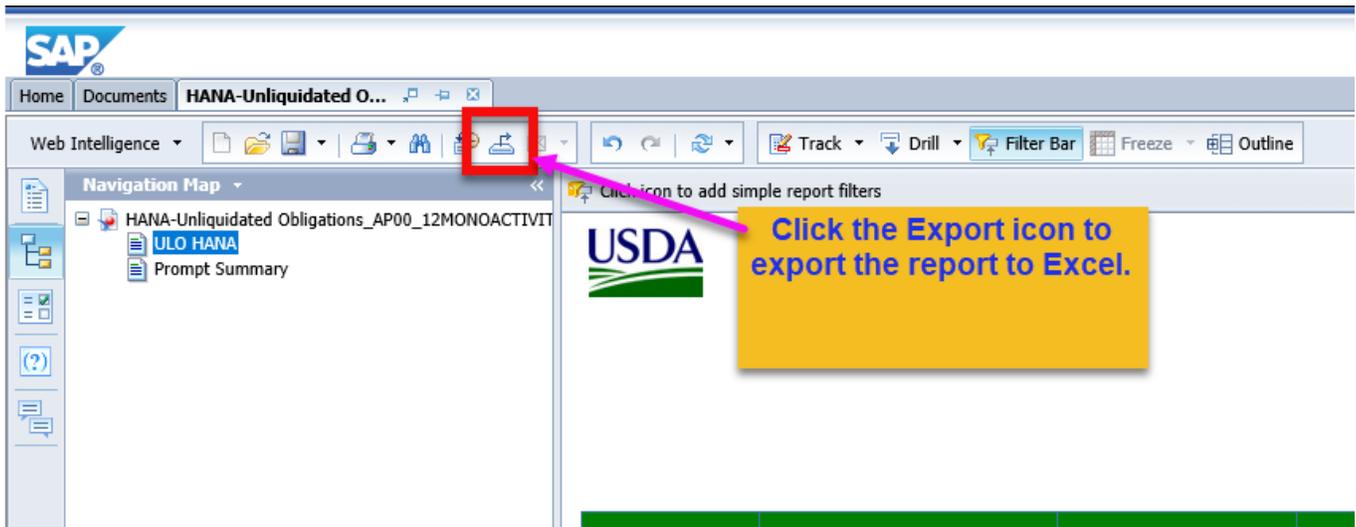
Hold Ctrl+ Left Mouse Click to select individual data



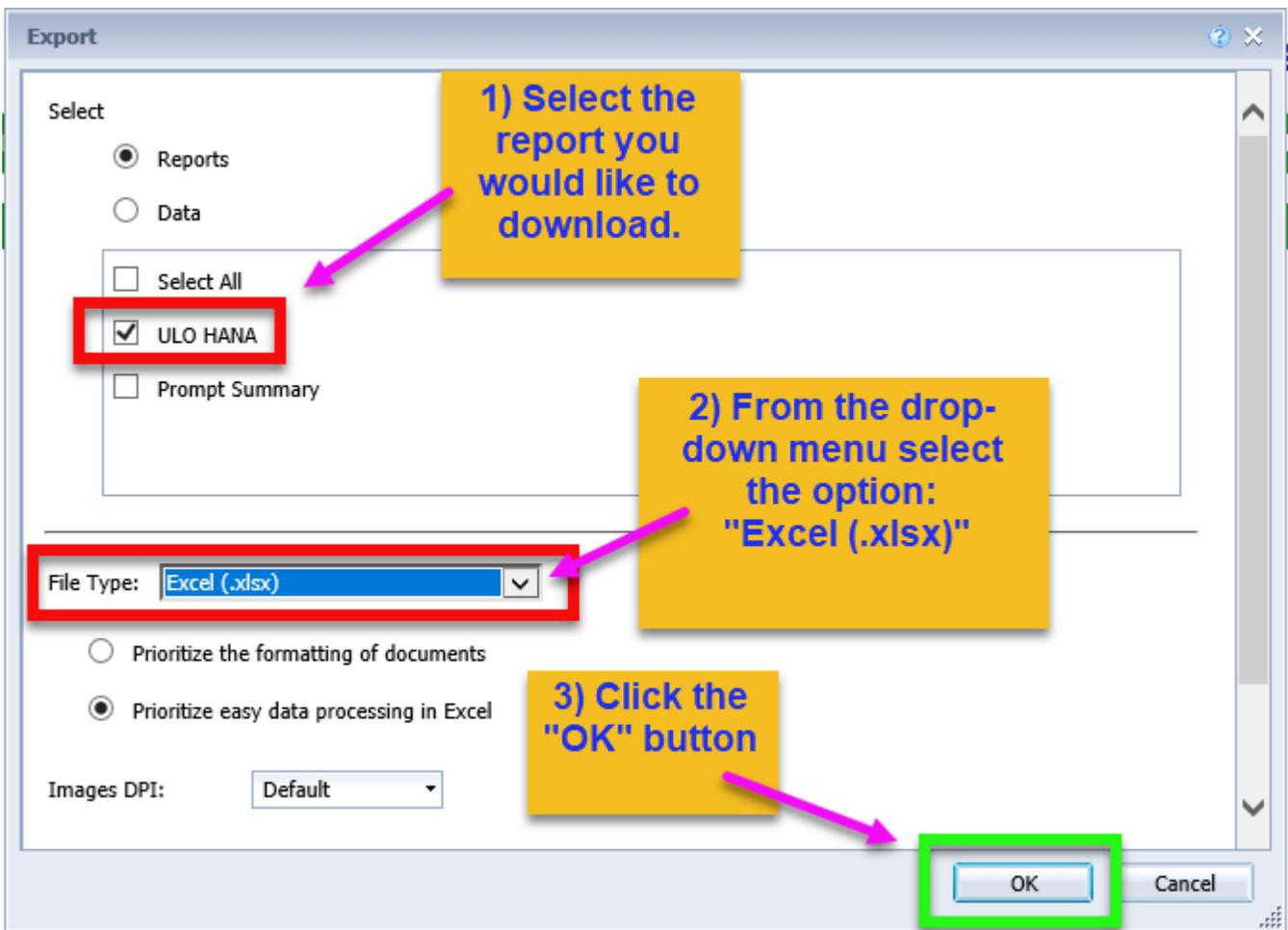
Hold Shift+Left Mouse Click to select range of data



STEP 5: To export the HANA report, press the () icon on the left side menu

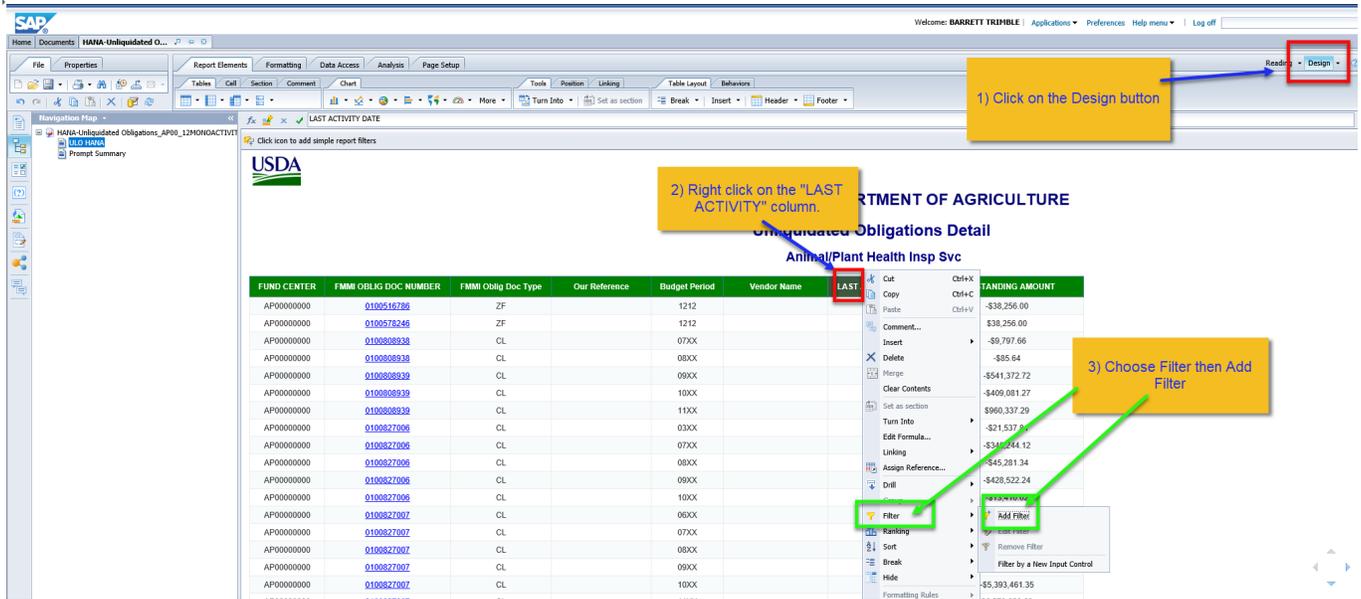


Choose a file type, press OK (Excel is recommended). A prompt box may appear – select “open”.



NOTE: Ad-Hoc reports are made available to multiple users do not Save the report. Select “Save As” to save in your favorite folder before editing in Design mode.

STEP 5a: This extra step is specific to the HANA-Unliquidated Obligations AP00_12MONOACTIVITY only. Change to Design Mode, right click on “LAST ACTIVITY DATE” column and select “Filter”.



Search for Last Activity Date (MMDDYYYY), press arrow to select and press OK to update report. The Last Activity Date represents the date the document was last updated with a payment or adjustment.

The screenshot shows the 'Report Filter' dialog box. On the left is the 'Filter Map Pane' with a tree view containing 'HANA-Unliquidated Obligations', 'ULO HANA', and 'Vertical Table : Block 1'. The main area is titled 'Filter On Block 1' and contains a filter for 'Last Activity Date' with a dropdown menu set to 'Less than or Equal to' and a date field showing '6/30/2018 12:00:00 AM'. Below this is a date selection calendar with a list of dates from 9/30/2011 to 1/8/2013. To the right of the calendar is a date input field with a right-facing arrow button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons. Four yellow callout boxes with arrows provide instructions: 1) 'Choose an option from the drop-down' points to the dropdown menu; 2) 'Choose a date from the list' points to the date list; 3) 'Click on the right facing arrow to move the date' points to the arrow button; 4) 'Click the "OK" button' points to the OK button.

1) Choose an option from the drop-down

2) Choose a date from the list

3) Click on the right facing arrow to move the date

4) Click the "OK" button

Request Collection Modification

Purpose

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

Instructions

STEP 1: Email request to ABSHelpline@usda.gov. Email should include:

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

Example

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

To: Currie, Lucy A - APHIS;

Cc:

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

Hi Lucy,

Please modify the below collection as follows:

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

Thanks! |

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

Request Customer Refund

Purpose

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

Instructions

STEP 1: Email request to ABSHelpline@usda.gov. Email should include:

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

	United States Department of Agriculture	Marketing and Regulatory Programs	Financial Management Division	Minneapolis Financial Operations Branch APHIS Accounts Receivable Team 100 N Sixth Street, Ste 510C Minneapolis, MN 55403
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Request for Customer Refund Form
(Fillable PDF)

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

Sales Order # _____ WBS Element _____

Refund Dollar Amount \$ _____

Customer Name _____

Customer Account Number _____

Customer Mailing Address _____

Customer City, State, ZIP Code _____

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

Financial Institution Name _____

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

Depositor Account Number (customer) _____

Type: Checking Savings

Program Manager Name _____ Phone _____

Program Manager Signature _____ Date _____

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

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

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

Fax To: (612) 336-3563

Debt Management

Process

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

Day 1 – This is the Bill date, bill is sent to the customer, A Notice of Intent to Refer to U.S. Treasury is included.

Day 30 – Bill payment is due.

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

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

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

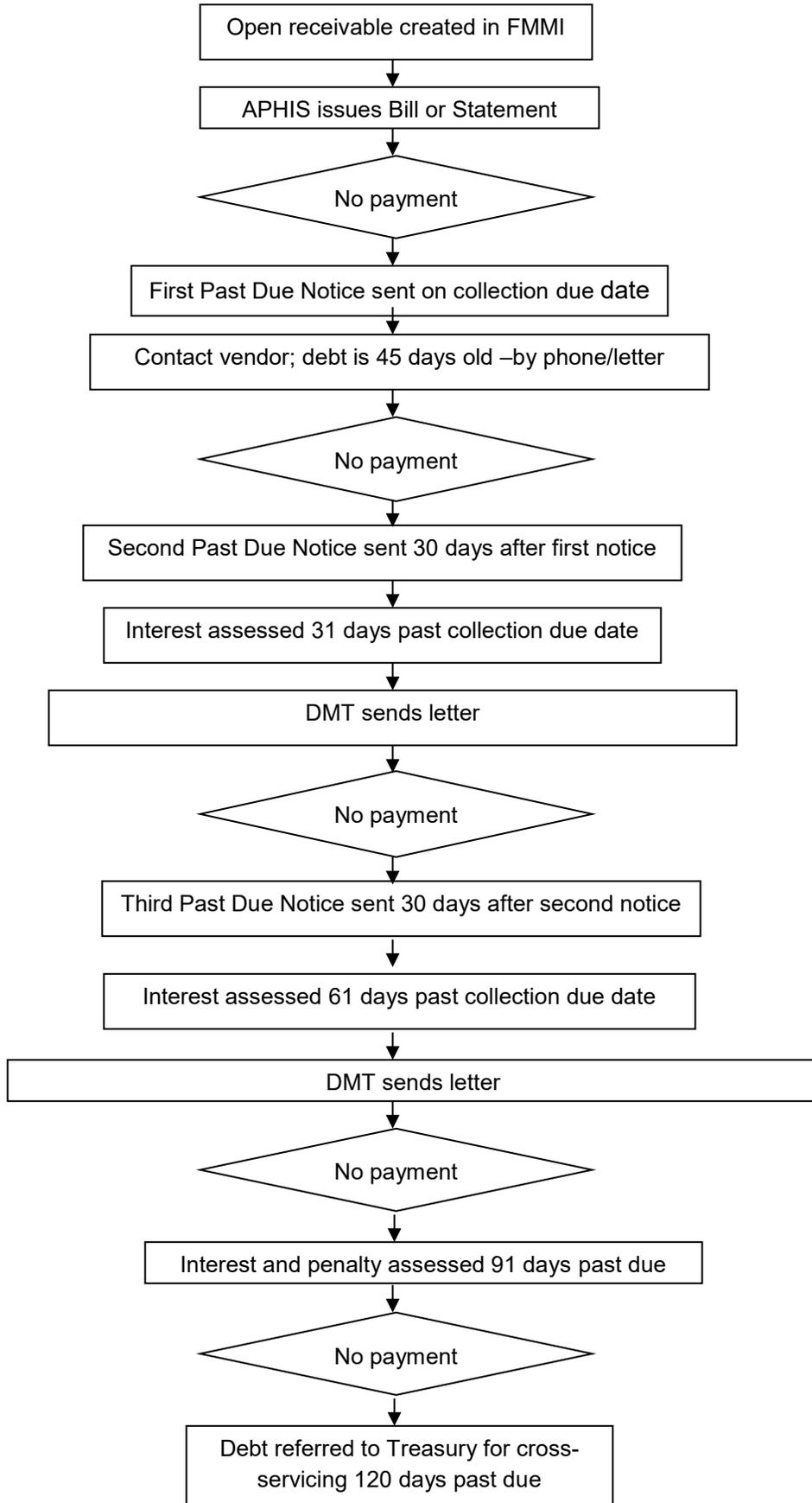
(Day 90 – FMMI automatically generates the **third past due notice** and sends it to the cooperator. The notice states the debt is now 60 days past due and current interest charges are recorded. A Notice of Intent to Refer to U.S. Treasury is included. An Accounts Receivable specialist will send a letter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

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

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

Day 150 – The debt is now 120 days past due. The debt will have been referred to U.S. Treasury for cross servicing prior to this date.

Debt Management Process Flow Chart



Debt Management Regulations

Regulation References:

Debt Collection Improvement Act of 1996

Public Law 104-134

Seven purposes:

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

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

31 USC 7701

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

7 CFR 3.34 (USDA Debt Management)

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

Separation of Duties for Collection Officer:

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

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

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

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

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

31 CFR 901.1 Aggressive agency collection activities

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

31 CFR 901.2 Demand for Payment

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

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

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

31 CFR 901.9 Interest, penalties, and administrative costs

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

31 CFR 902.2 Basis for Compromise

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

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: 6018463
BILL NUMBER: 3003163165
P.O. NUMBER:
BILL DATE: 07/08/2019
SALES ORDER NUMBER: 6100022502

TO:

IDOT REGION 4 DISTRICT 7
 400 WEST WABASH
 EFFINGHAM, IL 62401-0000

Due Date: 08/07/2019
AMOUNT ENCLOSED:
\$

Please send all correspondence, inquiries, and changes to:

ABSHELPLINE@USDA.GOV

MAIL PAYMENT TO:
USDA, APHIS, General PO Box 979043 St Louis MO 63197-9000

PRINCIPAL: \$ 540.61
INTEREST: \$ 0.00
PENALTY: \$ 0.00
ADMINISTRATIVE COSTS: \$ 0.00
CURRENT CHARGES: \$ 540.61
ADVANCE APPLIED: \$ 0.00

Amount Due:	\$ 540.61
--------------------	------------------

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 06/30/2019.

