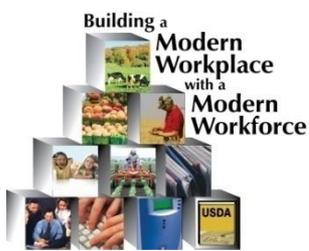


IPAC Processing in FMMI

- I. Overview Presentation
- II. Procedure to Create an AR Invoice to Generate an IPAC or INTR Collection
- III. Procedure to Create Sales Order – RONA
- IV. Procedure to Modify Sales Order AR Document for IPAC Transactions
- V. Procedure to Create Sales Order – INTR
- VI. Procedure to Create a Purchase Requisition
- VII. Procedure to Create an IPAC Purchase Order for a Federal Vendor
- VIII. USDA FMMI Vendor and Customer Codes
- IX. Greenbook Program Vendor Codes
- X. Common Agreement Numbers (CANS)
- XI. Glossary of Related IPAC and FMMI Acronyms

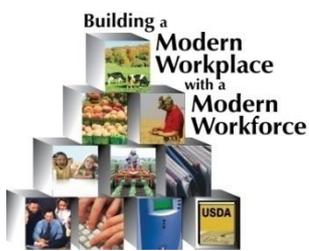


IPAC and INTR Processing in FMMI

- USDA agencies collect funds from Federal Agencies using one of two:
 - ◆ IPAC - Treasury's Intra-Governmental Payment and Collection System
 - ◆ INTR - The FMMI Intra-Governmental Transaction Module

- IPAC – FMMI Agency to Any Non-FMMI Agency
 - ◆ i.e., DA bills FS
 - ◆ i.e., DA bills GSA

- INTR – FMMI Agency to FMMI Agency
 - ◆ i.e., DA bills FAS

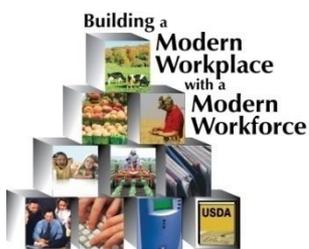


IPAC and INTR Processing in FMMI: Billing Options

- IPAC - Billing Non-FMMI Agency – 3 options
 - ◆ AR – Invoice
 - ◆ AR – Invoice with reference to Forecast of Revenue
(WCF only and converted documents)
 - ◆ Sales Order - RONA Process –
(Reimbursable Order with No Advance)

- INTR – FMMI Agency to FMMI Agency – 2 options
 - ◆ Sales Order Process – INTR (Procedure per USDA Policy)
 - ◆ AR – Invoice with reference to Forecast of Revenue
(used for exceptions only)

- AR Invoice Procedure -Same for INTR and IPAC
 - ◆ Some variables in procedure depending on whether the customer is a FMMI or non-FMMI customer



IPAC and INTR Processing in FMFI: Entering an AR Invoice

- Entering the AR Invoice – Basics
 - ◆ Path - Accounts Receivable > AR Process > Manage AR Documents > Create AR Invoice
 - ◆ Specific Fields are Important for IPAC Billings
 - ◆ Detailed Procedures are in the Handouts

Accounts Receivable

AR Process

Create AR Invoice

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

Park Customer Invoice: Company Code USDA

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Customer 5000045 SGL Ind Reference 123ABC-2

Invoice date 1/10/2010

Posting Date 01/15/2010

Document Type DR (Customer Inv...)

Amount 150 usd Calculate tax

Tax Amount

Text collection for MO 123ABC line 2

Company Code USDA US Dept of Agriculture Washington, DC

Agency Loc Cd

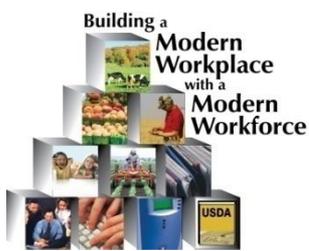
Payment Office

Lot No.

0 Items (Screen Variant : EnjoyFMFI)

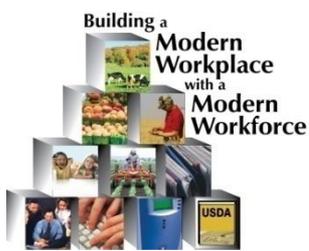
St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
-------	----------	------------	-----	---------------------	----------------





IPAC and INTR Processing in FMMI: Entering AR Invoice (cont'd)

- Basic Data Tab
- These FMMI Data elements will appear on the IPAC bill created from the AR Invoice
 - ◆ Reference - This should be your customer's accounting information. Data flows to multiple fields on the IPAC bill.
 - Purchase Order Number
 - Obligating Document Number
 - Requisition Number
 - Contract Number
 - Accounting Classification Code
 - ◆ Text Field flows to the two IPAC fields:
 - Transaction Description
 - Miscellaneous Information



IPAC and INTR Processing in FMFI: Entering AR Invoice (cont'd)

■ Payment Tab

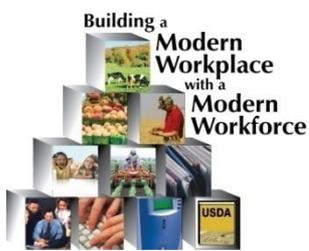
◆ Payment Method – Leave blank

- If blank, the default value on Customer Master will be used.
- J is for IPAC, R is for INTR – Better to let the system derive this.

◆ Payment Method Supplement – Leave blank

- This will default to a code that indicates the ALC to be used.
- 12 = 12-40-1240 – only used for INTR.
- XX = anything other than 12 indicates an IPAC ALC.

The screenshot displays the 'Park Customer Invoice' form in the FMFI system. The form is titled 'Park Customer Invoice: Company Code USDA'. The 'Payment' tab is active, showing fields for 'Bline Date' (01/16/2010), 'CashDiscnt', 'Disc.base', 'Arnt to be calculated', 'Pmnt Method' (J), 'Pmnt Meth.Sup.', 'Pmnt Block', 'Inv.ref.', 'Part. Bank', 'House Bank', and 'Free for payment'. The 'Customer' information is displayed on the right, including the address: Department of Justice, 100 Constitution Ave, Washington DC 20250. The balance is 150.00. The form also includes a 'Detailed Navigation' sidebar on the left and a 'Portal Favorites' section at the bottom left.



IPAC and INTR Processing in FMMI: Entering AR Invoice (cont'd)

- Details Tab
 - ◆ Assign Field – Leave blank – UNLESS . . .
 - If billing a GWA input their TAS.
 - Input of an invalid TAS will cause a reject in IPAC.

Accounts Receivable Base Role

AR Process

Create AR Invoice | History, Back Forward

Detailed Navigation

- 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

Portal Favorites

Park Customer Invoice: Company Code USDA

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice

Basic data Payment Details Tax Withholding tax Notes

GL 1310900000 AR-SD Recon

Assign. []

Header text []

Bus. Area [] Tr.part.BA []

Contract [] / [] Flow Type []

CreditArea []

Fund [] BP []

Func. Area AGDEFAULT

Funds Ctr [] Cmmt Item AR

Bal. 150.00

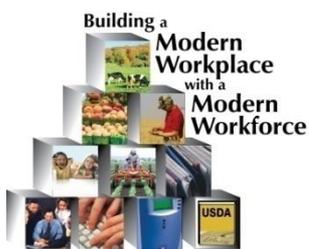
Customer

Address

Department of Justice
100 Constitution Ave
Washington DC 20250

Ols

Bank data: not available

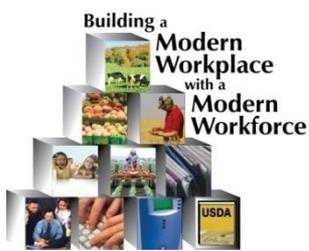


IPAC and INTR Processing in FMMI: Entering AR Invoice (cont'd)

■ Notes Tab

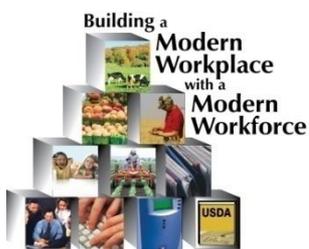
- ◆ Item Long Text – Write a book!
 - Flows to Transaction Description field on the IPAC bill.
 - Flows to Miscellaneous Information field on the IPAC bill.
 - Input everything and anything, i.e., customer contact info.
 - Input of good data decreases chances of phone calls to you or chargebacks

The screenshot shows the FMMI software interface for creating an AR invoice. The main window is titled "Park Customer Invoice: Company Code USDA". The "Notes" tab is selected, and the "Item long text" field is highlighted with a yellow circle. The text in this field reads: "Collection for services provided by FAS to DOJ related to legal research performed as part of MO 123ABC line 2 Contact Name and Number with questions". The interface also shows a "Customer" section with the address: "Department of Justice, 100 Constitution Ave, Washington DC 20250". The balance is shown as "Bal. 150.00".

