

# Grant and Cooperative Agreements – FMMI Reporting Notes

## Purpose

This document is intended to provide additional guidance to FMMI users for generating reports associated with Grant and Cooperative Agreement Purchase Orders (PO) in FMMI.

## Topics Covered (bookmark within document):

[Job Aid – PO Report by “Our Reference”](#)

[Job Aid – PO Report by Cost Center](#)

[Job Aid – Reviewing Funds Pre-Commitment Consumption Details](#)

[How to Export a Purchasing Report to an Excel file](#)

[How to change a layout and add the PO History/release documentation element](#)

[How to View FMMI Purchase Order \(PO\) details](#)

[Important Purchase Order Elements](#)

**Job Aid – PO Report by “Our Reference”, Navigation > Purchasing > Purchasing Reports > List Purchase Order** [Hyperlink to Job Aid](#)

In the “Our Reference” field, input grant or agreement number assigned by the APHIS Agreement Numbering system. The Our reference field is captured during the initial creation of the PO. The APHIS Agreement Numbering System is 13 characters. For example, agreement # 14-9750-1311-CA or 14-9750-1311 should always be entered in the following format with no special characters or spaces:

1497501311CA

**Job Aid – PO Report by Cost Center, Navigation > Purchasing > Purchasing Reports > Purchasing Documents by Account Assignment** [Hyperlink to Job Aid](#)

The following fields are required to focus on Grant and Cooperative Agreement results:

Cost Center:

Document Type: ZVA

Plant: AP00

Material Group: 2551 and 4117

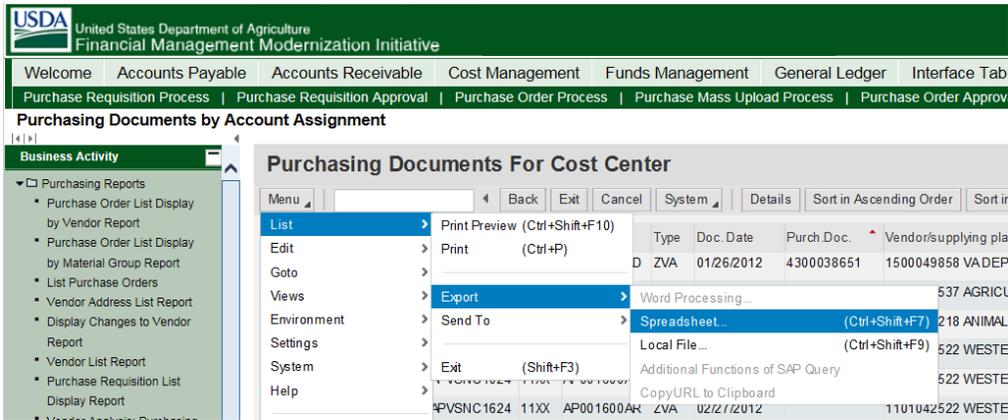
Document Date: MM/DD/YY (optional field)

**Job Aid – FMMI > Funds Management > Evaluation > Budget > Execution and Distribution > Display Funds Commitment** [Hyperlink to Job Aid](#)

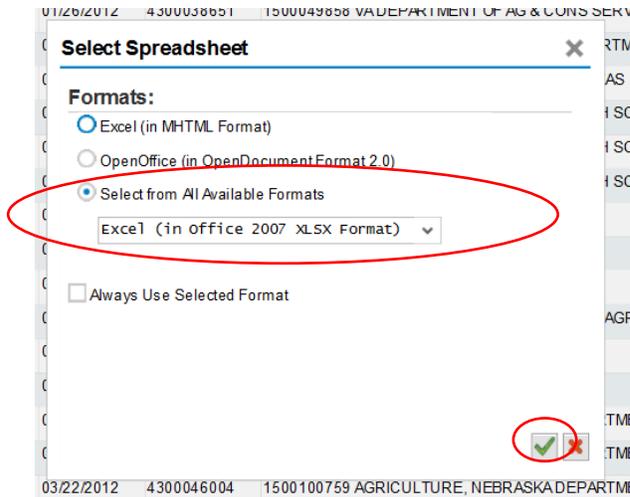
# Grant and Cooperative Agreements – FMMI Reporting Notes