Description	Current Charges
Personnel Compensation	425.18
Program Support	115.43
Total Charges	540.61

BILLING INFORMATION

Location: IDOT District 7
POC: Jeffery South
Species Managed: Avian and mamillian species
POP: 4/1/2019 - 6/30/2022

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

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

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

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

PAYMENTS

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

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

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

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

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

CUSTOMER SERVICE

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

LATE PAYMENT CHARGES

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

Payments not received by the due date are subject to late payment charges in accordance with Treasury guidelines. Administrative charges may be assessed and an additional 6.00 % per annum penalty will be charged for payments more than 90 days past due.

APHIS Completed Form W-9

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

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) US DEPT OF AGRICULTURE	
	Business name/disregarded entity name, if different from above ANIMAL & PLANT HEALTH INSPECTION	
	Check appropriate box for federal tax classification: <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	
	Exemptions (see instructions): Exempt payee code (if any) 2 Exemption from FATCA reporting code (if any) _____	
Address (number, street, and apt. or suite no.) P.O. BOX 979043		Requester's name and address (optional)
City, state, and ZIP code ST. LOUIS, MO 63197-9000		
List account number(s) here (optional)		

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

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

Social security number	
[] [] [] - [] [] - [] [] [] []	
Employer identification number	
4 1 - 0 6 9 6 2 7 1	

Part II Certification
Under penalties of perjury, I certify that:

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

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

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

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

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

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

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

- 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

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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

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

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

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

The ABS Helpline

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

ABS Helpline is a toll free number that any customer can call when they have questions regarding their USDA customer account. This phone number is listed on all of our dunning notices, past due letters, and monthly statements. This line has a recorded message instructing callers to leave their name, phone number, customer account number and brief message. The voicemail messages are picked up by members of the APHIS and Non-APHIS Account Receivable team members. The messages are written up and distributed to the correct FMD employee that handles the customer account.

EMAIL: ABSHELPLINE@USDA.APHIS.GOV

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

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

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

Close Sales Order

Zero Dollar Balance

Instructions

1. Ensure all collections and expenses are posted correctly (see [Daily Collections](#) and [LIACR](#) for detailed instructions)
2. Verify OH was captured on all periods with expenses (see [LIACR and HANA – SO OH Reconciliation](#) for detailed instructions)
3. Verify All Expenses Have Been Billed (see [ROR](#) for detailed instructions)
4. Request SO Line Amount be Reduced to Consumed Amount (see [ROR](#) for detailed instructions)
 - a. Email to MRP.Billing.Requests@usda.gov
5. Ensure Zero Balance (see [SOF PTD](#) for detailed instructions)
 - a. Advance SO – Request Refund if needed (see [Refund Request](#) for detailed instructions)
 - i. Email to Jennifer.L.Elias@usda.gov
6. Reconcile Account Zero Balance (WBS and BP = SO Line Item) (see [SOF PTD](#) for detailed instructions)
7. Check Doc Flow for any uncleared items (see [View a SO, Doc Flow](#), or [HANA – APHIS GL plus AR Sales Order Document](#) for detailed instructions)
 - a. Research and resolve any uncleared items – contact appropriate party by doc type (i.e. RV doc contact Billing group)
8. Request to manually clear customer line items, F32 (see [Customer Line Item Display](#) for detailed instructions)
 - a. Email to ABSHelpline@usda.gov

Request Close of Shorthand Codes

Purpose

Closing SHCs prevents further activity from posting to those SHCs.

Considerations

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

Instructions

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

Shorthand Code Close Verification

Purpose

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

FMMI Role

Interface Table Maintenance Evaluator

Instructions

STEP 1: Go to **Interface Table Maintenance**

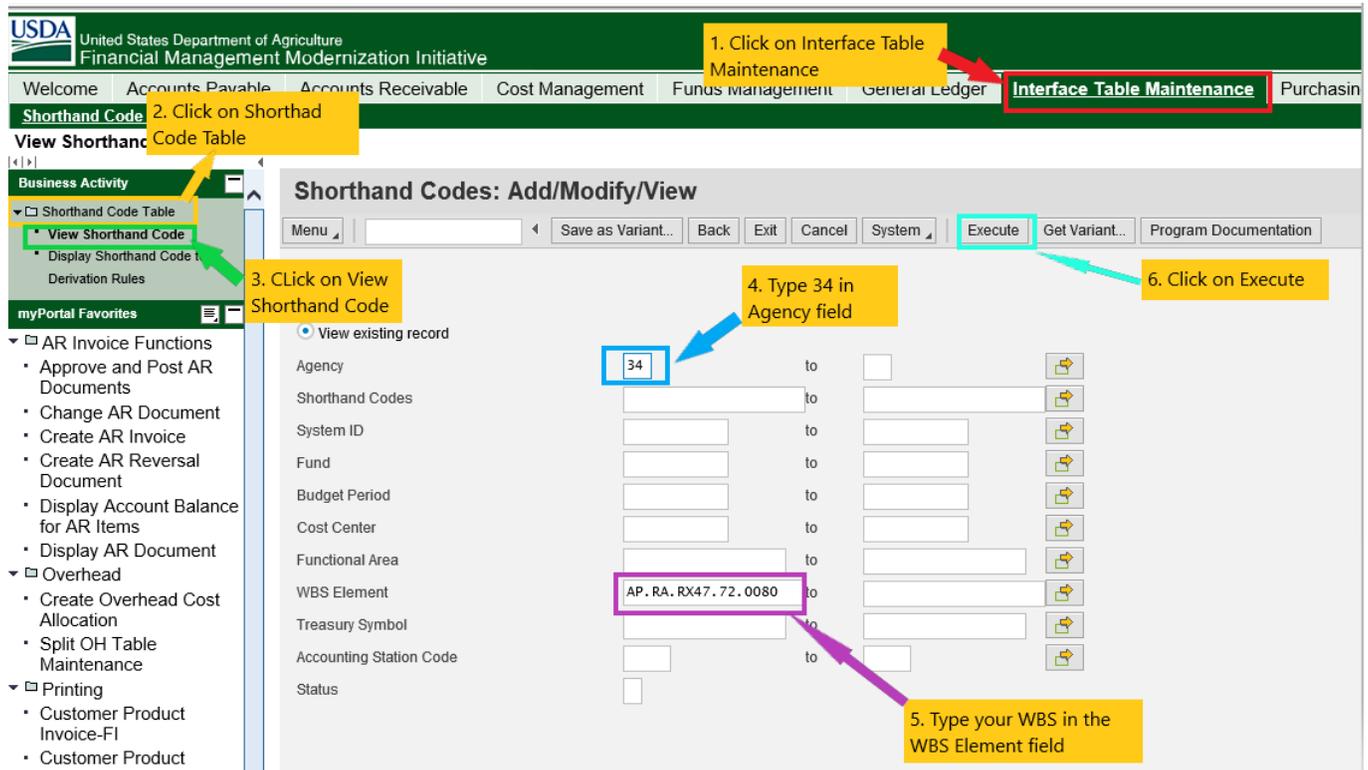
STEP 2: Go To **Shorthand Code Table**

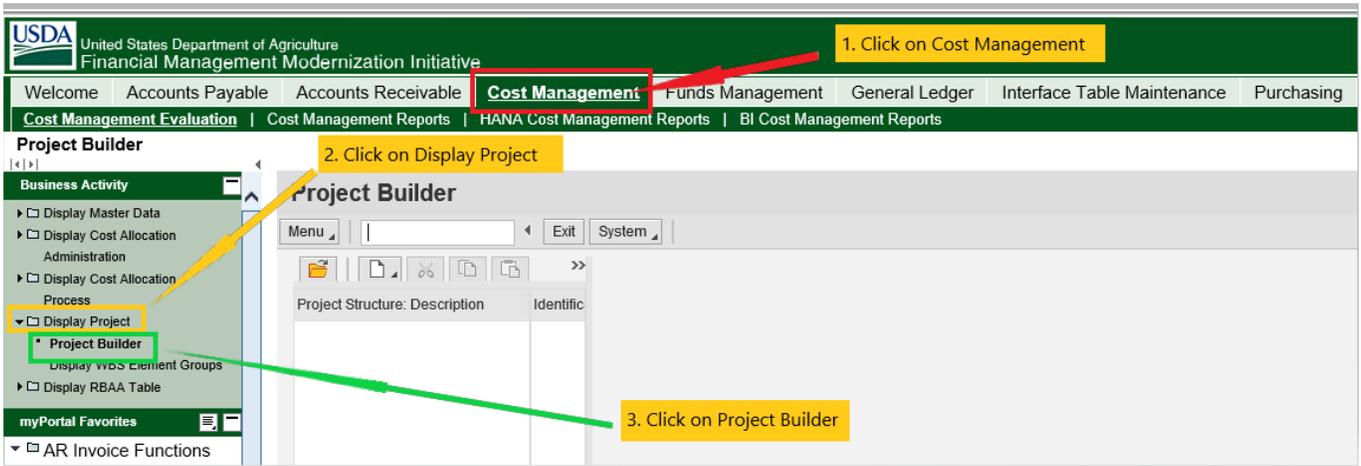
STEP 3: Go To **View Shorthand Code**

STEP 4: Type 34 (APHIS) in the **Agency** field

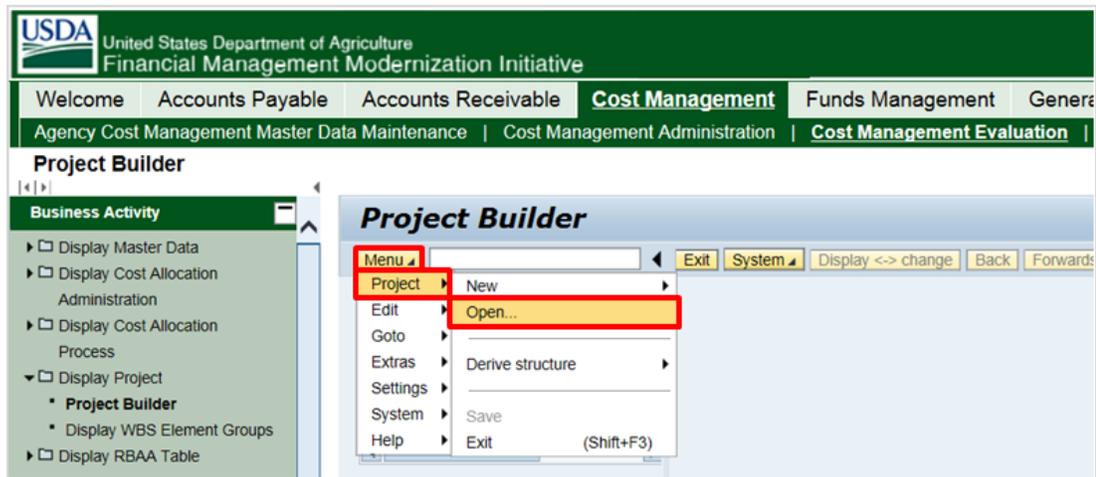
Step 5: Type your WBS in the **WBS Element** field

STEP 6: Click on the **Execute** button





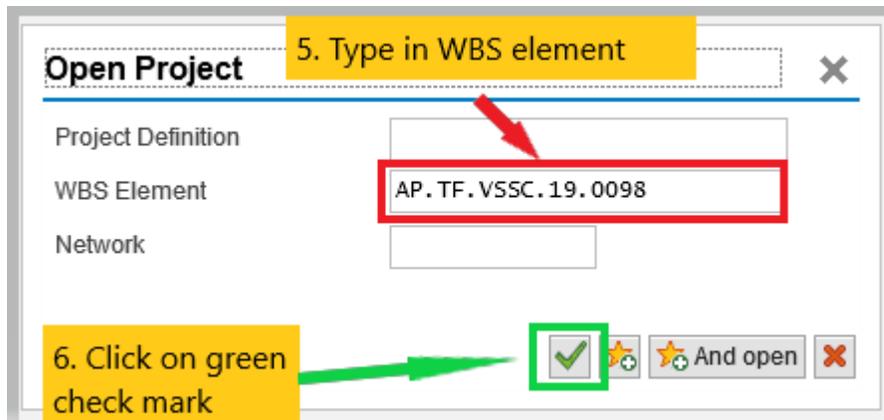
STEP 4: To search by WBS go to **Menu > Project > Open**



The following screen will appear. Enter the following:

STEP 5: Type in **WBS Element** – i.e. AP.TF.VSCV.19.0098

STEP 6: Click the **green check** box to execute



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

- a. System Status

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

Project Builder

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

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

Project Structure: Description | Id |

- CVB TRUST FUNDS A
- BIOCHECK USA A**

Identification and view selection

WBS Element AP.TF.VSCV.19.0098 BIOCHECK USA

Detail:

Overview(s):

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

Proj.type USDA - Resource Related Billing Pro. ▾

Status

System Status **CLSD ACPT**

User status APPR

Responsibilities | **Operative indicators**

Resp. cost cntr

Acct asst elem.

Billing element

Customer Line Item Display

Purpose

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

Considerations

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

Report Type

ECC

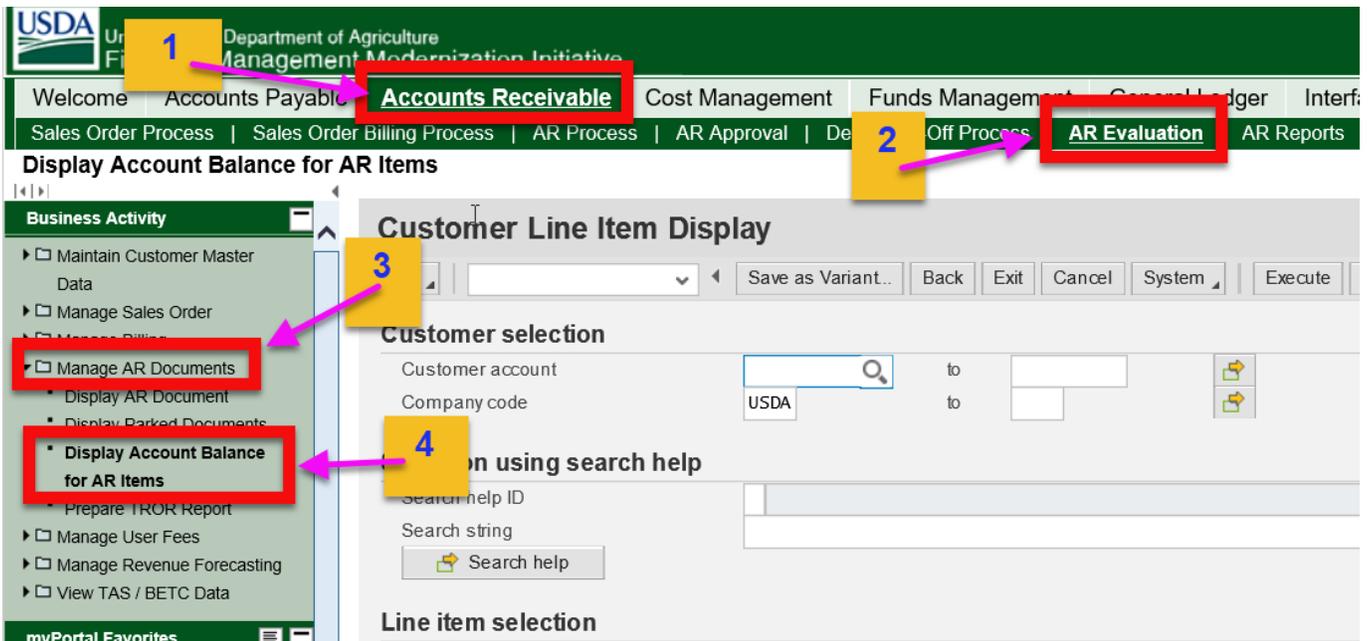
FMMI Role

Accounts Receivable, AR Evaluator Role

Instructions

STEP 1: Go to

1. **Accounts Receivable**
2. **AR Evaluation**
3. **Manage AR Documents**
4. **Display Account Balance for AR Items**



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

- a. Customer account = i.e. 3365613
- b. Status = All Items
- c. Type = check all boxes
- d. Layout = /WS UNCLEARD
- e. Click **Execute**