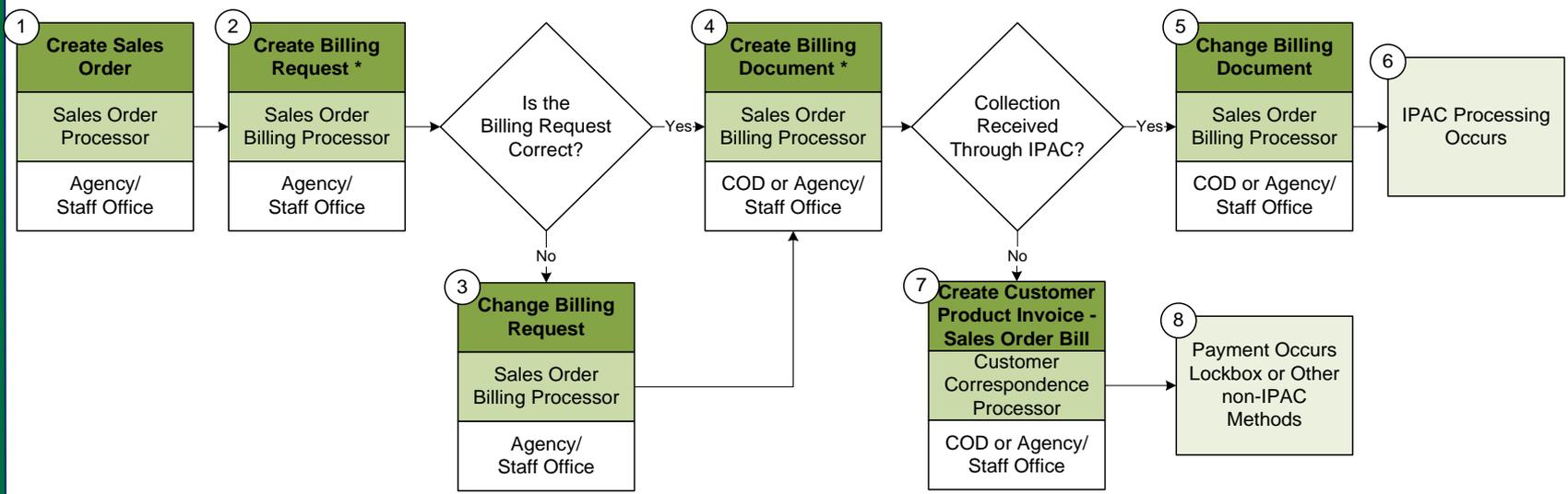


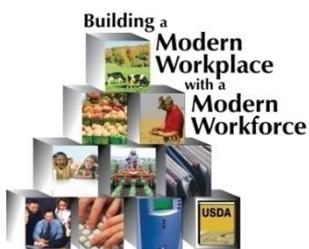
IPAC and INTR Processing in FMFI: Sales Order Summary

- Used to Record a Reimbursable Agreement
- Each Sales Order is tied to a WBS element
- Costs are recorded to the WBS element, and the Sales Order process creates bills to recover these reimbursable costs from the customer.
- Process is composed of three steps/documents:
 - ◆ Sales Order
 - ◆ Billing Request
 - ◆ Billing Document
- Separate Procedures INTR and IPAC Sales Orders
 - ◆ INTR Procedure - “Create Sales Order –INTR”
 - ◆ IPAC Procedure - “Create Sales Order –RONA”
 - ◆ Procedures are Very Similar.



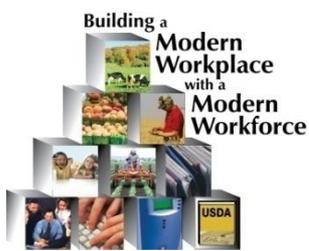
IPAC and INTR Processing in FMFI: Sales Order Summary (cont'd)





IPAC and INTR Processing in FMFI: Sales Order Summary (cont'd)

- Differences between RONA and INTR procedure
 - ◆ Menu Path is the same, but Order Type is different.
 - RONA and INTR–
 - ▶ Accounts Receivable > Sales Order Process
 - > Manage Sales Order > Create Sales Order
 - Order type, choose INTR or RONA
 - ◆ Customer's Purchase Order is Required for INTR.
 - Must be sufficiently funded.
 - Must correctly reference the correct Vendor.
 - Will be locked from editing or spending upon input on the sales order.
 - Serves as the link between the Customer Billing and the Vendor Payment.
- Procedures are identical other than the above.



IPAC and INTR Processing in FMFI: Completing the Sales Order Process

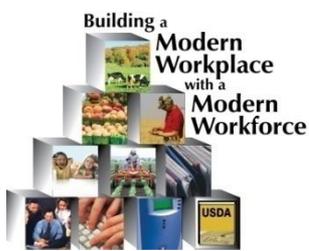
■ Create Billing Request

- ◆ Done after costs have been incurred.
- ◆ Executes Resource Related Billing process.
 - Gathers charges against WBS element
- ◆ Allows user to preview what is to be billed.

■ Create Billing Document

- ◆ Done after Billing Request is previewed and appears correct.
- ◆ The Accounting Document created must immediately be modified manually for IPAC collections (RONA Sales orders).
 - See procedure - used to input information that will flow to IPAC bill
- ◆ Will be picked up by INTR or IPAC Outbound Process.
- ◆ A collection will result within 1-5 business days.
- ◆ For INTR transactions, the associated payment should post on the customer's books the same day.





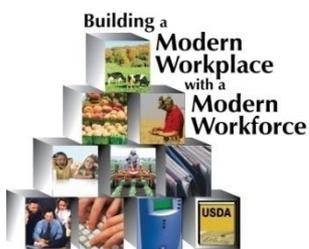
IPAC and INTR Processing in FMMI: Other IPAC Collection Information

■ Payment Block

- ◆ Use to prevent Receivables from being picked up by the IPAC Outbound Process.
- ◆ Input code “B” to accomplish the block.
- ◆ Example: GSA voluntary pushes funds for proceeds from sale of assets – use payment block.
- ◆ Converted Open Federal Receivables

■ For USDA Customer only, use one of the approved Customer Numbers.

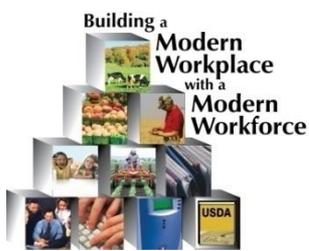
- ◆ Customer number must begin with a 7.
- ◆ See list in handouts.



IPAC and INTR Processing in FMFI: Processing IPAC Payments

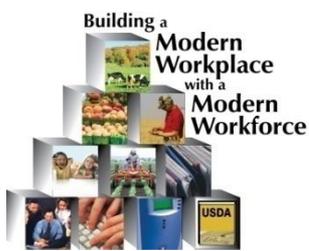
- Payments recorded against invoices
 - ◆ **FI Invoice** – charges are applied directly to accounting, obligation is simultaneously created and liquidated.
 - ◆ **LIV invoice:** References a Purchase Order/Obligation. Goal is to use only LIV Invoices.

- IPAC Bills received
 - ◆ Processed via the IPAC Re-processor. This is the equivalent to the FFIS DDGEN Module.
 - ◆ IPAC charges processed against PO Numbers in the re-processor. LIV invoice is created automatically.



IPAC and INTR Processing in FMFI: Establishing Purchase Orders

- Establishment of PO
 - ◆ Follow procedures for Federal Vendors.
 - ◆ Proper establishment is important in order to process IPAC bill when received.
 - ◆ Provide PO number and line number chargeable to the Vendor agency.
 - ◆ Provide PO and 3-digit Line Number together, separated by a # sign (i.e., 430000072#010).
 - ◆ Instruct Billing/Vendor Agency to return this number in the **Purchase Order field of the IPAC bill.**
 - ◆ Special procedures for Motor Pool and TOPS Purchase Orders.