## How to Export a Purchasing Report to an Excel file

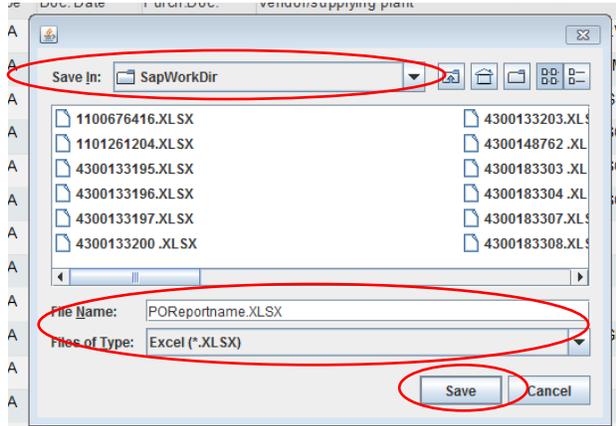
Press the 'Menu' button > List > Export > Spreadsheet.



Select "Excel (in office 2007 xlsx format)" from drop down menu and press green check mark to select.



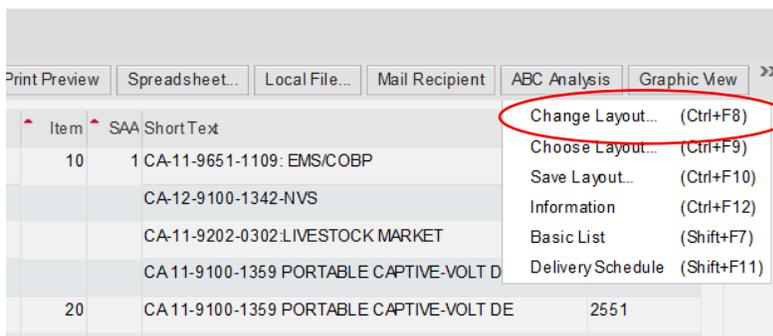
Select the file location and name to identify report followed by .xlsx, then select the save button:



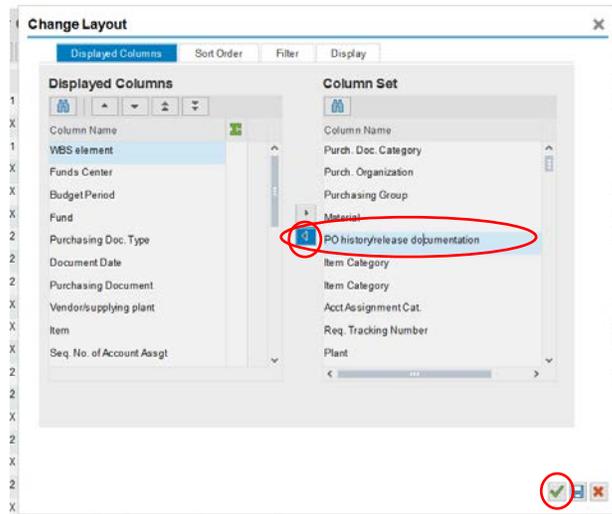
# Grant and Cooperative Agreements – FMFI Reporting Notes

## How to change a layout and add the PO History/release documentation element

Press “Change Layout” option listed at top of screen (press >> if hidden) or Ctrl+F8.



Change Layout box will appear, click on “PO history/release documentation” from right field. Press the left arrow to move to Displayed Columns. Press the green check mark to continue with the selected columns to be reported.



PO history/release documentation will be on the far right, double click on the graph icon to see details of the invoices paid from PO.

ding Order		SetFilter	Total	Print Preview	Spreadsheet...	Local File...	Mail Recipient	ABC Analysis	Graphic View
qty	Percent	TotOpenVal	Open value	To be del.	To be del.	To be inv.	To be inv.	Cmmt Item	POH
1	0.0	0.00	0.00	0	0.00	0	0.00	2551	
1	0.0	0.00	0.00	0	0.00	0	0.00	2551	
1	0.0	0.00	0.00	0	0.00	0	0.00	2551	

## Grant and Cooperative Agreements – FMMI Reporting Notes

PO history will list detailed invoice documents, dates and amounts.