Display Account Balance for AR Items

Business Activity

- ▢ Maintain Customer Master Data
- ▢ Manage Sales Order
- ▢ Manage Billing
- ▣ Manage AR Documents
 - Display AR Document
 - Display Parked Documents
 - **Display Account Balance for AR Items**
 - Prepare TROR Report
- ▢ Manage User Fees
- ▢ Manage Revenue Forecasting
- ▢ View TAS / BETC Data

myPortal Favorites

- Reimbursable Orders Report
- Line Items - Actual Costs/Revenues
- Budget Availability Control
- View Shorthand Code
- ▣ SO_Process
 - Display Sales Order
- ▣ SO_Billing_Process
 - Create Batch Billing
 - Create Billing Request
 - Execute Collective Billing_FAS
 - Review Billing Requests - DP98
- Split OH Table Maintenance
- Project Builder
- Create Overhead Cost Allocation
- Customer Product Invoice-FI
- Manage Sales Order
- Vendor Master Data - Purchasing - YK02

Customer Line Item Display

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

Customer selection

Customer account to

Company code to

Selection using search help

Search help ID

Search string

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Type

- Normal items
- Special G/L transactions
- Noted items
- Parked items
- Vendor items

List Output

Layout

Maximum number of items

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

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

Customer Line Item Display

Menu | Back | Exit | Cancel | System | Display Document | Change document | Mass change | Display check information | Account master data | Correction request | Set filter | Sort in ascending order

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

Docu...	Type	Doc. Date	BusA	Reference	Document Header Text	Text	Net due d...	Posting D...	Rever...	Rev. with	PK	RCd	Invoice ref.	Sales
14005973...	DL	02/20/2014	AP00	341819	UNIVERSITY OF NORTH	370992	02/20/2014	02/20/2014			07		1400597312	
14007165...	DL	02/13/2014	AP00	341815	GARY TYRE	1180	03/09/2014	02/13/2014			17		3001169082	
14007336...	DL	02/20/2014	AP00	341819	UNIVERSITY OF NORTH	370992	02/20/2014	02/20/2014			15		1400733635	
14005977...	DL	08/14/2013	AP00	341692	SOUTHEAST MGMT CO	035841	08/14/2013	11/04/2013			15		1400597756	
14006580...	DL	08/14/2013	AP00	341692	SOUTHEAST MGMT CO	035841	08/14/2013	12/12/2013			07		1400658067	
30010377...	RV	12/12/2013	AP00	20025	0091230993		01/11/2014	12/12/2013			01		3001037716	
14006580...	DL	08/14/2013	AP00	492.50-14006724...	341692	SOUTHEAST MGMT CO	035841	08/14/2013	12/12/2013		14		1400597756	
14006724...	DL	08/14/2013	AP00	492.50	341692	SOUTHEAST MGMT CO	035841	08/14/2013	01/07/2014		07		1400672497	
14005961...	DL	09/23/2013	AP00	150.00-14006724...	245555	LK PRICE	PG-25CFPL7F	09/23/2013	09/30/2013		15		1400596168	
15,375.45-														

Uncleared / not fully paid (highlighted in yellow)

Cleared / fully paid (highlighted in green)

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

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

- a. Determine which items need to be manually cleared to close the SO. These must be:
 - i. Only the items related to the SO you are trying to close.
 - ii. Balanced to zero dollars.
- b. Send an email to ABSHelpline@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					

FMMI Posting Keys (PK)

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

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

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

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

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

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

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

FMMI Tips and Tricks

General (applies throughout FMMI)

FMMI Screen Layout

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

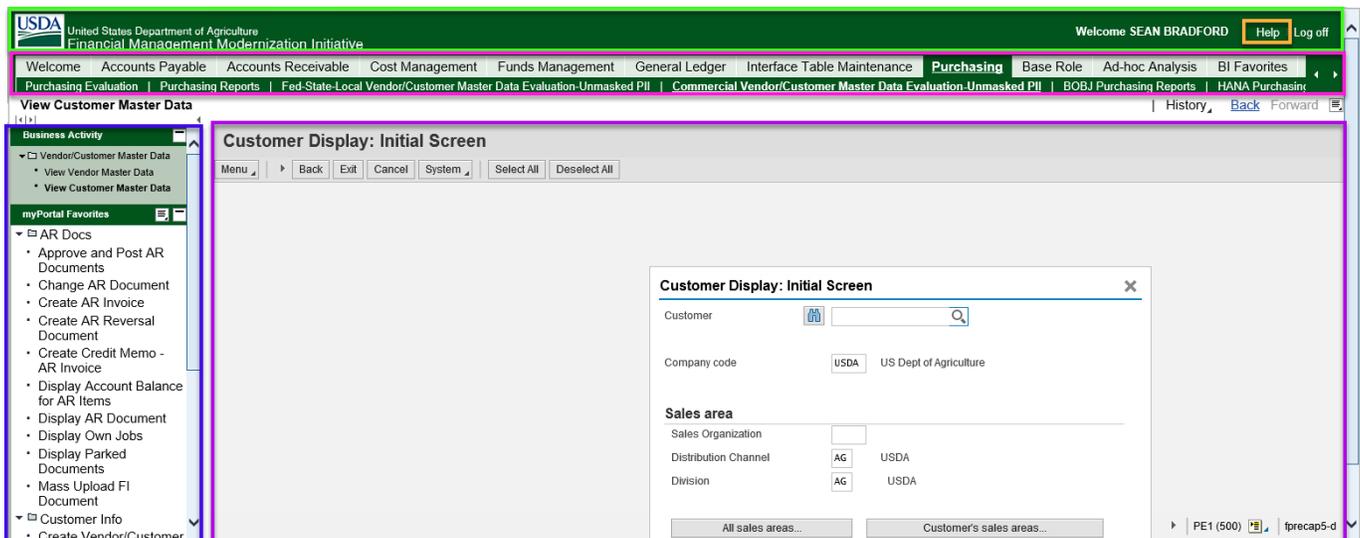
Top Level Navigation Ribbon and Tabs - Displays the entry point for navigation using the content which is assigned to the user

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

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

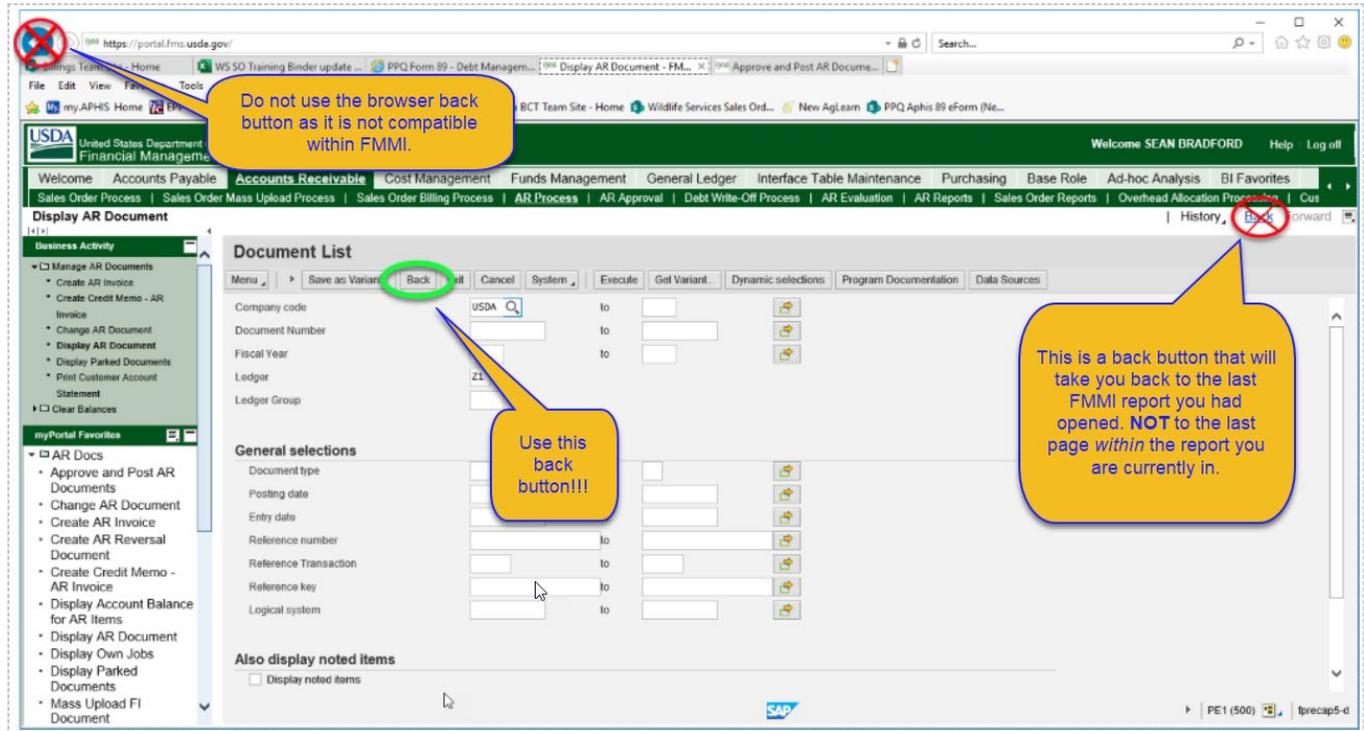
Navigation Panel Displays - The Navigation Panel is located on the left side of the screen and is divided into the following areas: Detailed Navigation and Portal Favorites

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



Back Button

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



Required Fields

In the variable entry screens, only the fields with asterisk (*) within the field 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. The wildcard asterisk (*) can represent an indefinite amount of consecutive characters, therefore multiple consecutive asterisks are not necessary. Some examples:

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

myPortal Favorites – Add Report or Task

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

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

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

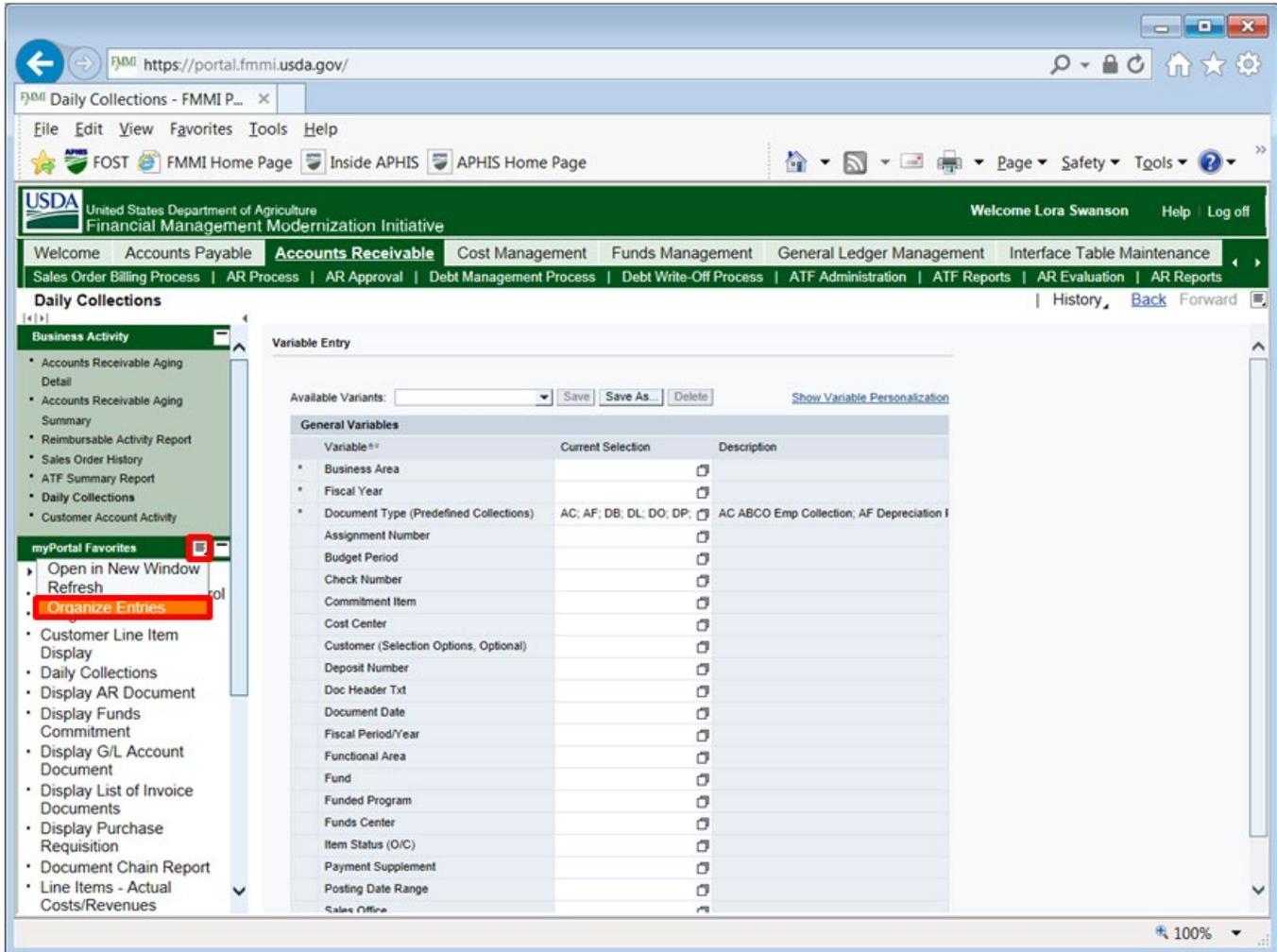
The screenshot shows the FMMI web portal interface. The browser address bar displays <https://portal.fmmi.usda.gov/>. The page title is "Daily Collections - FMMI P...". The navigation ribbon includes "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface Table Maintenance". The "Daily Collections" section is active, showing a "Variable Entry" table. The "myPortal Favorites" list on the left includes "Daily Collections". A context menu is open over the "Daily Collections" link, with "Add to Portal Favorites" highlighted in red.

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

myPortal Favorites – Organizing Entries

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

- Renaming
- Deleting
- Creating folders
- Moving



Creating New Folders -

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Account Statement Process | Vendor and Customer

Display AR Document

Business Activity

- Manage AR Documents
 - Create AR Invoice
 - Create Credit Memo - AR Invoice
 - Change AR Document
 - Display AR Document
 - Display Parked Documents
 - Print Customer Account Statement
 - Clear Balances
- myPortal Favorites
 - AR Docs
 - Approve and Post AR Documents
 - Change AR Document
 - Create AR Invoice
 - Create AR Reversal Document
 - Create Credit Memo - AR Invoice
 - Display Account Balance for AR Items
 - Display AR Document
 - Display Own Jobs
 - Display Parked Documents
 - Mass Upload FI Document
 - Customer Info
 - Create Vendor/Customer Master Data Request
 - Customer Product Invoice-FI
 - View Customer Master Data

Document

Menu | Save

Organize Entries

Links allow quick access to documents, folders, portal content, or a variety of other objects. You can organize these links by ordering them and grouping them within folders.

Favorite

New Folder...

Clipboard | Link... | External Link...

	Changed On
Clipboard	7/8/19 10:20:29 AM
Details	7/8/19 10:20:05 AM
Sales Orders	7/8/19 10:16:32 AM
BOBJ Ad-hoc Analysis	7/8/19 11:07:49 AM
Orders within Time Period Report	12/21/18 9:55:45 AM
Reimbursable Orders Report	12/22/17 11:34:19 AM

Close

General select

Document type

Posting date

Entry date

Reference number

Reference Transaction

Reference key

Logical system

Also display notes

Display notes

Search for own documents

Own documents only

Moving Favorited shortcuts -

https://portal.fms.usda.gov/?StartUri=/userhome/USER.CORP_LDAP.28172017051405290652020/favorite - Internet Expl...

Organize Entries

Links allow quick access to documents, folders, portal content, or a variety of other objects. You can organize these links by ordering them and grouping them within folders.

Favorites

Name ^	Changed On
AR Docs	7/8/19 10:20:29 AM
Customer Info	7/8/19 10:20:05 AM
Sales Orders	7/8/19 10:16:32 AM
BOBJ Ad-hoc Analysis	7/8/19 11:07:49 AM
Orders within Time Period Report	12/21/18 9:55:45 AM
Reimbursable Orders Report	12/22/17 11:34:19 AM

Close

Rename...

Move...

Clipboard

Delete

Details

To begin moving a favorite shortcut, left click the button next to the entry you would like to move,

After selecting **Move...** you will be redirected to the following screen:

Reimbursable Orders Report - Move

Browse to the folder into which you want to move the item "Reimbursable Orders Report".

Name	Size	Changed On	Changed By
AR Docs		7/8/19 10:20:29 AM	BRADFORD, SEAN
Customer Info		7/8/19 10:20:05 AM	BRADFORD, SEAN
Sales Order		7/8/19 10:16:32 AM	BRADFORD, SEAN
Move Here	0 Bytes	7/8/19 11:07:49 AM	BRADFORD, SEAN
Detail	0 Bytes	12/21/18 9:55:45 AM	BRADFORD, SEAN
Reimbursable Orders Report	0 Bytes	12/22/17 11:34:19 AM	BRADFORD, SEAN

OK Cancel

Now, again left click the paper button next to the folder that you would like to move the favorite shortcut into and select: **Move Here**

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.