IPAC and INTR Processing in FMMI: IPAC Control Branch Contacts

- Charles Kyser, ICB Branch Chief
(504) 426-5082
charles.kyser@usda.gov
- Lloyd Davis, Administrative Certification Section (ACS) Supervisor
(504) 426-5059
lloyd.davis@usda.gov
- Georgia Pichon, IPAC Processing Section (IPS) Supervisor
(504) 426-5079
georgia.pichon@usda.gov
- Eddie Reso, IPAC Control Section (ICS) Supervisor
(504) 426-5064
eddie.reso@usda.gov

Procedure Name: **Create an AR Invoice to Accomplish an IPAC or INTR (Intra-FMMI Agency) Collection**

Purpose of Procedure: Use this procedure to input an Accounts Receivable document that will result in either an IPAC or INTR collection. The collection will appear usually within a week of inputting this type of document, and will occur after the COD-ICB performs the required Payment Run procedures. This Payment Run will pick up all AR documents to Federal Customers and generate the collections accordingly.

Note: This procedure is to be used if you are billing:

- 1) A non-USDA agency; or
- 2) A federal agency and referencing a Forecast of Revenues Document and Line number in the Earmarked Field.

If neither criteria is met, use a Sales Order document.

Date Last Updated: May 4, 2010

1. Use the following menu path to begin this transaction:

Accounts Receivable > AR Process > Manage AR Documents > Create AR Invoice

The screenshot shows the 'Create AR Invoice' form in the Accounts Receivable system. The form is titled 'Park Customer Invoice: Company Code USDA'. It includes a 'Detailed Navigation' pane on the left with options like 'Manage AR Documents', 'Create AR Invoice', 'Create Credit Memo - AR Invoice', 'Change AR Document', 'Display AR Document', 'Display Parked Documents', 'Print Customer Account Statement', and 'Clear Balances'. The main form area has a 'Basic data' tab selected, showing fields for Customer (5000045), Invoice date (1/10/2010), Posting Date (01/15/2010), Document Type (DR (Customer Inv...)), Amount (150), Tax Amount, Text (collection for MO 123ABC line 2), and Company Code (USDA US Dept of Agriculture Washington, DC). The form also includes a 'Payment' tab and a 'Bal.' field showing 0.00.

2. Enter the following information in the **Basic Data** tab:

M:\CLTB2\Training\Financial Management 2010\IPAC Booklet\D-BS14 IPAC Steps to Create an AR Invoice.doc

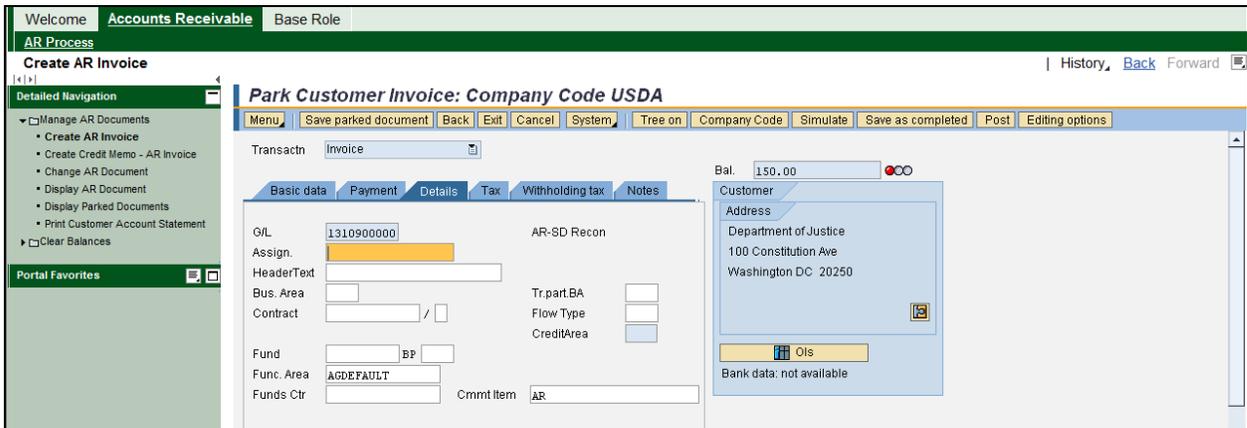
- a) **Customer:** FMMI Customer Number (Note: USDA Customers that begin with "7" and Federal Customers begin with a "5")
 - b) **Invoice Date:** Date of Invoice. (Usually the current date.)
 - c) **Reference:** Input the Customer Agencies' obligation reference information. The data input here will be mapped to the following fields on the IPAC bill that will be generated from this document. Below are all the fields on the IPAC bill that will be received by the customer. This is provided here for informational purposes only.
 - i. Purchase Order Number
 - ii. Obligating Document Number
 - iii. Requisition Number
 - iv. Contract Number
 - v. Accounting Classification Code.
 - d) **Amount:** Total amount of invoice. Enter USD currency.
 - e) **Text:** Enter a description of the service(s) performed, and /or information such as the CAN number, Agreement information, etc. This data will flow to the following field(s) on the IPAC bill:
 - i. Transaction Description.
 - ii. Miscellaneous Information.
3. Click the **Payments** tab and enter the data indicated below.

- a) **Pmt Method:** **LEAVE THIS BLANK** and the system will derive this element from the default value on the Customer master record. (FYI . . . a Payment method of J will be used for a non-FMMI agency to

initiate an IPAC Collection; a Payment method of **R** will be used for a FMMI agency to collect from another FMMI agency.)

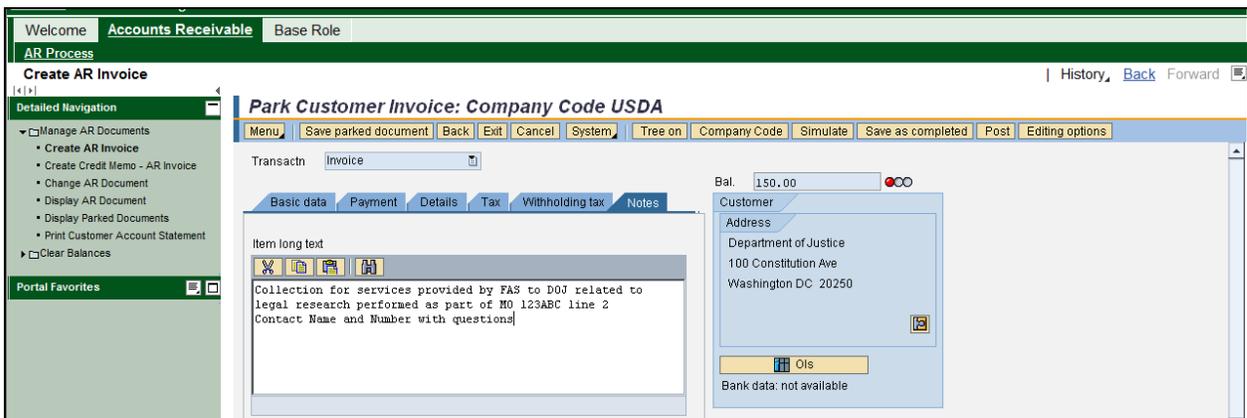
- b) **Pmnt Meth Sup:** LEAVE THIS BLANK. The system will derive this data.
- c) **Payt Terms:** This should be 0001, and should default this way. If not, input 0001.

4. Click the **Details** Tab and enter the following data:



- a) **Assign:** LEAVE THIS BLANK, unless you are billing a GWA agency. If the customer agency you are billing is a GWA agency, you must input their Treasury Account Symbol (TAS) here. (This will appear in the receiver TAS field of the IPAC bill.)