Tr. Ev.	Sh. Text	MT	Material Document	Pstng Date	Time of Entry	Amount	Qty in OPU	OU
Invoice receipt	RE-L		5100464392	03/01/2012	11:42:37	13,979.90	1	VA
Invoice receipt	RE-L		5100546344	04/30/2012	13:35:32	23,509.84	1	VA
Invoice receipt	RE-L		5100571854	05/18/2012	11:11:15	10,936.79	1	VA
Invoice receipt	RE-L		5100632184	06/28/2012	10:51:15	22,623.68	1	VA
Invoice receipt	RE-L		5100842396	10/16/2012	05:50:22	36,093.06	1	VA
Invoice receipt	RE-L		5100898607	12/10/2012	09:47:26	12,988.00	1	VA
Invoice receipt	RE-L		5101485575	12/24/2013	08:04:28	24,868.73	1	VA
	RE-L					145,000.00	7	
Local currency USD						145,000.00	7	

### How to View FMMI Purchase Order (PO) details

Navigate to FMMI Purchase Order (PO) window through following menu options > Purchasing > Purchasing Evaluation > Purchase Orders > Display Purchase Order > Other Purchase Order

The screenshot shows the FMMI Purchasing Evaluation menu with 'Purchasing Evaluation' highlighted. Below it, the 'Display Purchase Order' window is open, showing the 'Other Purchase Order' button highlighted. The window title is 'Service/Value-based 4300265652 Created by DONNA FAGER'.

A window will appear, type in PO number in following window and press Enter key on keyboard

The 'Select Document' dialog box shows a text input field containing the PO number '4300265652', which is highlighted with a red box. Below the input field are radio buttons for 'Pur. Order' (selected), 'Purch. Requisition', and 'SRM Contract'. There is also an 'Other Document' button with a red 'X' icon.

### Important Purchase Order Elements

**Purchase Order Balance – In Display Purchase Order Screen, view in Header > Status Tab.**

Order = Total Obligation of PO (sum of all lines)

Invoiced = Paid or Pending Payment (sum of all lines)

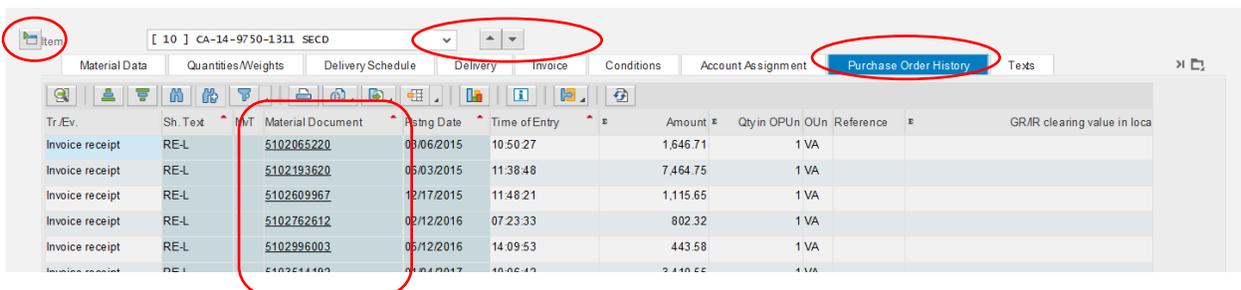
# Grant and Cooperative Agreements – FMFI Reporting Notes



## Purchase Order History, view in Item Details > Purchase order History Tab

The Purchase Order History Tab will display the individual payment documents and total payments for a specific line entry. Press the arrow or select from the drop down box to select a different line.

Material Document = FMFI Document Generated Payment (double-click for details)



## Purchase Order Account Assignment, view in Item Details > Account Assignment

Accounting elements are displayed for the line selected. Press the arrow or select from the drop down box to select a different line.