Business Activity

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

myPortal Favorites

Display Project Actual Cost Line Items

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

Project Management Selections (DB profile: 000000000001)

Project: [] to []

WBS Element: [] to []

Network/order: [] to []

Activity: [] to []

Materials in network: [] to []

Cost Elements

This button will provide more options to limit or narrow your search

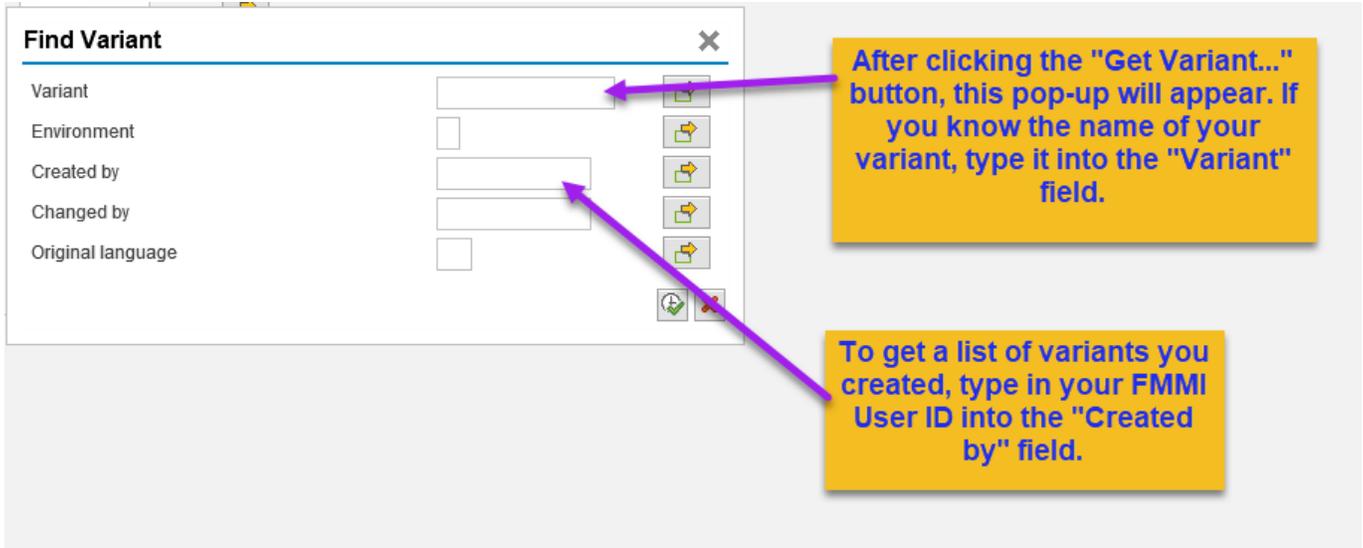
Save Variant

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

The screenshot shows the 'Reimbursable Orders Report' interface. At the top, there is a navigation bar with tabs for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger', and 'Interface Table Maintenance'. Below this is a sub-menu for 'Sales Order Process', 'Sales Order Billing Process', 'AR Process', 'AR Approval', 'Debt Write-Off Process', 'AR Evaluation', 'AR Reports', 'Sales Order Reports', and 'Over'. The main window is titled 'Reimbursable Orders Report' and contains a 'Menu' bar with buttons for 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'Get Variant...'. The 'Save as Variant...' button is highlighted with a red box, and the 'Get Variant...' button is highlighted with a purple box. Below the menu bar is the 'Selection Criterion' section, which includes 'Input Parameters' and 'Output Type'. The 'Input Parameters' section has fields for 'Business Area' (AP00), 'Fiscal Year', 'Sales Orders', 'Fund', 'Budget Period', 'Funds Center', 'Commitment Item', 'Functional Area', and 'Funded Program'. The 'Output Type' section has radio buttons for 'Without Advance', 'With Advance', 'WBS costs without Sales Orders', and a checked checkbox for 'Complex Projects'. Two yellow callout boxes provide instructions: '1) For example, let's say you created a list of WBSs for the Reimbursable Orders Report (ROR). You can save that list as a Variant.' and '2) The next time you want to run the ROR for that list of WBSs, you can "call-up" the previously saved Variant'. A left-hand sidebar contains a 'Business Activity' menu with options like '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', 'List of sales Documents', and 'Billing Due List with Reject Reason'. Below this is a 'myPortal Favorites' section with items like 'Reimbursable Orders Report', 'Line Items - Actual Costs/Revenues', 'Budget Availability Control', 'View Shorthand Code', 'SO_Process', 'Display Sales Order', 'SO_Billing_Process', 'Create Batch Billing', 'Create Billing Request', 'Execute Collective Billing_FAS', and 'Review Billing Requests'.

Open/Select Variant

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



The image shows a 'Find Variant' pop-up window with the following fields and controls:

- Variant:** A text input field with a search icon to its right.
- Environment:** A dropdown menu with a search icon to its right.
- Created by:** A text input field with a search icon to its right.
- Changed by:** A text input field with a search icon to its right.
- Original language:** A dropdown menu with a search icon to its right.
- At the bottom right, there are icons for a refresh button and a close button.

Two callout boxes provide instructions:

- A yellow callout box with blue text: "After clicking the 'Get Variant..' button, this pop-up will appear. If you know the name of your variant, type it into the 'Variant' field." A purple arrow points from this box to the 'Variant' input field.
- A yellow callout box with blue text: "To get a list of variants you created, type in your FMMI User ID into the 'Created by' field." A purple arrow points from this box to the 'Created by' input field.

Determining the Level of Customization of a Report

Users can determine the level of customization of a FMMI report or task, to a decent degree, by reviewing the Transaction Code associated with the report or task. Simply view the Transaction Code associated with the report or task and google it (i.e. google "SAP CJI3"). Standard SAP functionality runs off of these Transaction Codes and if your search provides a conclusive SAP answer (i.e. SAP CJI3 = Project Actual Cost Line Items), it is a standard report or task. If not, the report has been designed by the USDA.

The screenshot shows the SAP 'Display Project Actual Cost Line Items' interface. The top navigation bar includes buttons for 'Menu', 'Save as variant', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Selection options', 'Get', 'Dynamic selections', 'Delete selection criterion', 'Selection screen help', 'Other set version', 'Test selection scope', 'DB profile', 'DB profile', 'Status', and 'Further selection criteria...'. The main area is divided into sections: 'Project Management Selections (DB profile: 000000000001)' with fields for Project, WBS Element, Network/order, Activity, and Materials in network; 'Cost Elements' with fields for Cost Element, Or, and Cost Element Group; 'Posting Data' with a date range from 08/01/2019 to 08/31/2019; and 'Settings' with a layout dropdown set to '1SAP' and a 'Further Settings...' button. A red callout box with white text says: 'To observe the transaction code, left click the paper, drop down icon. Notice the corresponding Transaction Code will then be displayed. This Code will vary depending on the type of report you are working with.' In the bottom right corner, a system status window is open, showing: System PE1 (500), Client 500, User F0028083, Dynpro RKPEP003/1000, and Transaction CJI3. The 'Transaction' field is circled in red, and the 'PE1 (500)' field is also circled in red.

ECC Reporting (applies to ECC Reports)

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 Le
Cost Management Evaluation | **Cost Management Reports** | HANA Cost Management Reports | BI Cost Management Reports

Line Items - Actual Costs/Revenues

Display Project Actual Cost Line Items

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

Project Management Selections (DB profile: 000000000001)

Project to

WBS Element to

Network/order to

Activity to

Materials in network to

Cost Elements

Cost Element to

Or

Cost Element Group

Posting Data

Posting date to

Settings

Layout RRB GL's from set RIA_CEL.ALL

General

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

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

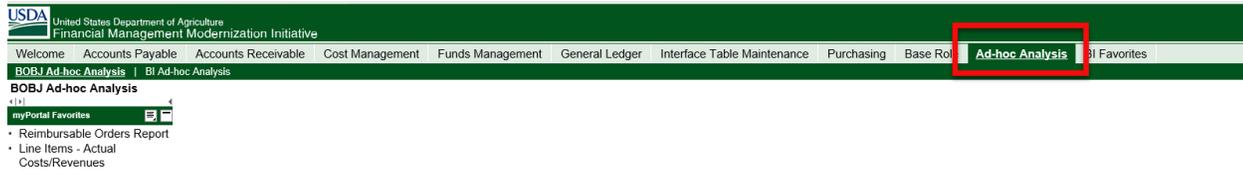
The screenshot displays the 'Display Actual Cost Line Items for Projects' report in the USDA Financial Management Modernization Initiative software. The interface features a top navigation bar with options like 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger', 'Interface Table Maintenance', 'Purchasing', 'Base Role', 'Ad-hoc Analysis', and 'BI Favorites'. A left sidebar lists various report categories such as 'Business Activity', 'Cost Management', 'Project Systems', 'WBS Master Data Report', 'Line Items - Actual Costs/Revenues', 'Cost Hierarchical Plan-based - Plan/Actual/Variance', 'Cost Element Plan-based - Actual/Commitment/Total/Plan', 'Actual Project Cost Per Month, Current Fiscal Year Report', 'myPortal Favorites', 'Customer', 'Documents', 'Reports', and 'Sales Orders'. The main report area shows a table of cost line items with columns for WBS Element, BP, Fiscal Year, Posting Date, Doc. Date, Document No., Cost Elem., Cost element descr, Value TranCur DIC, Document Header Text, Name, and User Name. A toolbar at the top of the report area includes buttons for 'Menu', 'Back', 'Cancel', 'Exit', 'System', 'Document', 'Master Record', 'Correction Request', 'Details', 'Set Filter', 'Sort in Ascending Order', 'Sort in Descending Order', 'Change Layout...', 'Select Layout...', 'Save Layout...', 'Total', 'Subtotal', 'Mail Recipient', 'Local File', 'Spreadsheet', 'ABC Analysis', and 'Print Preview'. The 'Local File' button is highlighted with a red box.

WBS Element	BP	Fiscal Year	Post. Date	Doc. Date	Document No.	Doc.	Cost Elem.	Cost element descr	Value TranCur DIC	Document Header Text	Name	User Name
AP RA RX45.72.1063	19XX	2019	10/07/2019	07/03/2019	3068576605	ZX	6100002614	Gasoline	67.90 D	34106641190	A345799 PILOT TRAVEL CENTERS L	BANKUSER
AP RA RX45.72.1063	19XX	2019	07/13/2019	07/15/2019	3068818576	ZP	6100001275	TSP - Government-Matching Contribution	25.55 D	1313	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/13/2019	07/15/2019	3068818576	ZP	6100001274	TSP - Government-Basic Contribution	6.39 D	1313	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/13/2019	07/15/2019	3068818576	ZP	6400001269	Full OASDI Contri - FERS (L)	34.63 D	1313	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/13/2019	07/15/2019	3068818576	ZP	6400001264	FERS Contri - Regular	76.01 D	1313	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/13/2019	07/15/2019	3068818576	ZP	6400001213	HIT - Agency Contribution	8.10 D	1313	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/13/2019	07/15/2019	3068818576	ZP	6400001203	FEHBA - Agency Contribution	180.10 D	1313	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/13/2019	07/15/2019	3068818576	ZP	6400001202	FEGLI - Agency Contribution	1.35 D	1313	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/13/2019	07/15/2019	3068818576	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	638.78 D	1313	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/18/2019	07/18/2019	3068955461	ZX	6100002614	Gasoline	76.12 D	34106701138	A345799 SHELL / EQUVA SERVICE	BANKUSER
AP RA RX45.72.1063	19XX	2019	07/24/2019	07/24/2019	3069081134	ZX	6100002614	Gasoline	72.79 D	34106725967	A345799 SHELL / EQUVA SERVICE	BANKUSER
AP RA RX45.72.1063	19XX	2019	07/27/2019	07/29/2019	3069189942	ZP	6100001275	TSP - Government-Matching Contribution	25.55 D	1314	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/27/2019	07/29/2019	3069189942	ZP	6100001274	TSP - Government-Basic Contribution	6.39 D	1314	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/27/2019	07/29/2019	3069189942	ZP	6400001269	Full OASDI Contri - FERS (L)	34.63 D	1314	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/27/2019	07/29/2019	3069189942	ZP	6400001264	FERS Contri - Regular	76.01 D	1314	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/27/2019	07/29/2019	3069189942	ZP	6400001213	HIT - Agency Contribution	8.10 D	1314	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/27/2019	07/29/2019	3069189942	ZP	6400001203	FEHBA - Agency Contribution	180.10 D	1314	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/27/2019	07/29/2019	3069189942	ZP	6400001202	FEGLI - Agency Contribution	1.35 D	1314	349XW5ER4545REMBURRX45721063	FIPYROL1
AP RA RX45.72.1063	19XX	2019	07/27/2019	07/29/2019	3069189942	ZP	6100001101	Base Pay - US Non-Wage Board-Full-Time P	638.78 D	1314	349XW5ER4545REMBURRX45721063	FIPYROL1

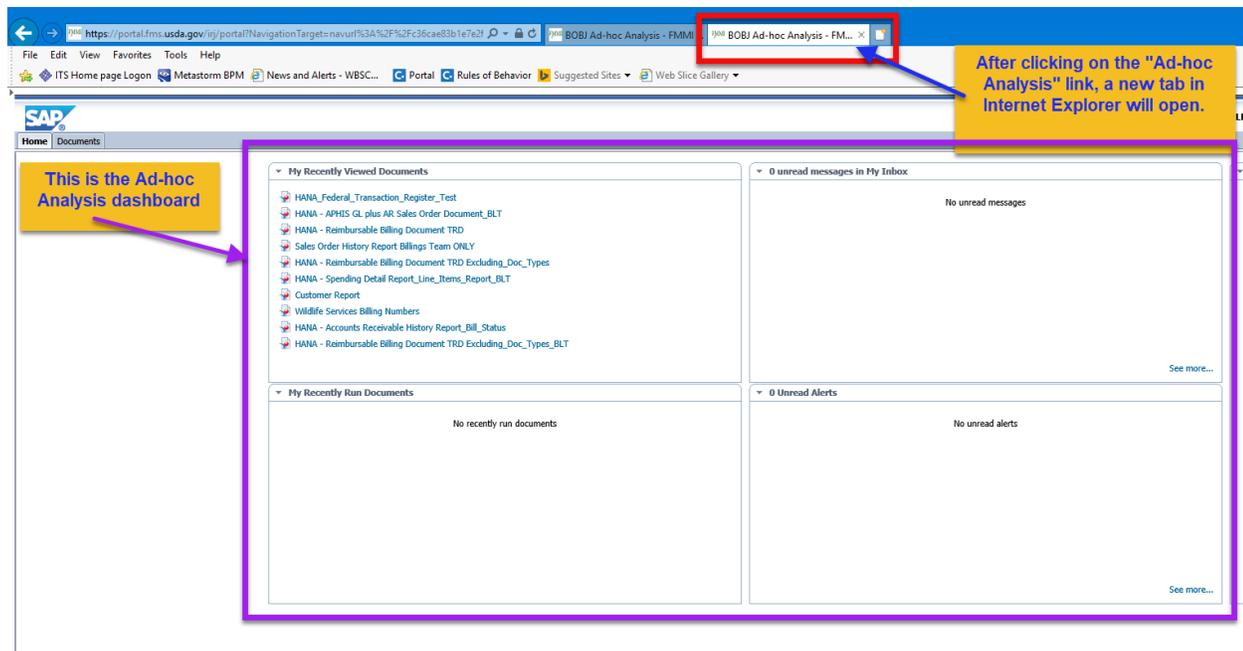
HANA AD-Hoc Reporting

Navigating to Ad-Hoc Reporting in FMMI:

On the first tier navigation bar, click the link named “Ad-hoc Analysis”:



After clicking on the “Ad-hoc Analysis” link a new tab in Internet Explorer will open which will show the Ad-hoc Analysis dashboard:

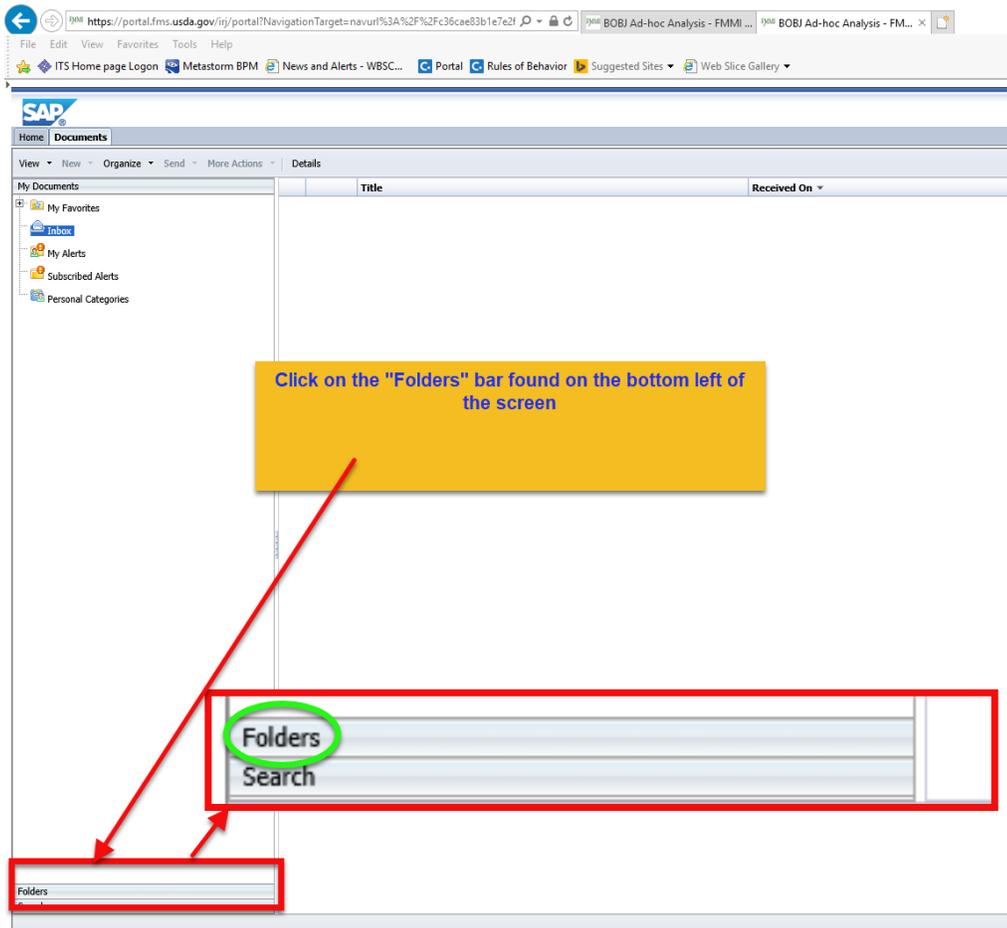


Opening an existing Accounts Receivable report:

Click the "See more..." link on the dashboard located on the two right most quadrants:

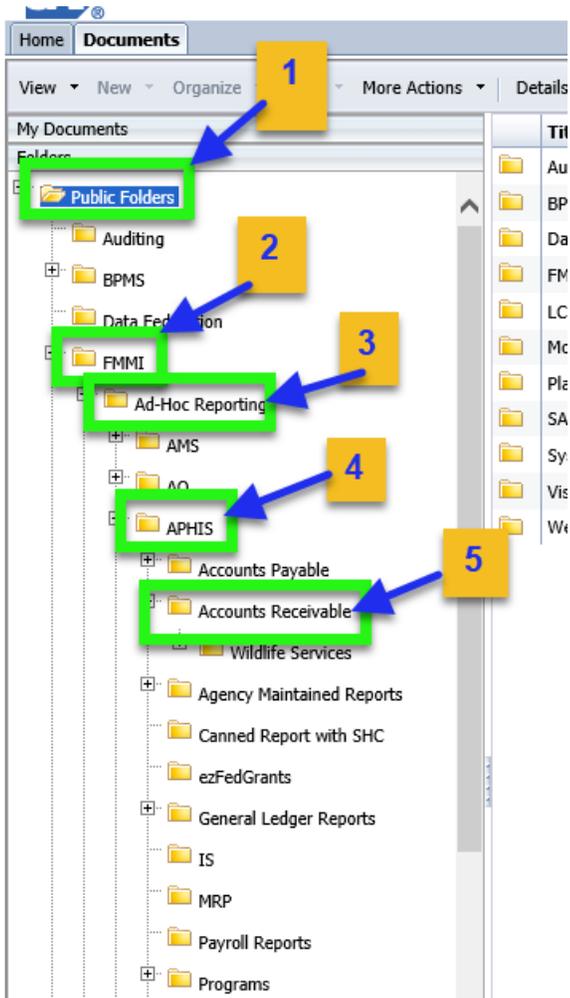


Next, click on the Folders bar found on the bottom left of the screen:



After clicking on the Folders bar, navigate to the Accounts Receivable folder:

1. Public Folders
2. FMMI
3. Ad-Hoc Reporting
4. APHIS
5. Accounts Receivable



SAP

Home Documents

View New Organize Send More Actions Details

My Documents

Folders

- Public Folders
 - Auditing
 - BPMS
 - Data Federation
 - FMMI
 - Ad-Hoc Reporting
 - AMS
 - AO
 - APHIS
 - Accounts Payable
 - Accounts Receivable**
 - Wildlife Services
 - Agency Maintained Reports

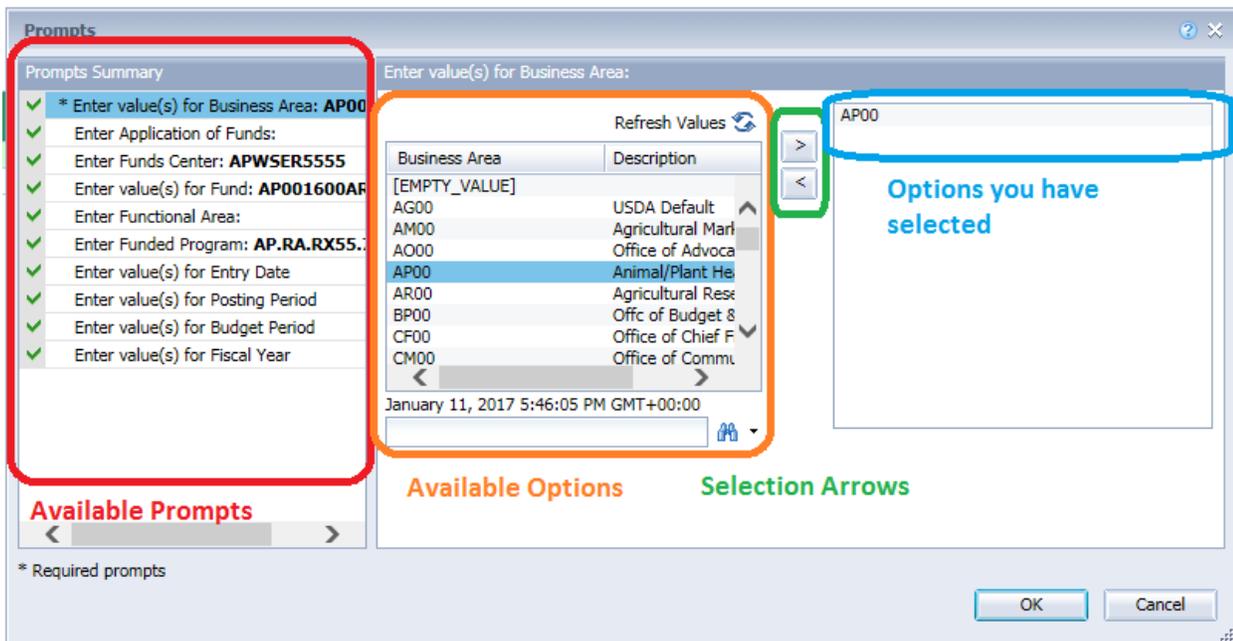
Title ^

- Wildlife Services
- Customer Report
- HANA - Accounts Receivable Aging Detail Report-Doug
- HANA - Accounts Receivable Aging Summary - ARSST Team - Jonoka
- HANA - Accounts Receivable Aging Summary FOB
- HANA - Accounts Receivable Aging Summary Report-ARSST
- HANA - Accounts Receivable History Report - Edsion
- HANA - Accounts Receivable History Report 3-23-2017
- HANA - Accounts Receivable History Report Sharon
- HANA - Accounts Receivable History Report_Bill_Status
- HANA - APHIS GL plus AR Sales Order Document
- HANA - APHIS GL plus AR Sales Order Document_BLT
- HANA - Availability Control
- HANA - Collections to Expenses FTR_BLT_Test
- HANA - Debit Memo Data FTR
- HANA - Debit Memo Data FTR - RI T

Various reports to choose from

HANA Prompt Screens:

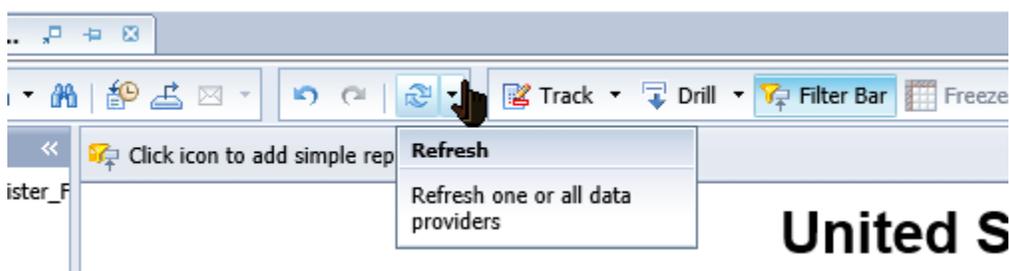
Most of the HANA reports have been designed to prompt the user to provide information to narrow the search/query and provide the information based on the criteria you select. These prompt screens vary from report to report but the basic ideas of inputting of information remains the same. You should be familiar with navigating this screen and changing the criteria.



Two arrows in the center or the Selection Arrows allow you to:

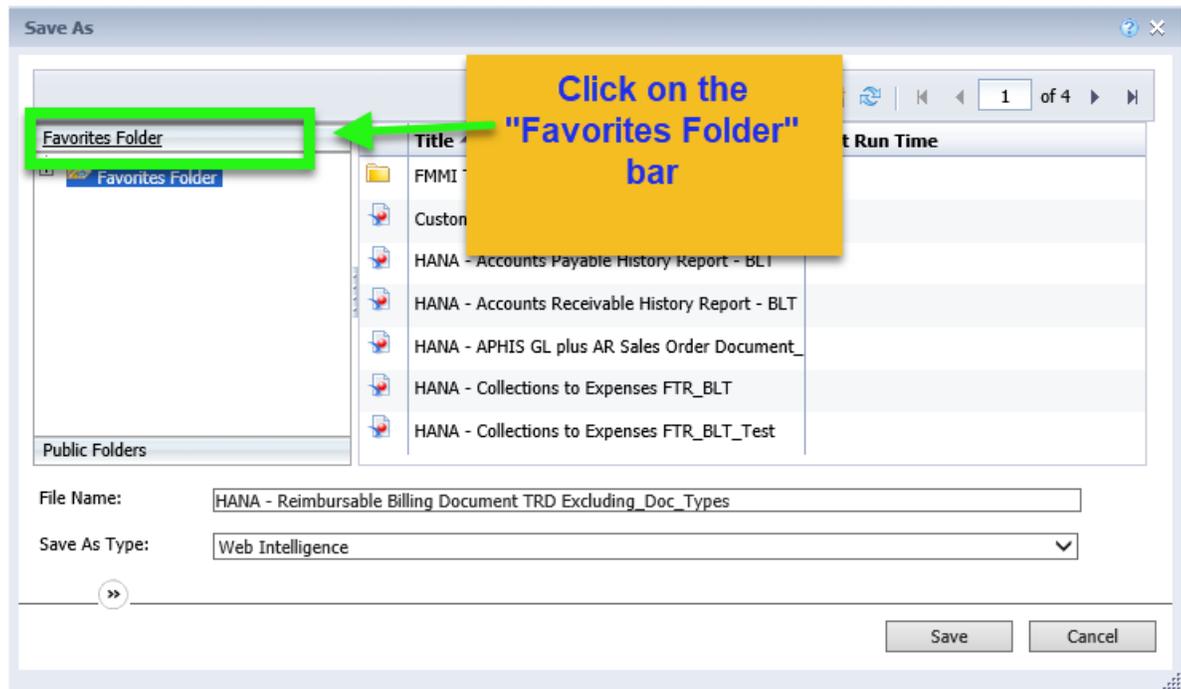
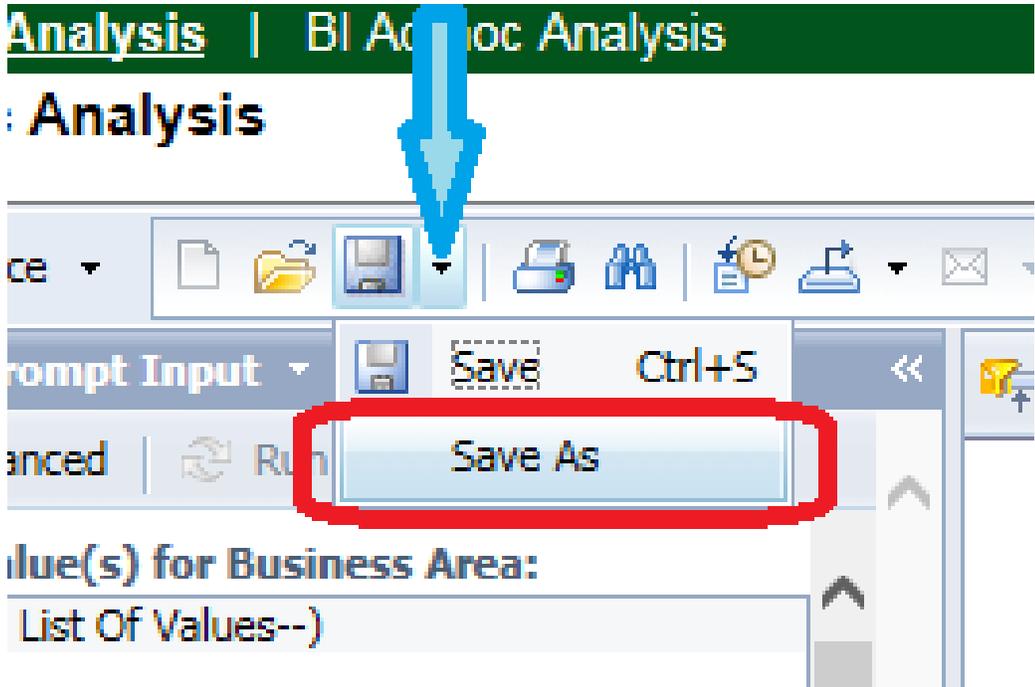
- Add a value (the right pointing arrow)
- Delete a value (the left pointing arrow)

After the report(s) runs, if you need to change the criteria, you will have to click the Refresh button and a new prompt screen will appear:

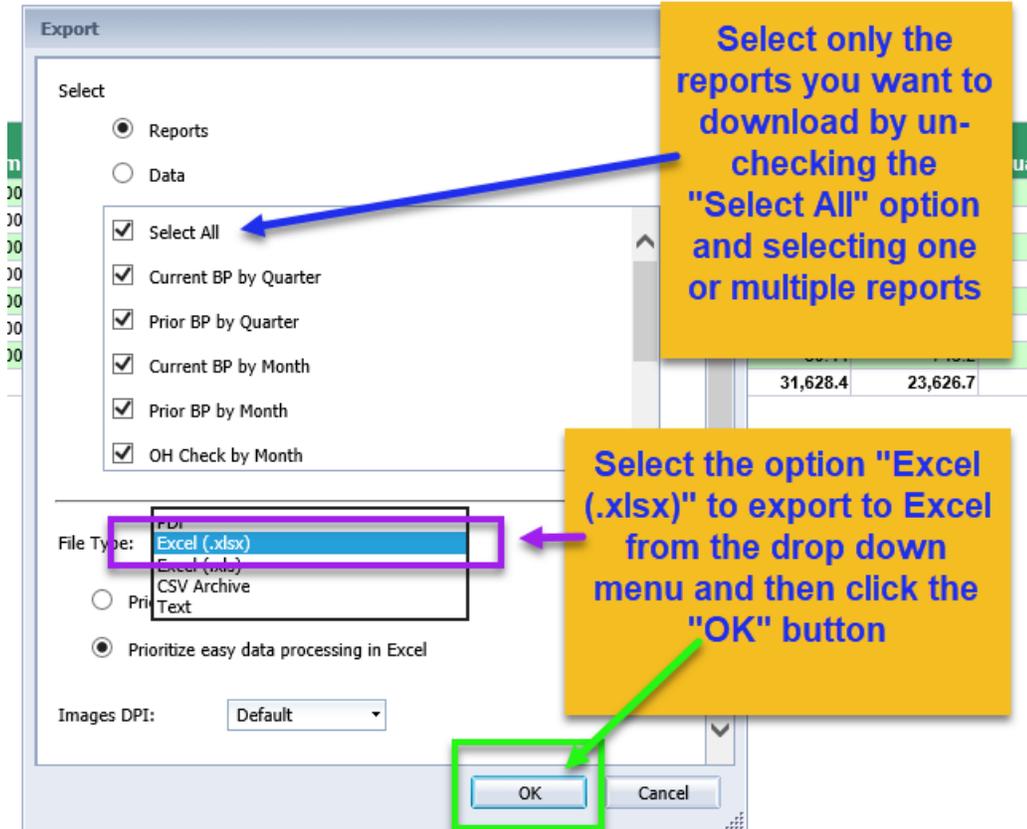


Saving the report:

If you modify the report in any way (changing columns or User Prompt Input), please save the report to your **Favorites** folder by clicking the little black down arrow button next to the Save icon as shown by the blue arrow:



Exporting the report to Excel:



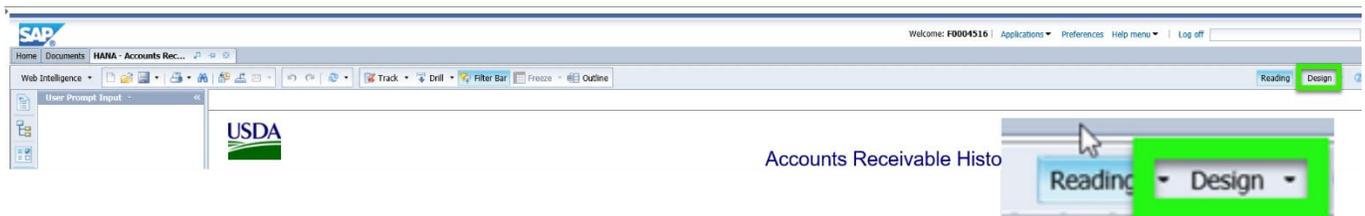
Report Design:

There are about 4 main reports that can be manipulated to get the information you are looking for. These reports are:

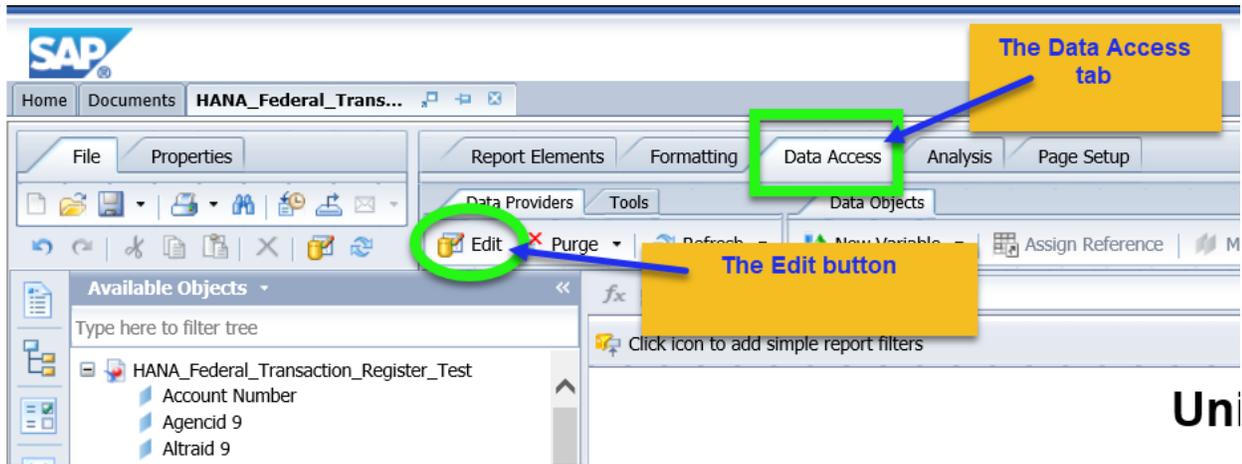
1. Federal Transaction Register Detail
2. Spending Detail
3. Sales Order History
4. Reimbursable Billing Document

There are other reports that can be manipulated but the ones listed above are the most frequently used.

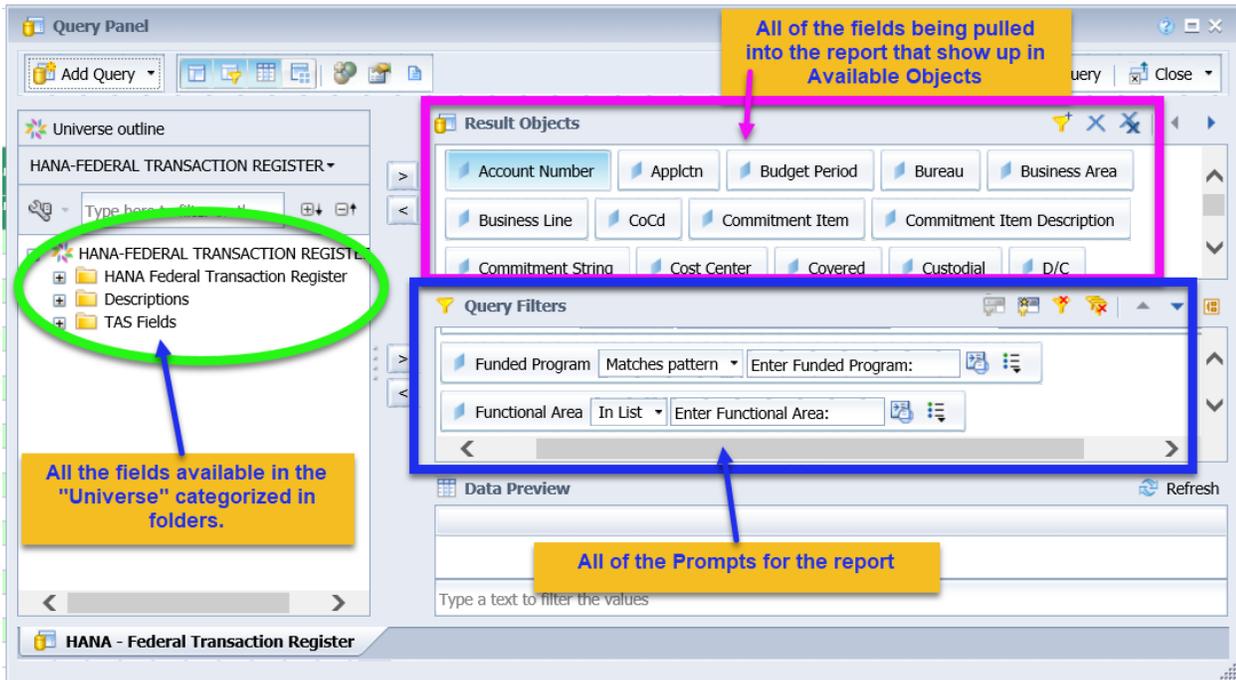
To manipulate a report, you have to click on the Design button found on the top right.



To view the available fields that can be pulled into the report, click on the Available Objects button on the left hand side of the screen:



Next a pop-up window will open:



If you see a field that you want in the report, Click that field from the "Universe" and drag it to the "Result Objects". Once the field is in the "Results Objects" it will appear in the Available Objects section on the main screen.

File Properties Report Elements Formatting Data Access Analysis Page Setup

Tables Cell Section Comment Chart Tools Position Linking

Available Objects

Type here to filter tree

- HANA_Federal_Tra
 - Account Number
 - Agencid 9
 - Altraid 9
 - Applctn
 - Appor Catb Dtl 9
 - Asset Acquire 9
 - Assetmaino 9
 - Assetsubno 9
 - Avtype 9
 - Bdgt Impact 9
 - Begper 9
 - Betc 9
 - Budget Period
 - Bureau
 - Business Area
 - Business Area Description
 - Business Line
 - CoCd
 - Commitment Item
 - Commitment Item Description
 - Commitment String
 - Cost Center
 - Cost Center Description
 - Covered
 - Currency Conversion Date
 - Custodial

1) Click on the word of the field you would like to have in your report

2) Drag the field into the list of column headers until the words become a vertical rectangle like the one shown here

Click icon to add simple report filters

United States De

Busine

Year	Area	Fund	Functional Area	Funds Center	Funded Program	Budget Period	Posting Period	Federal Transaction Register
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242	AP EX.AVIN.01	19XX	010	7/13/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/13/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/23/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/13/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/13/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/23/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/13/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/13/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/23/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/13/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/23/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/13/2019
2019	AP00	AP001800AD	AP00AHAVINHLT000	APWSER4242			010	7/13/2019

Appor Catb Dtl 9 (Drop here to insert cell)

Researching FMMI User IDs

Purpose

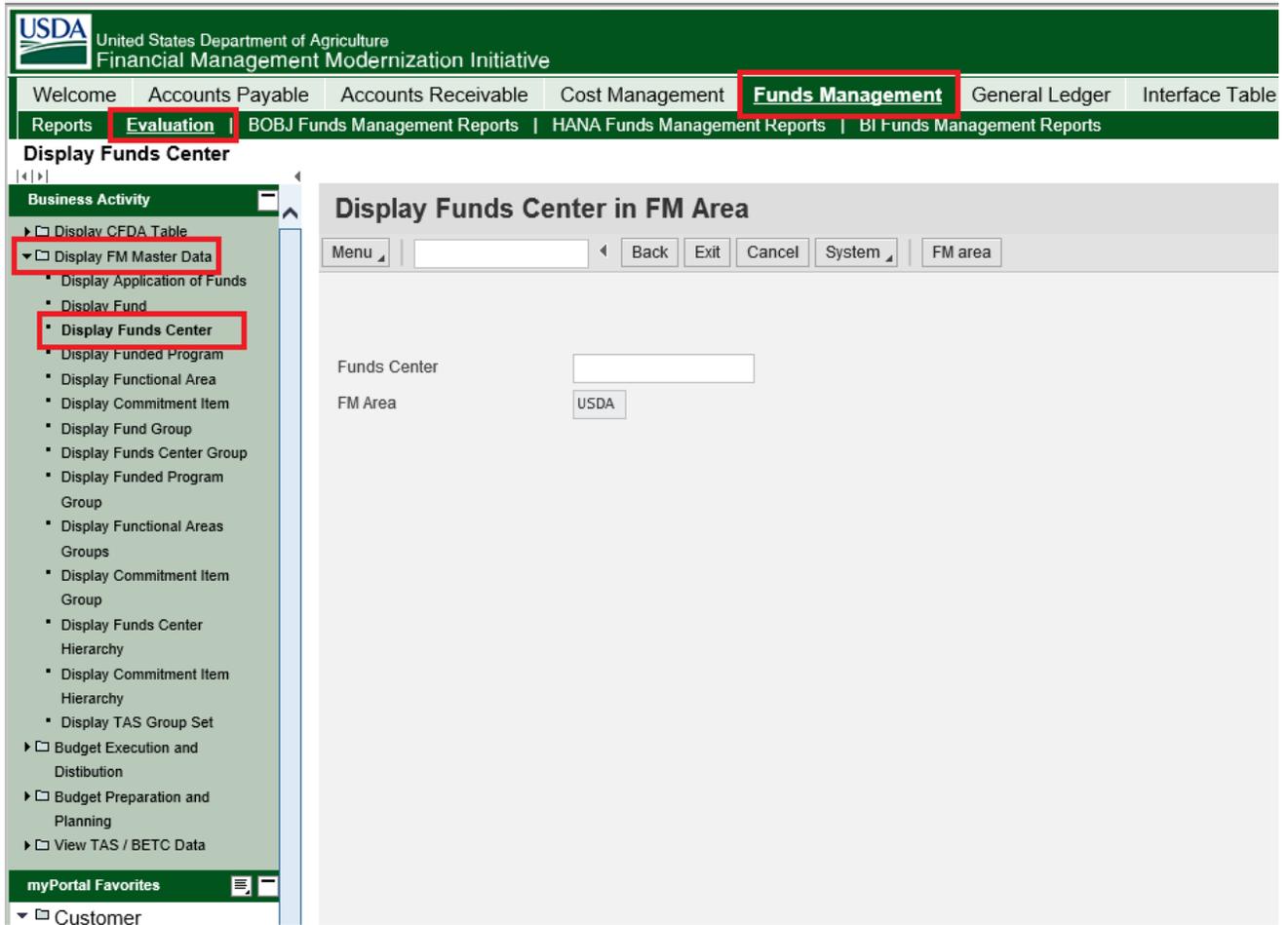
This guide provides instructions to obtain the User Name associated with a User ID Number in FMMI.

Role

Funds Management Evaluator

Instructions

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



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

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

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

Restrict Value Range (1)

Restrictions

User: F0003121

Last name:

First name:

Department:

Building code:

Room Number:

Extension:

Cost center:

Internal mail:

Company:

Company name:

City:

Maximum No. of Hits: 500

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

Restrict Value Range (1)

Restrictions

User Name	Last name	First name	Department	Buildings	Room No.	Extension
F0003121	ANDERSON	CAROL	Systems Accountant			

1 Entry found

Adjustments and Accruals

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

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

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

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

Two Common Types of Adjustments

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

Two Common Types of Accruals

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

Rules for Adjustments

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

Who can Process Expenditure Adjustments in FMMI

FMD wrote a policy on this which basically says that:

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

What should be a Debit or Credit

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

Expenditure Adjustment Example



FMMI B2 Example.xls

Miscellaneous

FMMI Dates Explained

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

Document Date - The date the document was created.

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

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

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

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

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

Clearing Date - The date the item is considered cleared.

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

Transparent Financial Descriptions

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

Helpful Links/Resources

(Ctrl+ left click on the links below)

- **APHIS Homepage**
www.aphis.usda.gov
- **FMD Website**
APHIS Homepage → Our Focus → Business Services → Financial Management
 - [Travel Service Center](#) (portal log-in required)
Financial Management > Travel Services Center (Employees Only)
 - [FOST](#)
Financial Management > Financial Operations Services Team
 - [Agreement Services Center FAQs](#)
Financial Management > Financial Services Branch > Agreements Services Center > Frequently Asked Questions
- **[Financial Management Modernization Initiative \(FMMI\)](#)**
APHIS Homepage > Our Focus > Business Services > Application Systems > Financial Management Modernization Initiative (FMMI)
- **BOC Handbook**
<https://nfc.usda.gov/FSS/Publications/FMS/boc.pdf>
- **Federal Account Symbols and Titles (FAST Book)**
http://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm
- **US Standard General Ledger (USSGL)**
<https://tfm.fiscal.treasury.gov/v1/supplements/usagl.html>
- **Concur:**
<https://cge.concursolutions.com/ui/sso/usda>
- **GSA Travel Resources**
<http://www.gsa.gov/portal/content/105307>
- **GSA Forms Library**
<http://www.gsa.gov/portal/forms/type/TOP>
- **OPM Forms Library**
<http://www.opm.gov/forms/>
- **My APHIS:**
my.aphis.usda.gov/myportal/myaphis/employeeresources/forms-and-publications/bam

- USDA Washington Metro Area Telephone Directory
https://www.datarefuge.org/en_AU/dataset/usda-telephone-directory
- Internet Search Engines:
 - www.google.com
 - www.yahoo.com
 - www.bing.com
 - www.ask.com
- APHIS Budget and Accounting Manual (BAM) (portal log-in required)
http://inside.aphis.usda.gov/mrpbs/publications/accounting_manual/accounting_manual.shtml

Discussion: Questions/Concerns from Field Staff

5th bill (final bill)

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

ACMS

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

https://acms.aphis.usda.gov/ - ACMS - (\$) - HELP - Internet Explorer

Suggested Sites Chief Financial Officers...