5. Click the **Notes** Tab and enter the following data:

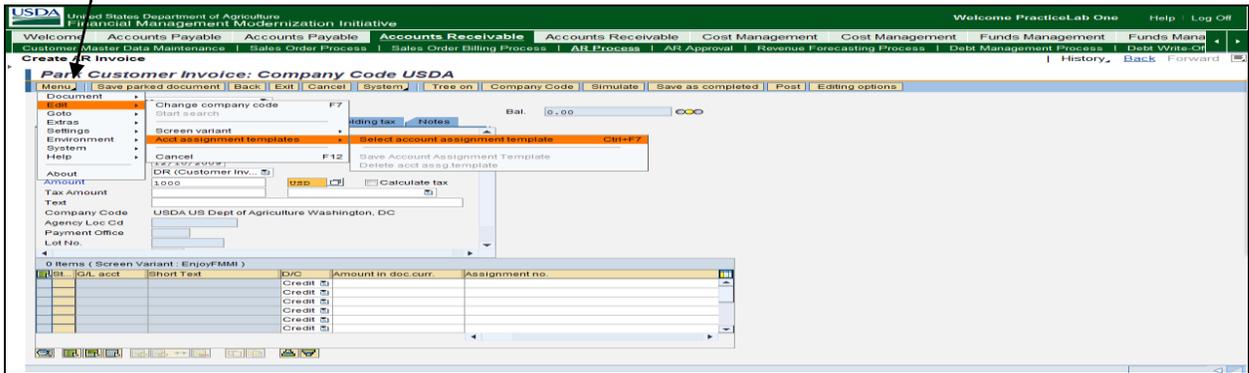


- a) **Item Long Text:** Enter additional descriptive data about the IPAC bill so the receiving agency can identify the charge, and/or the information will aid in identification of the transaction. This data will flow to the following field(s) on the IPAC bill:

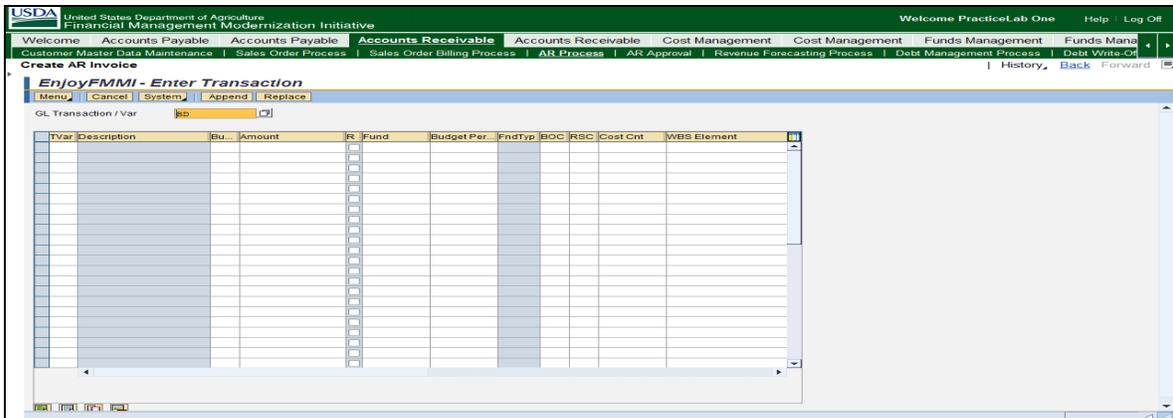
- i. Transaction Description

- ii. Miscellaneous Information.
 - b) Input anything here that will aid in the audit trail for future research purposes, and also anything that will help the receiving agency identify the bill. You may include accounting information, description of the charges incurred, agreement numbers, customer, and vendor contact information. etc.
6. Click the **Menu** button. **Menu** and choose the following path:

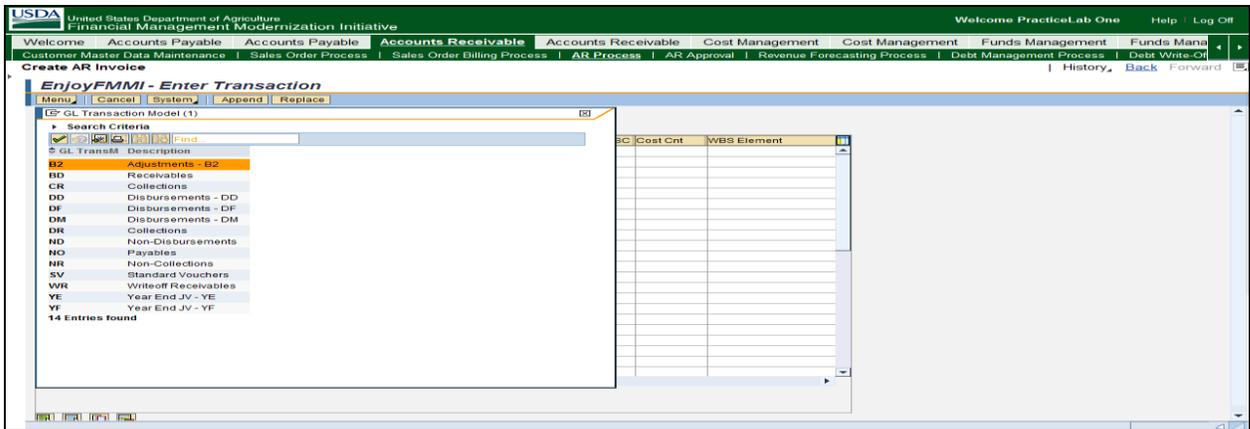
Menu > Edit > Acct Assignment Template > Select account assignment template



7. Select the **Transaction Model Option**: FMMI defaults to the Transaction Model option. This option must be selected in order to create line items in the AR invoice.
8. Select the **GL Transaction**

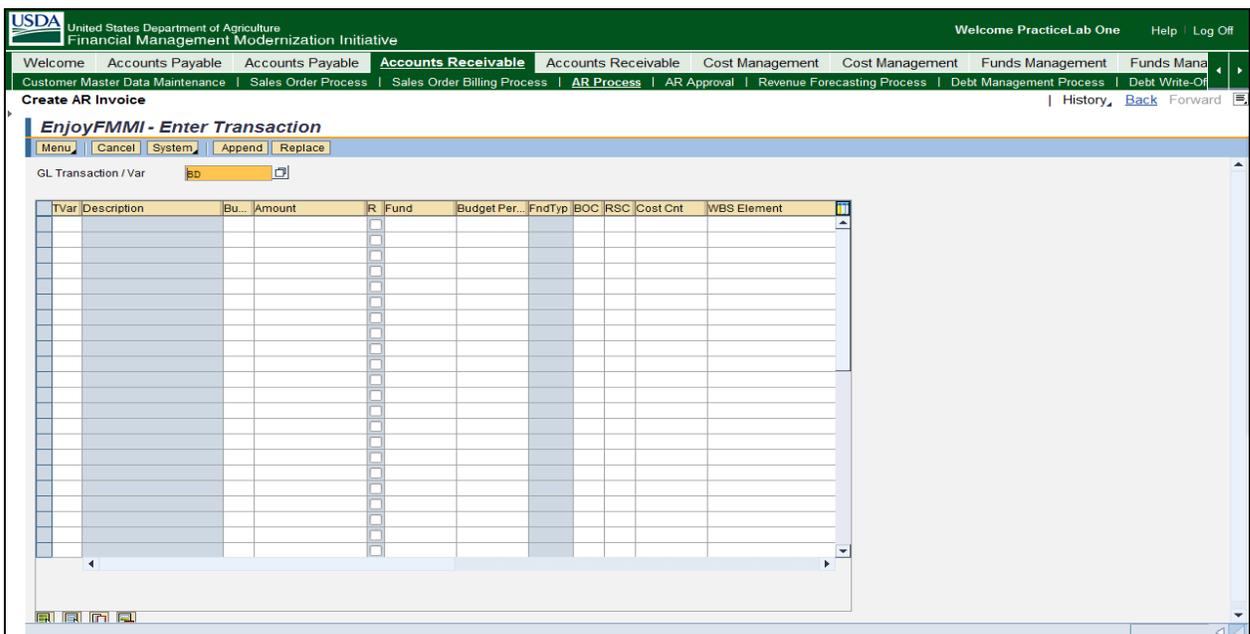


- a) Click on the **GL Transaction/VAR** field.
- b) Click on the **Search** button (it is beside the GL Transaction field) and the following screen will be displayed.

