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

![Display Line Items Report](image1)

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.

![Vendor Line Item Display](image2)
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
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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).

   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](http://www.aphis.usda.gov/business-services/fmmi), News & Updates, FMMI Current System and Interface Status.

   Payments that are overdue/block ed for more than 5 days, send an email fest@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).