ACMS Help - Home -

Home

WHO TO CONTACT FOR ASSISTANCE

ACMS Activation
email: MRPBS FMD Security

ACMS Business Practices
Stacye Teachman and MRPBS, FMD, BESB
email: BEST Projects@aphis.usda.gov

ACMS Agreements
Agreement Services Center, MRPBS, FMD, FSB
email: ACMS Agreements Help Line

ACMS System Functionality
email: MRPBS FA@aphis.usda.gov

ACMS Users Guide and Training Materials
MRPBS website:
http://inside.aphis.usda.gov/mrpbs/publications/acms/acms_manual_top.shtml

ACMS Hardware/ Software Access
ATAC 1-877-944-8457
email: ATAC

APHIS eAuthentication ID and Password Establishment and Assistance
APHIS Technical Assistance Center (ATAC) 1-877-944-8457
email: ATAC

Password Resets (eAuthentication and FDW):
ATAC 1-877-944-8457
email: ATAC

100%

Appendix A- FMMI Doc Types



United States Department of Agriculture



**Financial Management
Modernization Initiative (FMMI)**

FMMI Document Types Job Aid

Version 1

Mar-10



FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
AP	3P	GovTrip Pay IBA	19	1900000000	1999999999	KA	Vendor Document
AP	4P	GovTrip Pay CBA	19	1900000000	1999999999	KA	Vendor Document
AP	CB	TRVL CB Credit Card	19	1900000000	1999999999	CB	TRVL CB Credit Card
AP/AR	IC	IPAC Confirm (Received)	21	2100000000	2199999999	IC	IPAC Confirm
AP	IT	TRVL Interest	19	1900000000	1999999999	IT	TRVL Interest
AP/AR	IV	IPAC Confirmation (Initiated)	24	2400000000	2499999999	IV	IPAC Confirmation
AP	KA	Vendor Document	17	1700000000	1799999999	KA	Vendor Document
AP	KB	Vendor BOC Adjust	19	1900000000	1999999999	KB	Vendor BOC Adjust
AP	KC	Vendor Inv CancFund	19	1900000000	1999999999	KA	Vendor Document
AP	KG	Vendor Credit Memo	17	1700000000	1799999999	KA	Vendor Document
AP	KR	Vendor Invoice	19	1900000000	1999999999	KA	Vendor Document
AP	KZ	Vendor Payment	15	1500000000	1599999999	KA	Vendor Document
AP	ND	Non-Disbursing	19	1900000000	1999999999		
AP	PC	Payment Clearing	22	2200000000	2299999999	PC	Payment Clearing
AP/AR	R1	Grants Disb 1099	51/52	5100000000	5299999999	R1	Grants Disb 1099
AP/AR	R7	Grants Disb non-1099	51/52	5100000000	5299999999	R7	Grants Disb non-1099
AP	RE	Invoice - Gross	51/52	5100000000	5299999999	RE	Invoice - Gross
AP	TA	GovTrip Advance	17	1700000000	1799999999	TA	GovTrip Advance
AP	TC	Treasury Confirm	21	2100000000	2199999999	TR	Treasury Reversal
AP	TE	TELE Invoice	19	1900000000	1999999999	TE	TELE Invoice
AP	TI	Treasury In-Transit	20	2000000000	2099999999	TI	Treasury In-Transit
AP	TP	TRVL Third Party	19	1900000000	1999999999	TP	TRVL Third Party
AP	TR	Treasury Reversal	21	2100000000	2199999999	TC	Treasury Confirm
AP	TV	GovTrip Reimbursable	19	1900000000	1999999999	KA	Vendor Document
AP	UT	UTVN Invoice	19	1900000000	1999999999	UT	UTVN Invoice
AP	VA	Vendor Prepay Adv	17	1700000000	1799999999	VA	Vendor Prepay Adv
AP	VI	VADR FI Invoice	19	1900000000	1999999999	VI	VADR FI Invoice
AP	VM	VADR MM Invoice	51/52	5100000000	5299999999	VM	VADR MM Invoice
AP	VR	Vendor Prepay Inv	19	1900000000	1999999999	VR	Vendor Prepay Inv
AP	VW	Payroll Recertify	19	1900000000	1999999999	VW	Benefit Disbursement
AP	VX	External ALC Invoice	19	1900000000	1999999999	VX	External ALC Invoice
AP	XA	TRVL Advance	17	1700000000	1799999999	XA	TRVL Advance
AP	XC	TRVL Cash Receipt (Embassy)	18	1800000000	1899999999	XC	TRVL Cash Receipt
AP	XD	TRVL Dummy Advance (Embassy)	17	1700000000	1799999999	XD	TRVL Dummy Advance
AP	XE	TRVL OASDI (SS Tax)	1	1000000000	1999999999	XE	TRVL OASDI (SS Tax)
AP	XM	TRVL WTA Voucher	17	1700000000	1799999999	XM	TRVL WTA Voucher
AP	XN	TRVL Cash Distrib.	19	1900000000	1999999999	XN	TRVL Cash Distrib.
AP	XP	TRVL Third Party Voucher (Moving Co)	19	1900000000	1999999999	XP	TRVL TP Voucher
AP	XT	TRVL Local Voucher	19	1900000000	1999999999	XT	TRVL Local Voucher
AP	XV	TRVL Relo Voucher	19	1900000000	1999999999	XV	TRVL Relo Voucher
AP	XW	TRVL Tax Withholding	1	1000000000	1999999999	XW	TRVL Tax Withholding
AP	XX	TRVL Net to Traveler	19	1900000000	1999999999	XX	TRVL Net to Traveler
AP	XZ	TRVL Payroll Zap (Gamish Pay)	19	1900000000	1999999999	XZ	TRVL Payroll Zap
AP	ZR	Bank Reconciliation	20	2000000000	2099999999	ZR	Bank Reconciliation
AP	ZV	Payment Clearing	20	2000000000	2099999999	ZV	Payment Clearing
AP	ZW	SmartPay2 Purch Card	19	1900000000	1999999999	ZW	SmartPay2 Purch Card



FMMI Document Types Job Aid

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



FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
FM	WC	Working Capital Fund	81	8100000000	8199999999	N/A	
FM	XO	TRVL Travel Obligation	71	7100000000	7199999999	N/A	
MM	IM	IAS Invoice with GR	51/52	5100000000	5299999999	IM	IAS Invoice with GR
MM	INTR	INTR Purchase Order w/Sales Order	46	4600000000	4699999999	INTR	INTR Purchase Order w/SO
MM	IR	IAS Invoice w/o GR	51/52	5100000000	5299999999	IR	IAS Invoice w/o GR
MM	NB	Purchase Requisition (Direct)	1	10000000	19999999	NB	
MM	NB	Purchase Order (Direct)	45	4500000000	4599999999	NB	Purchase Order Doc
MM	ZCOB	CREEMS PO	43	4300000000	4399999999	ZCOB	CREEMS PO
MM	ZIO	IAS Purchase Order w/PR	60	6000000000	6099999999	ZIO	IAS Purchase Order
MM	ZIN	IAS Purchase Order w/o PR	60	6000000000	6099999999	ZIN	IAS Purchase Order
MM	ZIQ	IAS Purchase Requisition	30	3000000000	3099999999	ZIQ	IAS Purchase Requisition
MM	ZVA	Service/Value-based	43	4300000000	4399999999	ZVA	Service/Value-based
MM	ZVR	Service/Value-based	40	4000000000	4099999999	ZVR	Service/Value-based
NA	AA	Asset Posting	1	10000000	19999999		
NA	AB	Accounting Document	1	10000000	19999999	AB	Accounting Document
NA	AN	Net Asset Posting	1	10000000	19999999		
NA	CH	Contract Settlement	1	10000000	19999999		
NA	EU	Euro Rounding Diff.	2	20000000	29999999	EU	
NA	EX	External Number	2	20000000	29999999	AB	Accounting Document
NA	II	IPAC In-Transit	20	2000000000	2099999999	II	IPAC In-Transit
NA	IP	IPAC Payment	23	2300000000	2399999999	IP	IPAC Payment
NA	KN	Net Vendors	1	10000000	19999999	KN	
NA	KP	Account Maintenance	48	4800000000	4899999999	KP	Account Maintenance
NA	ML	ML Settlement	47	4700000000	4799999999	ML	
NA	PR	Price Change	48	4800000000	4899999999	PR	
NA	RA	Sub.Cred.Memo Stmt	51/52	5100000000	5299999999	RA	Sub.Cred.Memo Stmt
NA	RB	Reserve for Bad Debt	RB			RB	
NA	RN	Invoice - Net	51	5100000000	5199999999	RN	Invoice - Net
NA	RV	Billing Doc.Transfer	30	3000000000	3099999999	AB	Accounting Document
NA	S1	Settlement Document	1	10000000	19999999	AB	Accounting Document
NA	SK	Cash Document	13	1300000000	1399999999	AB	Accounting Document
NA	UE	Data Transfer	4	40000000	49999999		
NA	WA	Goods Issue	49	4900000000	4999999999		
NA	WI	Inventory Document	49	4900000000	4999999999		
NA	WL	Goods Issue/Delivery	49	4900000000	4999999999		
NA	WN	Net Goods Receipt	50	5000000000	5099999999		
SGL	BL	Budgetary Ledger	4	40000000	49999999	BL	
SGL	CA	CAPS Expense GL	1	10000000	19999999	CA	CAPS Expense GL
SGL	CL	G/L Account Document	1	10000000	19999999	CL	G/L Account Document
SGL	DN	Exp Accr'l No Obs	1	10000000	19999999	DN	Exp Accr'l No Obs
SGL	OF	IPAC Offset	1	10000000	19999999	OF	IPAC Offset
SGL	S2	Lockbox suspense posting	12	1200000000	1299999999	S2	Lockbox suspense posting
SGL	SA	G/L Account Document	1	10000000	19999999	SA	Accounting Document
SGL	SB	G/L Account Adjustment Posting	12	1200000000	1299999999	SB	Accounting Document
SGL	SF	1081 Cash Transfer	11	1100000000	1199999999	SF	Accounting Document
SGL	SU	Adjustment Document (Upward/Downward)	1	10000000	19999999	SU	Adjustment Document



FMMI Document Types Job Aid

Process Area	Document Type	Description	Number Range	From	To	Reversal Document Type	Description
SGL	TL	TELE Accrual	1	100000000	199999999	TL	TELE Accrual
SGL	UA	UTVN Accrual	1	100000000	199999999	UA	UTVN Accrual
SGL	ZA	PACS Accrual Posting	1	100000000	199999999	ZA	PACS Accrual Posting
SGL	ZF	PACS Forced Release	1	100000000	199999999	ZF	PACS Forced Release
SGL	ZP	PACS Expense G/L	20	200000000	209999999	ZP	PACS Expense G/L
SGL	ZS	SmartPay2 Realloc	5	500000000	599999999	ZS	SmartPay2 Realloc

Key	
	AP
	AR
	SGL
	FM
	MM
	CO
	Not Used

Appendix B - Reallocation Process

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

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

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

BOC (4)

Transaction Management

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

BOC (4)	
Value:	<input style="width: 80%;" type="text" value="2670"/>
Description:	<input style="width: 80%;" type="text"/>
Search Type:	Begins with ▼

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

	<u>BOC</u>	<u>Value Description</u>
Select	2670	SUPPLIES AND MATERIALS GENERAL

Records 1 - 1 of 1

[<< Back to TM Allocations](#)

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

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

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

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

How do you know if a transaction is locked?

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

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

Summary | Allocations | **Transaction Line Items** | Comments | Approval History

The Allocations tab displays the cost center allocation(s) associated to the transaction. Allocations are no longer available for editing because the transaction: **has been included in a GL Extract.**  is no longer in your approval queue.

Records 1 - 1 of 1

Allocation Source: User Last Changed By: Bona, Shannon L

Amount	Percent	Prepopulated Accounting Code Selection	Current Name
\$1,404.03	100.00%		#FY14 Toner

 Valid Accounting Code

Records 1 - 1 of 1

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

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

\$824.22			CC Order				
\$115.02			NGAKD13141N				
1,404.03			2/6/14				
\$15.00			00000000001239997				

How can the accounting information be changed if the transaction has already been included in GL extract?

The cardholder needs to report the transaction to the budget analyst to determine if the accounting adjustment can be done in FMMI.

Transaction Availability

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

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

How to reallocate a transaction that has already been “Approved”?

If the transaction is available for modifications, the cardholder needs to follow the steps below to edit the transaction.

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

<input type="checkbox"/>	Approved	02/21	02/24	VIDEO & TELECOMMUNICATIO	703-6580304, VA	\$824.22
<input checked="" type="checkbox"/>	Approved	02/14	02/17	APRISA TECHNOLOGY LLC	516-629-4771, NY	\$115.02

Disputed
 Reallocated
 Trans Detail Level
 Extracted
 Reallocation Locked
 Valid Accounting Code
 Comments

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 25 of 28
 Page: 1 | 2

[Reallocate](#)
[Mass Reallocate](#)
[Approve](#)
[Pull Back](#)

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

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

STEP 1: Approving Official will:

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

STEP 2: Cardholder will:

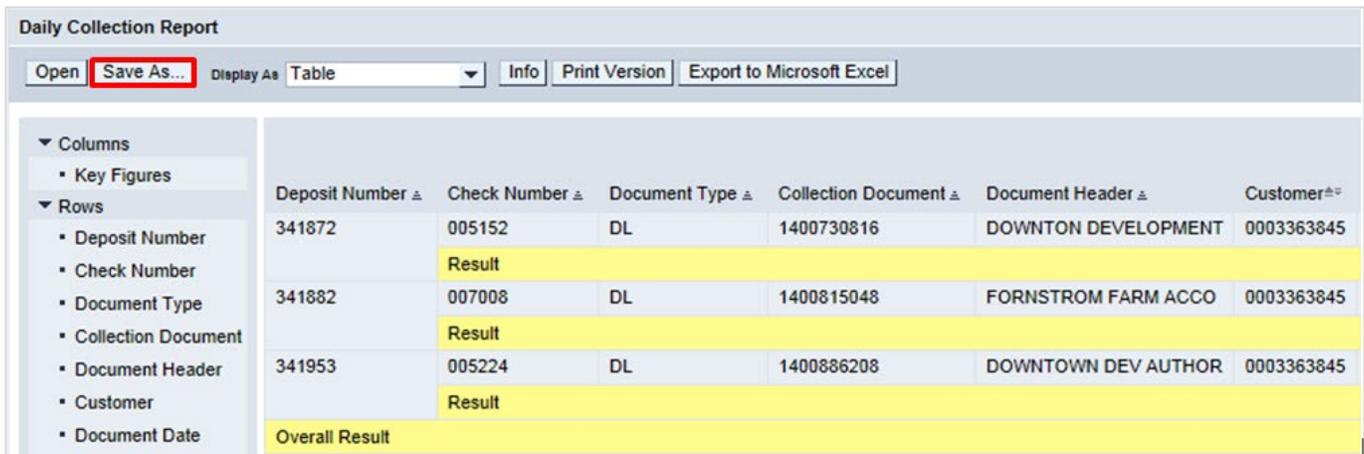
- a. Once the transaction has been rejected, the Cardholder will log into Access Online and navigate to the **Transaction List**.
- b. Click on the **Accounting Code link** next to the transaction in question. The Allocations Tab will open.
- c. Click on the **Magnifying Glass** next to the Line of Accounting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

Appendix C - BI Reporting (applies to BI Reports)

Save Layout

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

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

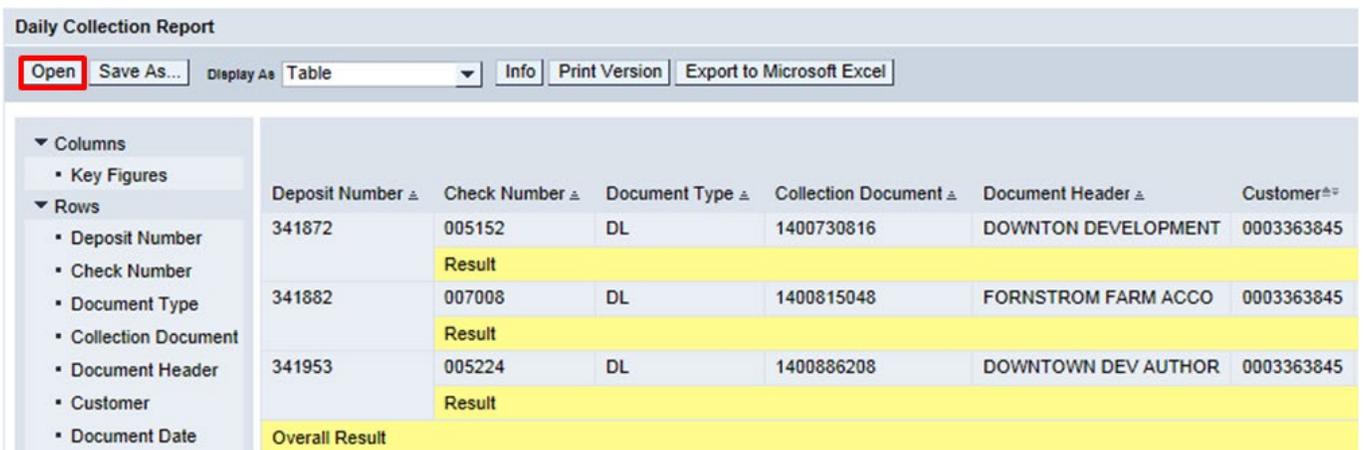


The screenshot shows the 'Daily Collection Report' interface. At the top, there is a navigation bar with buttons for 'Open', 'Save As...', 'Display As' (set to 'Table'), 'Info', 'Print Version', and 'Export to Microsoft Excel'. The 'Save As...' button is highlighted with a red box. Below the navigation bar is a sidebar with a tree view under 'Columns' and 'Rows'. The main area displays a table with columns: Deposit Number, Check Number, Document Type, Collection Document, Document Header, and Customer. The data is organized into rows for each deposit number, with a 'Result' row for each. The 'Overall Result' row is highlighted in yellow.

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					

Open/Select Layout

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



The screenshot shows the 'Daily Collection Report' interface. At the top, there is a navigation bar with buttons for 'Open', 'Save As...', 'Display As' (set to 'Table'), 'Info', 'Print Version', and 'Export to Microsoft Excel'. The 'Open' button is highlighted with a red box. Below the navigation bar is a sidebar with a tree view under 'Columns' and 'Rows'. The main area displays a table with columns: Deposit Number, Check Number, Document Type, Collection Document, Document Header, and Customer. The data is organized into rows for each deposit number, with a 'Result' row for each. The 'Overall Result' row is highlighted in yellow.