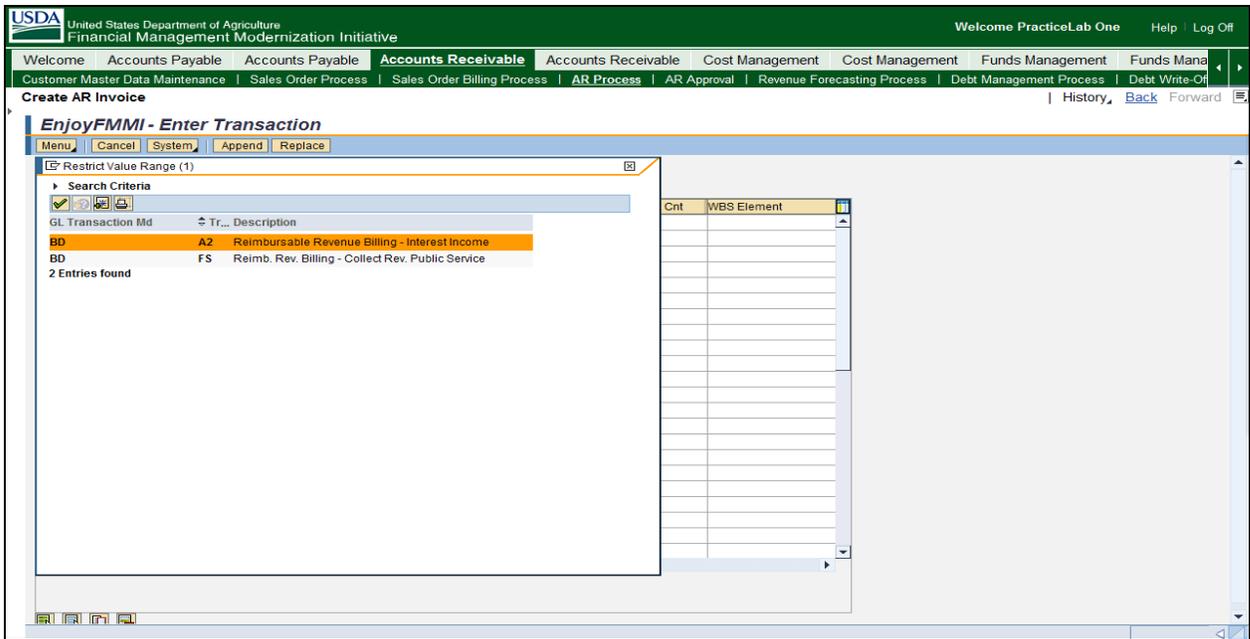


c) Chose the appropriate TC, this **should be "BD"**. Use other than BD for specific exceptions only. Click the **Enter** button. Click the **Green Check mark**.

9. Enter the **TVar** – This is the second element of the Posting model:



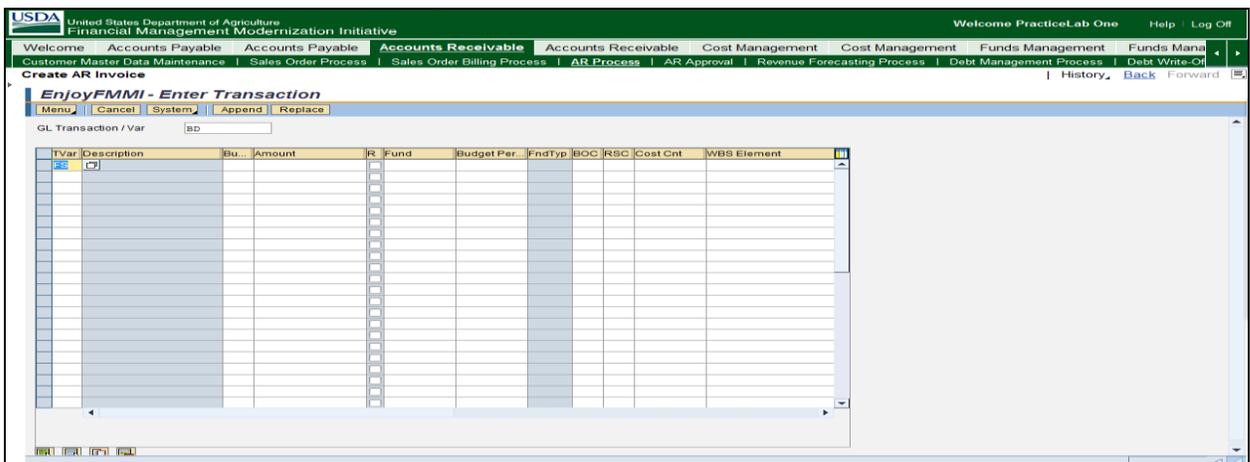
a) Enter FS or select as displayed below by clicking on the white selection box.



b) Click the appropriate selection. Choose BD unless processing an exception item.

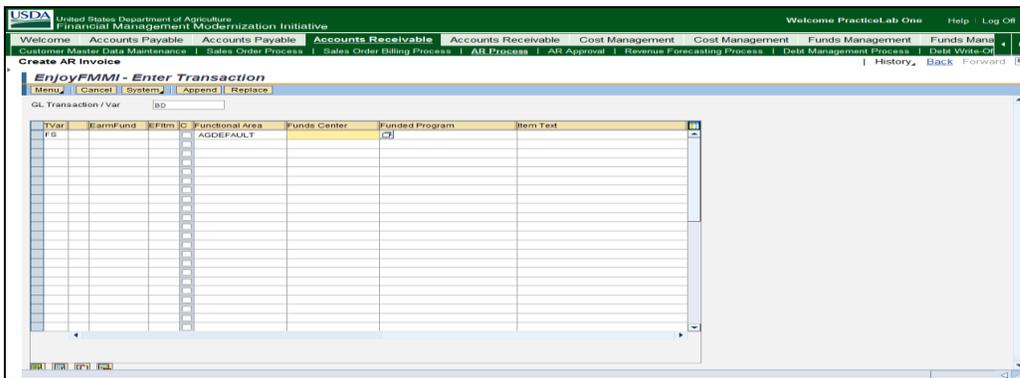
c) Click the **Enter** button  and the screen below will be displayed.

10. Enter **line information** in the screen below. Use the TAB key to move from field to field. There are more fields to the right that are not displayed until the TAB is used. Enter the fields indicated below:

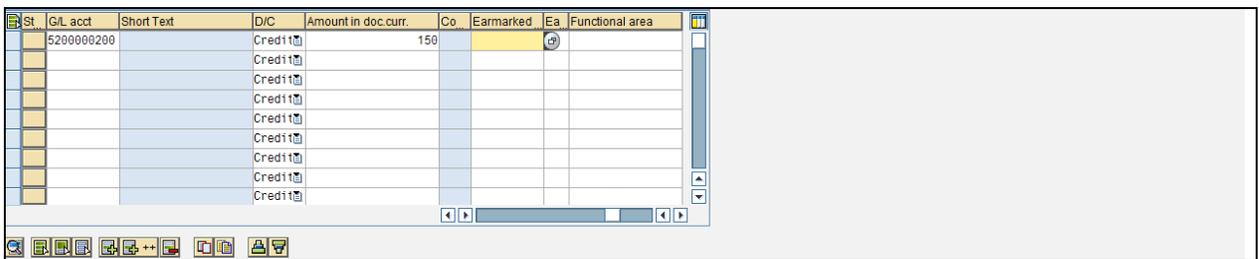


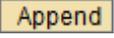
- a) **Business Area***
- b) **Amount**
- c) **Fund***
- d) **Budget Period***
- e) **Revenue Source Code: RSC** (input 200 unless processing an exception.)
- f) **Cost Center or WBS ***
- g) **Funds Center***

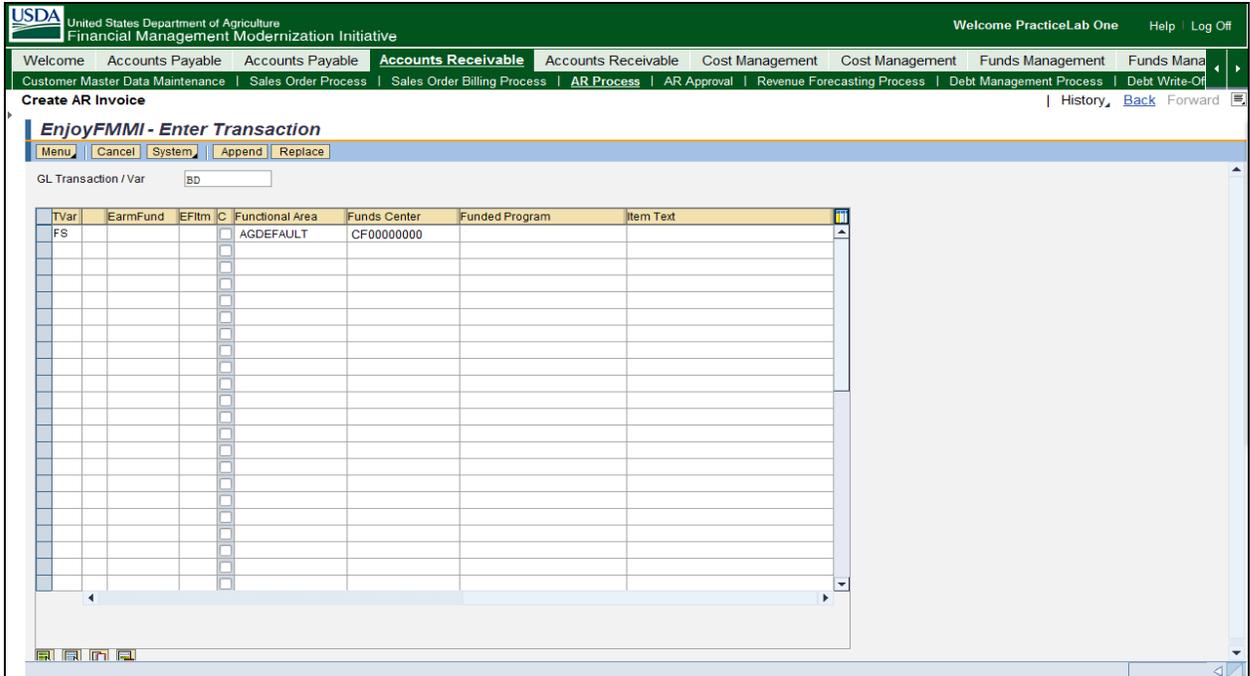
*** Note:** The data above with a * does not need to be input in the if you are going to reference another document (i.e., Forecast of Revenue Document on a line item), as this data will be derived from that document).



