

How to Review a Payment Status

Purpose

This document is intended to provide instructions to review the status of a payment in FMMI.

Role

AP Reporter and AP Evaluator

Process

1. In FMMI, Click on

Accounts Payable > AP Reports > Accounts Payable Reports > Display Line Items Report

The screenshot shows the SAP 'Vendor Line Item Display' report. The top navigation bar includes 'Accounts Payable' and 'AP Reports'. The left sidebar shows a tree view with 'Accounts Payable Reports' expanded, and 'Display Line Items Report' selected. The main area contains the following sections:

- Vendor selection:** Vendor account (input field), Company code (input field with 'USDA').
- Selection using search help:** Search help ID (input field), Search string (input field), and a 'Search help' button.
- Line item selection:**
 - Status:** Radio buttons for 'Open items', 'Cleared items', and 'All items'. 'Open items' is selected. Below it are 'Open at key date' (input field with '07/15/2014') and 'Clearing date' (input field).
 - Type:** Checkboxes for 'Normal items' (checked), 'Special G/L transactions', 'Noted items', and 'Parked items'.

2. Enter the Vendor Number; if the vendor number is unknown you can look it up by clicking on the search box under vendor. The "How to Look up a Vendor Number" job aid provides detailed guidance.

This close-up screenshot shows the 'Vendor selection' section of the 'Vendor Line Item Display' report. It highlights the 'Vendor account' input field with a red box, indicating where to enter the vendor number. The 'Company code' is set to 'USDA'.

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3. Select

- a) All Items, under the Line Item Selection, Status
- b) Under the Type section, check the first four options
 - i) Normal items
 - ii) Special G/L transactions
 - iii) Noted items
 - iv) Parked items
- c) Click Execute

The screenshot shows the 'Vendor Line Item Display' report interface. The title bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Interface Error Hand'. The main menu bar contains 'AP Evaluation', 'AP Reports', 'BOBJ Accounts Payable Reports', 'BOBJ Payroll Reports', 'BI Accounts Payable Reports', and 'BI Payroll Reports'. The report title is 'Display Line Items Report' and the main heading is 'Vendor Line Item Display'. The interface includes a menu bar with options like 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Get Variant...', 'Dynamic selections', 'Program Documentation', and 'Data Sources'. The 'Vendor selection' section has fields for 'Vendor account' (1100389056) and 'Company code' (USDA). The 'Selection using search help' section has fields for 'Search help ID' and 'Search string'. The 'Line item selection' section has a 'Status' section with radio buttons for 'Open items' (selected), 'Cleared items', and 'All items' (highlighted with a red box). The 'Type' section has checkboxes for 'Normal items', 'Special G/L transactions', 'Noted items', 'Parked items' (all checked and highlighted with a red box), and 'Customer items'. The 'List Output' section has fields for 'Layout' and 'Maximum number of items'.

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4. Review Search Results –

- a. The report returns information on all payments to vendor number regardless of the business areas; use the Set Filter option from the Application Toolbar to limit the data to APHIS (AP00).

Welcome Accounts Payable Accounts Receivable Cost Management Funds Management General Ledger Management Interface Error Handling Interface Table

AP Evaluation | AP Reports | BOBJ Accounts Payable Reports | BOBJ Payroll Reports | BI Accounts Payable Reports | BI Payroll Reports

Display Line Items Report

Application Toolbar

Vendor Line Item Display

Menu | Back | Exit | Cancel | System | First column | Column Left | Column Right | Last column | Display Document | Change document | Mass change | Change error log

Vendor: 1103957452
Company Code: USDA

Name: AMERESCO FEDERAL SOLUTIONS, INC.
City: KNOXVILLE

St	BUSA	Pbk	Reference	Doc. Date	Assign.	DocumentNo	Type	Pstng Date	S	Net due dt	DD	Amount in local cur.	LCurr	Clrng doc.	PmtMthSu	Text
	AP00		2383244	07/14/2014		1909660191	UT	07/14/2014		07/14/2014		173.12-	USD		12	
	AP00		2383020	07/14/2014		1909659971	UT	07/14/2014		07/14/2014		354.06-	USD		12	
	AP00		2365981_87055_SF	07/03/2014		1909556987	UT	07/06/2014		07/03/2014		2.35-	USD		12	
	AP00		2365981	07/03/2014		1909532979	UT	07/03/2014		07/03/2014		147.00-	USD		12	
	AP00		2358222	06/30/2014		1909476087	UT	06/30/2014		06/30/2014		60.18-	USD		12	
	AP00		2375591	07/10/2014		1909372808	UT	07/11/2014		07/10/2014		47.37-	USD		12	
												784.08-	USD			
	AP00		2377678	07/11/2014		1909683446	UT	07/14/2014		07/11/2014		660.22-	USD		12	
	AP00		2263887_87056_SF	06/29/2014		1909627650	UT	07/11/2014		06/29/2014		2.35-	USD		12	
												662.57-	USD			
	AP00			07/16/2014		2004384725	TI	07/16/2014		07/16/2014		126.90	USD	2004384725	12	
	AP00		2306832_104249_SF	06/29/2014		1909690617	UT	07/15/2014		06/29/2014		2.35-	USD	2004384725	12	
	AP00		2306714_87097_SF	06/29/2014		1909690525	UT	07/15/2014		06/29/2014		2.35-	USD	2004384725	12	
	AP00		2306713_87008_SF	06/29/2014		1909690524	UT	07/15/2014		06/29/2014		2.35-	USD	2004384725	12	
	AP00		2306698_87027_SF	06/29/2014		1909690510	UT	07/15/2014		06/29/2014		2.35-	USD	2004384725	12	
	AP00		2306604_106440_SF	06/29/2014		1909690453	UT	07/15/2014		06/29/2014		2.35-	USD	2004384725	12	
	AP00		2306603_106440_SF	06/29/2014		1909690452	UT	07/15/2014		06/29/2014		2.35-	USD	2004384725	12	
	AP00		2306593_106471_SF	06/29/2014		1909690442	UT	07/15/2014		06/29/2014		2.35-	USD	2004384725	12	

- b. Below is the key to the primary fields for this report -

Status

- Parked, Pending
- Approval Open
- Cleared

DD = Due Date

Overdue (Pending Payment Run) or Blocked – Contact FOB for assistance on manually posted documents (i.e., KR) if the Posting Date is 3 days or more past due

Doc Type

KR - FMMI voucher/vendor payment (payment has been entered manually into FMMI)
 UT – Utilities
 TI – Treasury In-Transit (payment has been sent to vendor’s bank)

Posting Date

FMMI voucher approved – Payment should be included in the next NFC payment run

NFC runs a payment file daily from Sunday through Thursday. Any exception should be posted to the web, the document can be found by going to <http://www.aphis.usda.gov/business-services/fmmi>, News & Updates, FMMI Current System and Interface Status.

Payments that are overdue/blocked for more than 5 days, send an email fost@aphis.usda.gov, research will be done to ensure the payment gets issued if possible. Please use the following subject line on your email: Blocked FMMI Payment (include the document and vendor number).