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

General

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

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

Status of Funds Project-to-Date

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

Drag out and drop to remove from the report

Columns	Functional area Δ	Fund**	Funded Program Δ	Authority**	Undistributed App. Allocation**	Undistributed Apportionment**	Budget Authority**	Commitments**	Obligations**	Expenditures**	Disbursements**
				\$	\$	\$	\$	\$	\$	\$	\$
• SOF GL Keyfigures GL (PTD)	"AGDEFAULT	AP0016IEAR	FPDEFAULT								0.00
• Functional area	AGDEF	AP0016IEAR	FPDEFAULT	1,418,186,386.53	-627,648,379.94	0.00	790,538,006.59	0.00	0.00	0.00	-3,283,832.39
• Fund	AGDEF	AP0016IEAR	AP EX.CDEV.01		0.00		0.00				0.00
• Funded Program	AGDEF	AP0016IEAR	AP EX.GSAR.01		12,681.04		12,681.04		0.00		-12,681.04
• Free characteristics	AGDEF	AP0016IEAR	FPDEFAULT	-5,025.72	-2,533.13		-7,558.85		0.00	0.00	1,400,470.16
• Applctn	AGDEF	AP0016IEAR	Result	-5,025.72	10,147.91		5,122.19		0.00	0.00	1,387,789.12
• Budget Period	AP00AGINTEREST00	AP0016IEAR	FPDEFAULT	-53.18	106.36		53.18				
• Commitment item	AP00AGMISCFINES0	AP0016IEAR	FPDEFAULT	-20.00	20.00		0.00				20.00
• Fiscal year/period	AP00AGREIMBUR000	AP0016IEAR	FPDEFAULT	-34.00	68.00		34.00				
• Funds Center	AP00UFAQIUFEEO00	AP0016IEAR	FPDEFAULT	-41.56	41.56		0.00				
• SGL Account for Fede	AP00UFPQAPCRT000	AP0016IEAR	AP EX.FFIS.DS						0.00		
	AP00UFPQAPCRT000	AP0016IEAR	FPDEFAULT	-121,114.01	121,114.01		0.00				2,469,212.76
	AP00UFPQAPCRT000	AP0016IEAR	Result	-121,114.01	121,114.01		0.00		0.00		2,469,212.76
	AP00UFPQCITES000	AP0016IEAR	FPDEFAULT	-40,110.00	50,632.28		10,522.28	0.00	0.00	0.00	29,587.72
	AP00UFPQMSFEE000	AP0016IEAR	AP UF.MSFE.CT	-195,310.00	175,567.00		-19,743.00				19,743.00
	AP00UFPQMSFEE000	AP0016IEAR	AP UF.MSFE.NS	-18,200.00	0.00		-18,200.00				18,200.00
	AP00UFPQMSFEE000	AP0016IEAR	FPDEFAULT	-70.00	195,945.23		195,875.23				17,704.77
	AP00UFPQMSFEE000	AP0016IEAR	Result	-213,580.00	371,512.23		157,932.23				55,647.77
	AP00UFPQPSCRT000	AP0016IEAR	AP AQ.AQIF.RE.CNTF								0.00
	AP00UFPQPSCRT000	AP0016IEAR	AP AQ.AQIF.RM.TRIM								16.00
	AP00UFPQPSCRT000	AP0016IEAR	FPDEFAULT		-16.00		-16.00				0.00

Page 1 of 53

Drag in and drop to add to the report

Subtotals

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

The screenshot displays the USDA Financial Management Modernization Initiative interface. The main window shows a 'Status of Funds Project-to-Date' report. A context menu is open over a cell in the 'Budget Pe' column, with 'Properties' and 'Characteristic' options highlighted in red. The report table has the following columns: Authority, Undistributed Appropriation, Undistributed Apportionment, Budget Authority, Commitments, Obligations, Expenditures, Disbursements, Total Commitments and Obligations, and Available Authority. The data is organized by Funded Program (AP-AR.WSFA.PA) and Budget Period (12XX). A 'Result' row is highlighted in yellow for each group. The 'Properties' and 'Characteristic' options in the context menu are highlighted in red.

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	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	5,863.83	5,863.83	5,863.83
AP-RA.NA42.71.0017	1111		0.00			0.00	3,447.64	3,447.64	3,447.66
	Result		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	49,580.42	49,580.42	67,233.82
	1414	0.00			0.00	0.00	48,257.51	50,270.82	
	Result	0.00	0.00		0.00	0.00	144,842.28	144,842.28	178,066.26
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	44,847.95	44,847.95	64,581.68
	1414	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	62,776.82	62,776.82	180,878.10

Appendix D: Remittance Advice Instructions



United States
Department of
Agriculture

Marketing and
Regulatory Programs

Financial
Management
Division

Financial
Operations
Branch

Payments to USDA APHIS Instructions

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

REMITTANCE ADVICE: The remittance advice included on your payment(s) is crucial to ensuring the proper posting of your payment. Please include your specific bill number(s) on your remittance to ensure proper posting.

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

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

For step-by-step Pay.gov instructions contact the ABS Helpline below.

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

You will need the following information to remit a payment via ACH, if not using pay.gov:

ABA: 051036706
Name on Account: USDA, MRP, APHIS
Account Number: 540021

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

You will need the following information to remit a payment via Wire Transfer:

ABA: 021030004
Name on Account: USDA, APHIS
Account Number: 12403400

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

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

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

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

APHIS ALC: 12403400

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

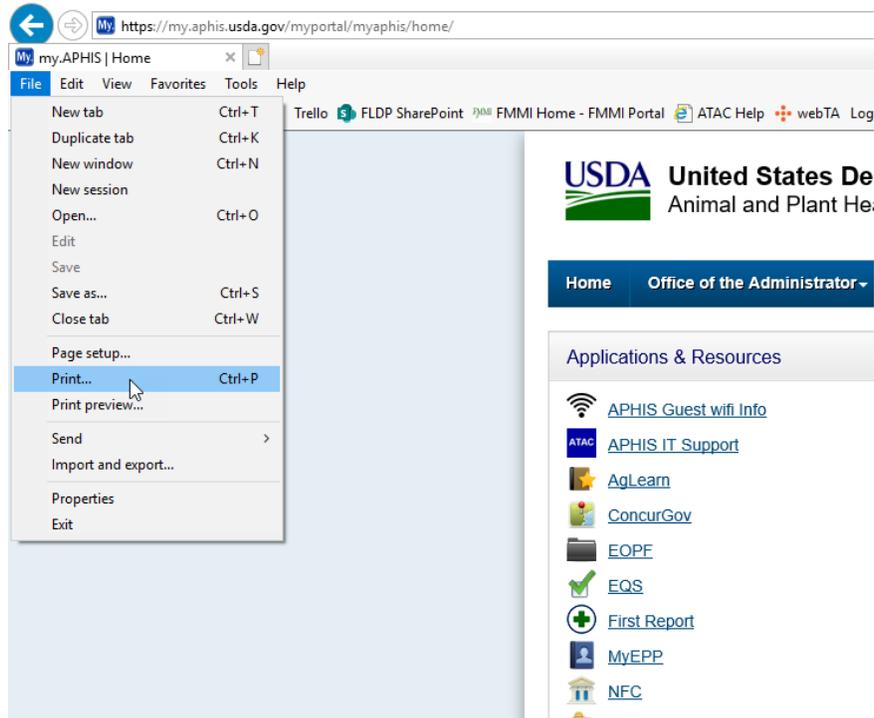
Questions: Contact the ABS Helpline for any assistance in making a payment to the USDA APHIS either by voicemail at 612-336-3400 or 877-777-2128 or by email at ABShelpline@usda.gov. Please include your customer account number, your name or business name, and a brief summary of your request in all messages to us.

Print Any File to PDF

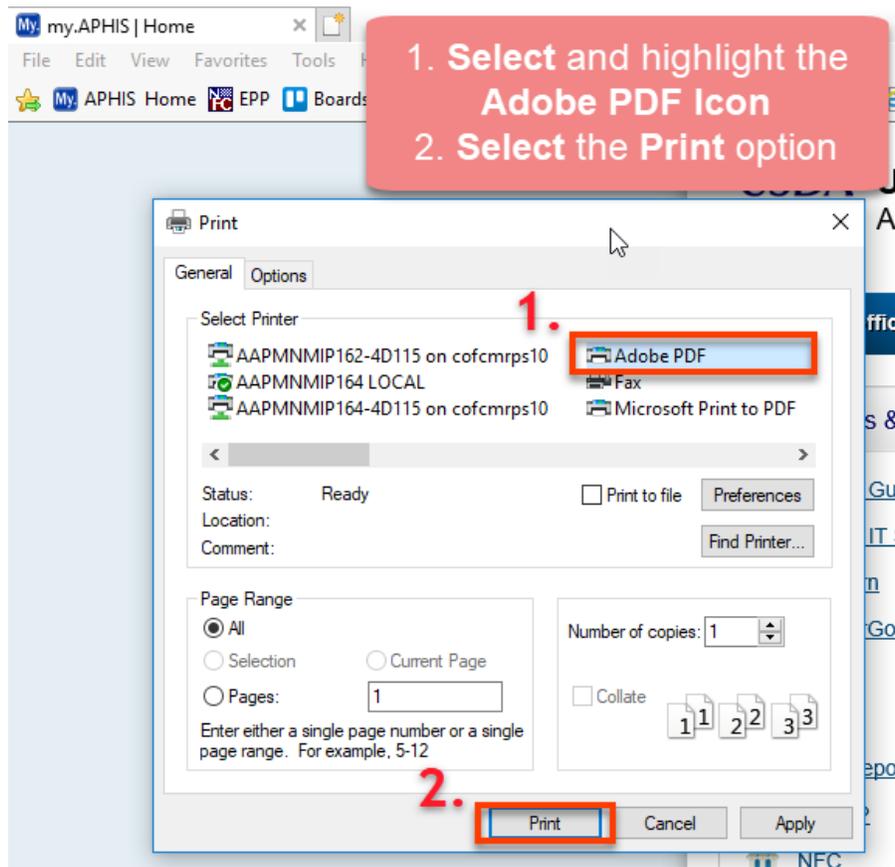
Open any document you would like to save as a PDF file, for example an email or an internet page.



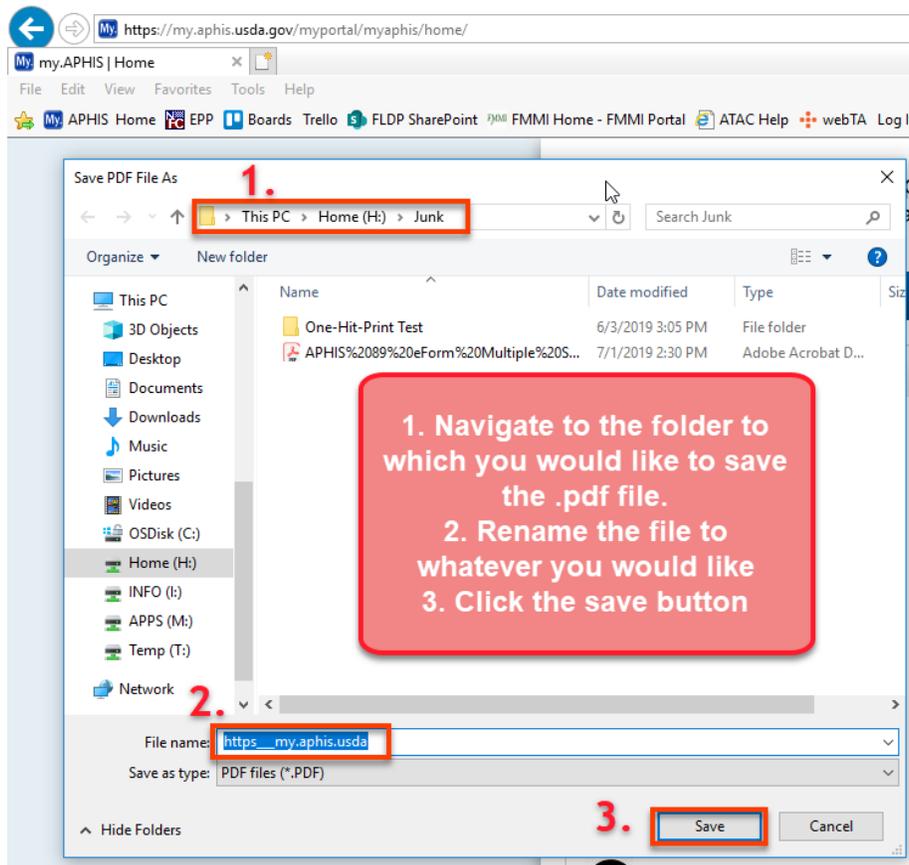
Move your cursor to the top left corner and select **File --> Print** as shown below.



Then you will be prompted with a screen that looks like this:



After you click on Print, you should be prompted with a screen similar to this:



Once the PDF is created, it will look similar to this (depending on your version of Adobe Acrobat):



United States Department of Agriculture
Animal and Plant Health Inspection Service



myAPHIS News

Latest News

Leadership Change in the Human Resources Division

Oct 29, 2019, 1:00:00 AM GMT

TO: All Employees FROM: Kevin Shea, APHIS Administrator SUBJECT: Leadership Change in the Human Resources Division DATE: October 29, 2019 APHIS Colleagues, Beverly Ledford, our Human Resources Division (HRD) Director, is retiring later this week after 37 years of federal service, the last year ...[more](#)

Weekly News--October 23, 2019

Oct 23, 2019, 1:00:00 AM GMT

Check Out APHIS' First Quarter Training Opportunities: Course Title Dates Time Location Registration 5 Choices to Extraordinary Productivity 11/5, 1 ...[more](#)

New Approach Improves Response Practice for African Swine Fever

Oct 23, 2019, 1:00:00 AM GMT

Over the years, APHIS has participated in many emergency response drills and exercises, resulting in great learning experiences. But the recent African Swine Fever (ASF) exercise was unlike any previous exercise. How so? For this exercise, organizers altered time as we know it. Shifting Time Most e ...[more](#)

FMMI Frequently Used Icons

 <h3 style="text-align: center;">Frequently Used Icons</h3>	
 Enter / Execute	 Select/Choose /OK / Enter
 Warning	 Error/Hard-Stop Error
 Save	 Cancel
 Copy/Adopt	 Create
 Display	 Change
 Execute	 Delete
 Selection Criteria	 Detail(s)
 Find	 Find Next
 Drop-Down List	 Print
 Search	 Search/Select
 Sort (descend.)	 Sort (ascend.)
 Select a Tab	 Multiple Selection
 Insert Line	 Delete Line
 Help	 Help/Information or System/User Status
 Select All	 Deselect All
 Block	 Unblock
 Previous Item	 Next Item
 Refresh	 Filter
 Expand Section	 Collapse Section
 Collapse	 Expand
 Expand Item	 Collapse Item
 Move Up	 Move Down
 Move to Top	 Move to Bottom
 Move to Right	 Move to Left
 Cut	 Have a nice day!





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



WS SO Cheat Sheet

(Bullet items are required field inputs)

SO Details	Display SO, Line Items, Doc Flow <ul style="list-style-type: none">• SO Number or WBS Element
SO Progress	Reimbursable Order Report (/ZWSLAYOUT) <ul style="list-style-type: none">• Fund, Fund Center, and WBS Element
Billed Expenses Details	Line Items – Actual Costs/Revenue Report (1_USDA_RRB2) <ul style="list-style-type: none">• WBS Element and Posting Date Range
Billed Expenses Exceptions	DP-98 File
Bills	View a Billing Document or SO Doc Flow <ul style="list-style-type: none">• Billing Doc Number or SO Number or WBS Element
Collections	Daily Collections Report <ul style="list-style-type: none">• Funded Program (WBS) or Customer Number
Budget Full	Budget Availability Control - AVC Tables <ul style="list-style-type: none">• 9H and Funded Program (WBS)
Budget Less Indirect Expenses	Budget Availability Control - AVC Tables <ul style="list-style-type: none">• ZR and Funded Program (WBS)
Budget Availability Only	SOF PTD (/WS RMVD 4610YE) <ul style="list-style-type: none">• Fund and Fund Center
OH Reconciliation	Line Items – Actual Costs/Revenue Report (/WS OH RECON) <ul style="list-style-type: none">• WBS Element and Posting Date Range
OH Charged	Line Items – Actual Costs/Revenue Report (/WS OH CHRGD) <ul style="list-style-type: none">• WBS Element and Cost Element 6100980000 and Posting Date Range
OH Split	Line Items – Actual Costs/Revenue Report (/WS OH SPLIT) <ul style="list-style-type: none">• WBS Elements (up to 4 per 1 account)• Cost Element 6100980000• Posting Date Range
OH Earned	Line Items – Actual Costs/Revenue Report (/WS OH SPLIT) <ul style="list-style-type: none">• WBS Element and Cost Element 6100980000
OH Spent	Line Items – Actual Costs/Revenue Report (/WS OH SPENT) <ul style="list-style-type: none">• WBS Element
OH Avail	Line Items – Actual Costs/Revenue Report (/WS OH AVAIL) <ul style="list-style-type: none">• WBS Element <p>*Use in combination with SOF PTD. LIACR does not capture commitments or obligations.</p>
Customer Acct Details	Customer Line Item Display (/WS UNCLEAR) <ul style="list-style-type: none">• Customer Number• Status = All Items• Type = check all boxes