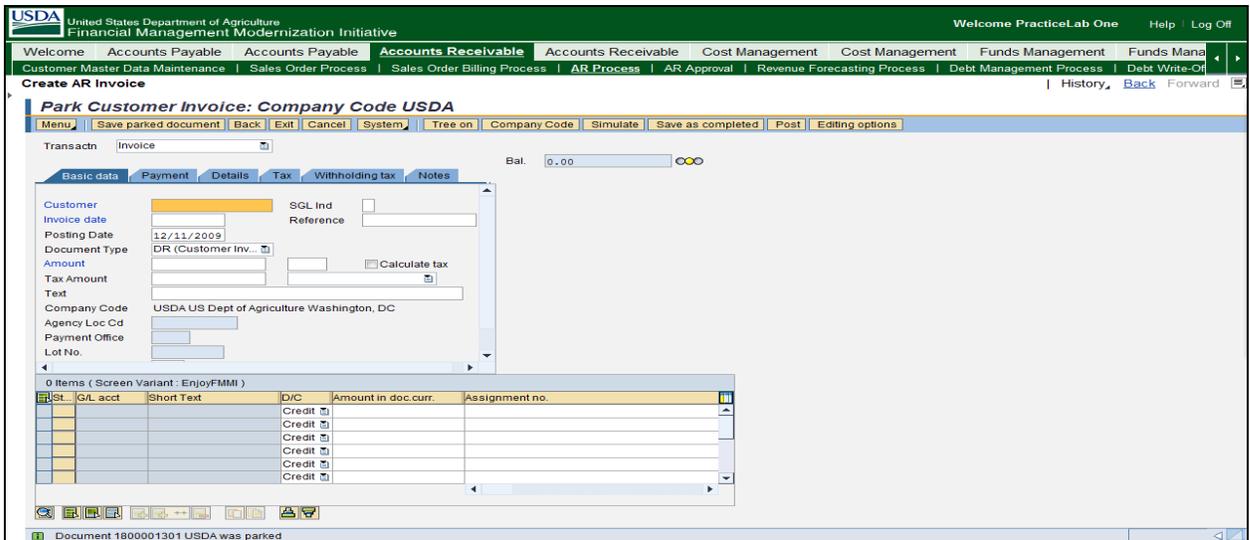
IMPORTANT-----If you have a Forecast of Revenue document, enter it in the Earmarked Funds and Earmarked Funds Line Item fields all the way to the right. All FY 2010 Documents should have Forecast Revenue entries. However, not all FY 2009 and prior need Forecast of Revenue entries.



- a) Click the **Search** button . Locate the **Forecast of Revenue** document number or just enter it in the field. To add additional line items, click in the next available line and provide the fields described in the previous steps
- b) Click the **Append** button .



11. Click the **Save parked document** button Save parked document and the screen below will be displayed.



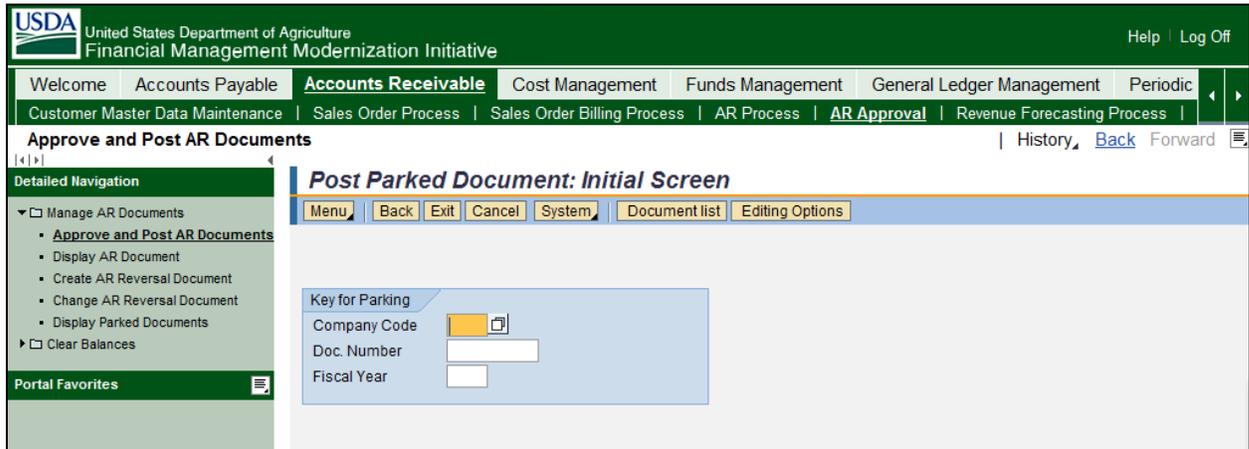
12. You are finished. Note your **document number** at the bottom of the screen and write it down.

13. The transaction has been completed successfully. End of transaction.

14. This transaction must be approved by the AR Approver before it is posted to the FMMI GL, and picked up by IPAC Outbound or INTR process.

15. To **Approve AR Invoice** - THE INVOICE APPROVER SHOULD APPROVE THE PARKED INVOICE using the following Menu Path :

Accounts Receivable > AR Approval > Manage AR Documents > Approve AR Document



16. Reference the **Approve AR Invoice** OLHP for additional information. This basically will tell you to input the USDA company code, document number, and the fiscal year should default. Press **Enter** after entering the document number. Then select the **More Options Tab** and click **Post**.



Create Sales Order RONA Online Help Procedure

Purpose

Perform this procedure when entering a contract for goods or services with a Federal or non-FMMI USDA customer when no advance is required. Collection for RONA sales orders occurs through IPAC.

Trigger

Perform this procedure when entering a contract for goods or services with a Federal or non-FMMI USDA customer.

Prerequisites

- Customer Master Data Record
- WBS Element
- Cost Center

Menu Path

Use the following menu path to begin this transaction:

- Accounts Receivable → Sales Order Process → Manage Sales Order → Create Sales Order

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI.

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



Create Sales Order RONA Online Help Procedure

Procedure

1. Start the transaction by accessing the **Accounts Receivable** tab.
2. Click the **Sales Order Process** tab **Sales Order Process**.
3. Click the **Manage Sales Order** business activity link **Manage Sales Order**.

Create Sales Order - FMFI Portal - Training

The screenshot shows the 'Create Sales Order: Initial Screen' in the FMFI portal. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Periodic'. Below this, a secondary navigation bar contains 'Customer Master Data Maintenance', 'Sales Order Process', 'Sales Order Billing Process', 'AR Process', 'AR Approval', 'Debt Management Process', and 'De'. The main content area is titled 'Create Sales Order: Initial Screen' and features a 'Menu' button and several tabs: 'Back', 'Exit', 'Cancel', 'System', 'Create with Reference', 'Sales', 'Item overview', and 'Ordering party'. The 'Order Type' field is selected with a checkmark. The 'Organizational Data' section contains five dropdown menus: 'Sales Organization', 'Distribution Channel', 'Division', 'Sales Office', and 'Sales Group'. A left-hand navigation pane shows 'Manage Sales Order' with sub-links for 'Create Sales Order', 'Change Sales Order', and 'Display Sales Order'. 'Portal Favorites' is also visible at the bottom of the navigation pane.

4. Click the **Create Sales Order** task link **Create Sales Order**.
5. As required, complete/review the following fields:

Field	R/O/C	Description
Order Type	R	The order type categorizes the sales order according to its purpose. Example: RONA



Create Sales Order RONA Online Help Procedure

6. Click the **Sales Organization** field .
7. Click the **Search** button

Create Sales Order - FMMI Portal - Training

The screenshot shows the 'Create Sales Order: Initial Screen' in the FMMI Portal. A search window for 'Sales Organization (1)' is open, displaying a list of agency codes. The code 'CF00 Office of the CFO' is highlighted. The search criteria include 'SOrg. Name' and 'Find...'.

Code	Agency Name
0001	Sales Org. 001
AM00	Ag Marketing Svcs
AP00	APHIS
AR00	Ag Research Svc
BP00	Office of Budg/Progr
CC00	Commodity Credit Cor
CE00	Office of Chief Econ
CF00	Office of the CFO
CM00	Office of Communica
CR00	Office of Civil Righ
DA00	Dept Administration
ER00	Economic Rsrch Svc
ES00	Office of Exec Secre
FA00	Farm Services
FI00	Food Safety / Inspec
FN00	Food / Nutrition Svc
FS00	Forest Service
FX00	Foreign Ag Svc

8. Click the appropriate option for your Agency or Staff Office **CF00 Office of the CFO**.
 Select the sales organization code matching the Agency or Staff Office of the selling party.

If the sales organization code is known, type it in the Sales Organization field instead of searching for it.
9. Click the **Enter** button



Create Sales Order RONA Online Help Procedure

Create Sales Order - FMMI Portal - Training

10. As required, complete/review the following fields:

Field	R/O/C	Description
Distribution Channel	R	A default value required to process the transaction when providing Sales Organization. In FMMI this value is always "AG". Example: AG
Division	R	A default value required to process the transaction when providing Sales Organization. In FMMI this value is always "AG". Example: AG



FMMI populates the Distribution Channel and Division fields with AG so the user will not need to enter this value.



Create Sales Order RONA Online Help Procedure

Although FMMI requires a value to be entered in the Distribution Channel and Division fields, "AG" is a default place holder. At this time, these fields are not configured to correspond to an organizational level.

- Click the **Sales** button .

Create Sales Order - FMMI Portal - Training

- As required, complete/review the following fields:

Field	R/O/C	Description
Sold-To Party	R	The government agency or company contractually responsible for the purchase of the goods or service from USDA. In FMMI, the customer master data record number is the sold-to party. Example: 4000005



**Create Sales Order RONA
Online Help Procedure**

Field	R/O/C	Description
PO Number	C	The purchase order number field may contain the customer's purchase order number or the Sales Order Processor can enter another reference value. Example: 4500000026



This field is required when using IPAC but is an optional field for all other payment methods. FMMI does not require this field, but the IPAC file will fail when it is sent to Treasury if it is not included.

13. As required, complete/review the following fields:

Field	R/O/C	Description
Contract start	O	The date the contract terms begin. Example: 07/28/2009
Contract end	O	The date the contract terms end. Example: 08/28/2009
Billing block	O	Stops the creation of a billing document for the entire sales order. Example: Missing Calculation
Payment terms	O	Terms agreed with a customer or vendor that apply to the clearing of goods supplied or services rendered. Key for defining payment for goods or services composed of cash discount percentages and payment periods. Example: 0001



The payment terms default to the payment terms selected in the customer master data record of the sold-to party when this field is left blank.

To use payment terms other than the default, select the appropriate payment terms for the sold-to party based on Agency-specific business rules. The payment terms are editable after saving the sales order.

14. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

**Create Sales Order RONA
Online Help Procedure**

Material	R	Material represents the classification of goods or services sold. This value is maintained in the Material Master Data table. Example: REIMB
----------	---	---



Always enter REIMB as the material for RONA sales orders.

15. As required, complete/review the following fields:

Field	R/O/C	Description
Order Quantity	R	The quantity to be ordered for each specific line on the customer's sales order document. Example: 1
Description	R	Free text field identifying and characterizing an object or activity. The value entered here appears on the billing document. Example: Water Quality Monitoring



Use the Scroll Right and Scroll Left arrow buttons to access hidden line item fields.

16. As required, complete/review the following fields:

Field	R/O/C	Description
Amount	R	The monetary value of goods or services sold. In FMMI, this value is always calculated in US Dollars. Example: 6000



In the line item, the Amount field represents the value of the line item. The non-editable Net Value field at the top of the header data displays the total value of all sales order line items.

17. As required, complete/review the following fields:

Field	R/O/C	Description
WBS Element	R	Structural element in a work breakdown structure representing the hierarchical organization of a project. Example: CF.RA.PROJ.01



For RONA sales orders, the WBS element serves as the cost collector and links the funding information.



Create Sales Order RONA Online Help Procedure

A unique WBS element may only be used once. A unique WBS element is the combination of a WBS element and budget period. For example, CF.RA.TEST.00 with budget period 0909 is one unique WBS element and CF.RA.TEST with budget period 1010 is a different unique WBS element.

The WBS element can be entered on the line item or on the Account Assignment tab where budget period is assigned.

The following steps explain the process of assigning budget period.

18. Double-click the **Material** field to access the Account Assignment tab.



The Account Assignment tab can also be accessed with the following menu path: Menu → Goto → Header → Account Assignment.

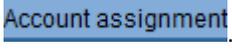
Create Sales Order - FMMI Portal - Training

The screenshot displays the 'Create Sales Order' interface in the FMMI Portal. The page title is 'Create Reimb - No Advance: Item Data'. The 'Material' field is set to 'REIMB'. The 'Account assignment' tab is selected. The 'Order Quantity and Delivery Date' section shows 'Order Quantity' as 1 VA and 'First Delivery Date' as 07/28/2009. The 'General Sales Data' section shows 'Net value' as 6,000.00 USD and 'Exch. Rate' as 1.00000. The 'Period of Performance' section is also visible.

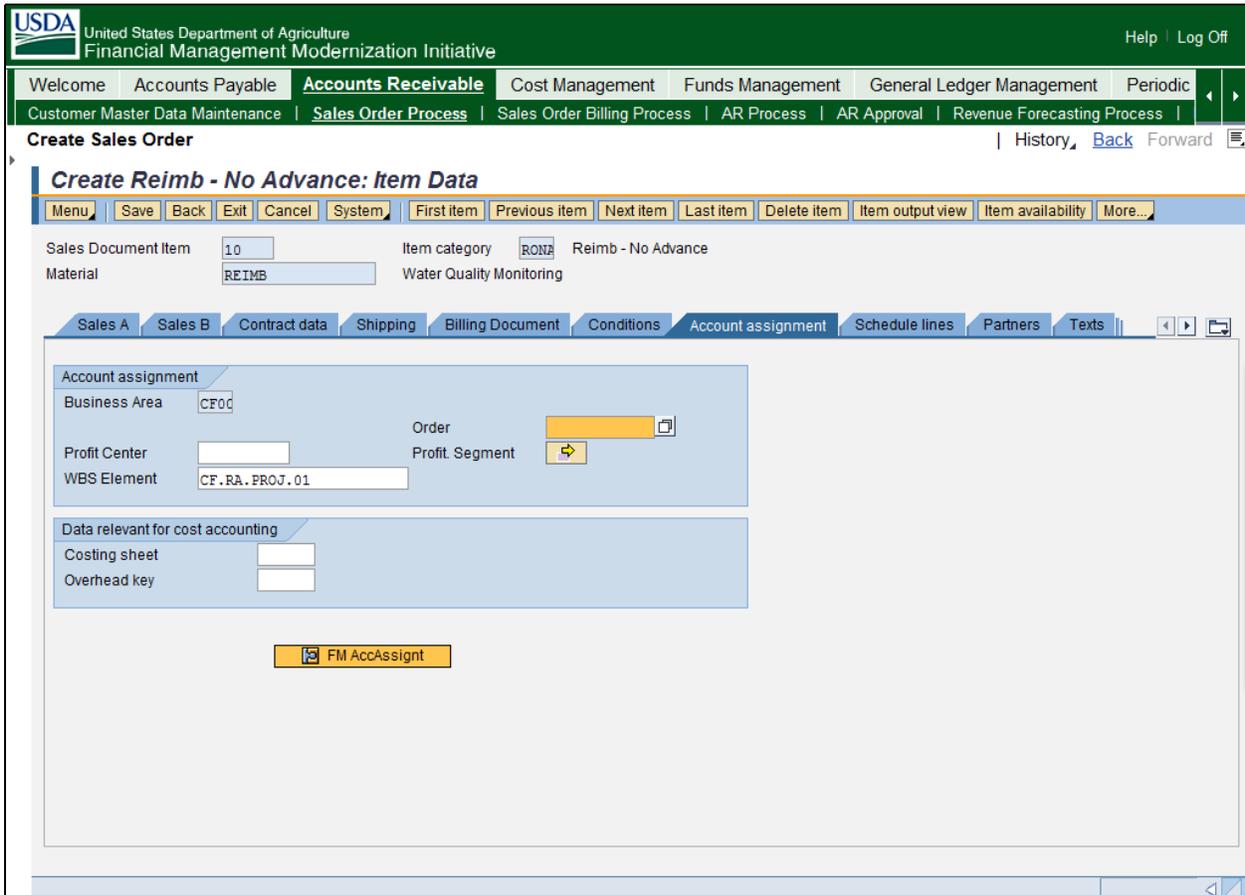
- 19.



Create Sales Order RONA Online Help Procedure

Click the **Account Assignment** tab .

Create Sales Order - FMMI Portal - Training



The screenshot shows the 'Create Sales Order' interface in the FMMI portal. The 'Account assignment' tab is active, displaying the following fields and values:

- Business Area: CF00
- Order: [Empty]
- Profit Center: [Empty]
- Profit Segment: [Empty]
- WBS Element: CF.RA.PROJ.01
- Costing sheet: [Empty]
- Overhead key: [Empty]

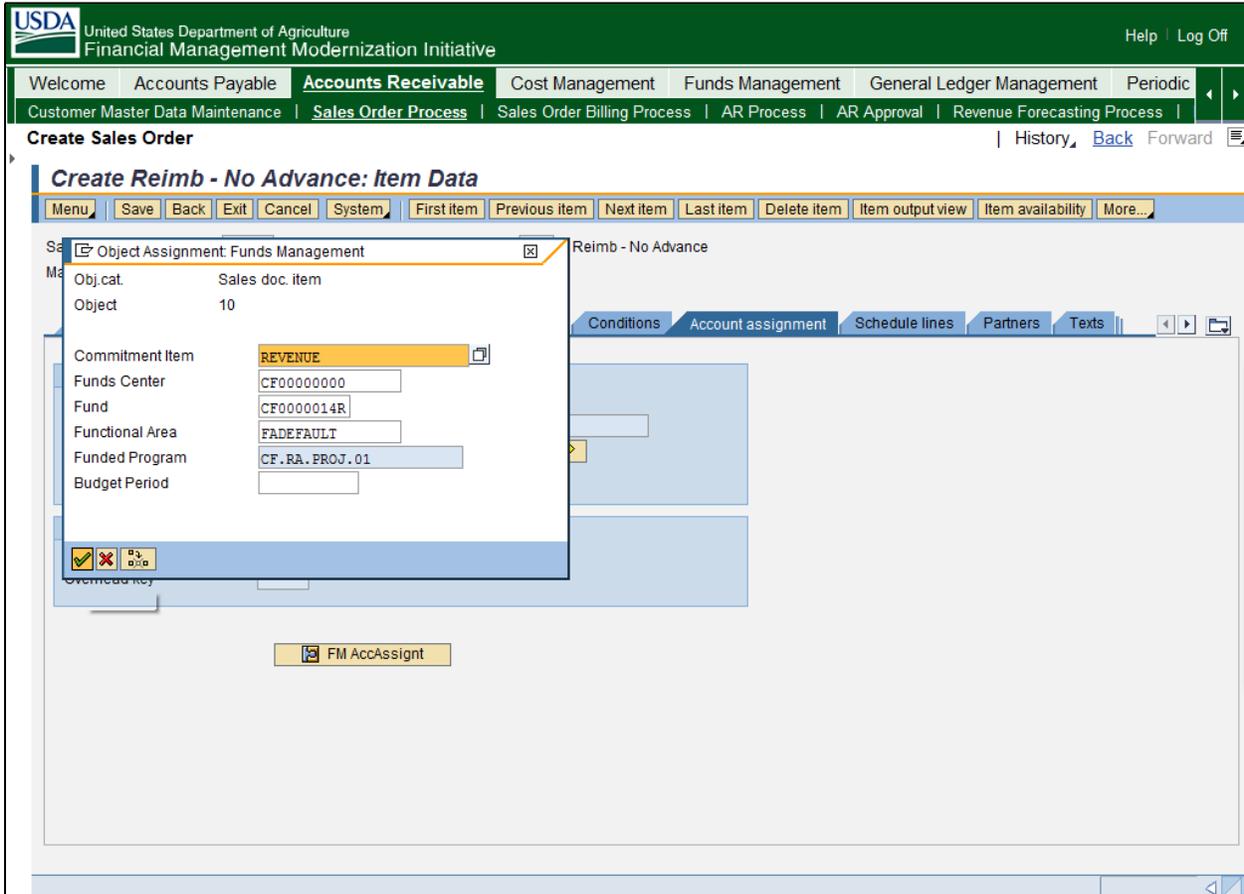
An 'FM AccAssign' button is located at the bottom of the account assignment section.

20. Click the **FM AccAssign** button .



**Create Sales Order RONA
Online Help Procedure**

Create Sales Order - FMIMI Portal - Training



21. Click the **Budget Period** field .

22. As required, complete/review the following fields:

Field	R/O/C	Description
Budget Period	R	A 4-digit code which indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with Ending Budget Fiscal Year. Each budget fiscal year begins October 1 and ends September 30. Budget periods can be annual, multi year or no year. Example: 0909

23. Click the **Enter** button



Create Sales Order RONA Online Help Procedure

Create Sales Order - FMMI Portal - Training

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab One Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling Interface Table Maint
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write-Off

Create Sales Order | History Back Forward

Create Reimb - No Advance: Item Data

Menu Save Back Exit Cancel System First item Previous item Next item Last item Delete item Item output view Item availability More...

Sales Document Item 10 Item category RONA Reimb - No Advance
Material REIMB Water Quality Monitoring

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

Account assignment
Business Area CFOC Order
Profit Center Profit Segment
WBS Element CF.RA.PROJ.01

Data relevant for cost accounting
Costing sheet
Overhead key

FM AccAssign

24. Click the **Menu** button .

25. Click the **Order Data** tab  from the drop down menu.



This step is required when collecting from a GWA Agency or if the agency has provided a Receiver Treasury Account Symbol (TAS).



Create Sales Order RONA Online Help Procedure

Create Sales Order - FMMI Portal - Training

26. As required, complete/review the following fields:

Field	R/O/C	Description
PO number (Sold-to party)	R	Example: 1240115



Create Sales Order RONA Online Help Procedure

Create Sales Order - FMMI Portal - Training

USDA United States Department of Agriculture Financial Management Modernization Initiative Welcome PracticeLab One Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling Interface Table Maint
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write-Off

Create Sales Order | History Back Forward

Create Reimb - No Advance: Item Data

Menu Save **Back** Exit Cancel System First item Previous item Next item Last item Delete item Item output view Item availability Batch Determin Configuration Costing More...

Sales Document Item 10 Item category RONA Reimb - No Advance
Material REIMB REIMBURSABLE

Sales B Contract data Shipping Billing Document Conditions Account assignment Schedule lines Partners Texts Order Data Status

Sold-to party

PO number 1240115
Purchase order date 07/28/2009
Purchase order type
Purchase order item
Your Reference
Customer Material

Ship-to party

Purchase order no.
Purchase order date
Purchase order type
Purchase order item
Your reference

27. Click the **Back** button **Back**.



Create Sales Order RONA Online Help Procedure

Create Sales Order - FMMI Portal - Training

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Periodic
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process

Create Sales Order | History Back Forward

Create Reimb - No Advance: Overview

Menu Save Back Exit Cancel System Propose items Display sales summary Display sold-to party Header output preview Reject document More...

Reimb - No Advance Net value 6,000.00 USD
Sold-To Party 4000005 U. S. Department of the Interior / 1849 C St NW / Washington DC
Ship-To Party 4000005 U. S. Department of the Interior / 1849 C St NW / Washington DC
PO Number PO date 07/28/2009

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

Req. deliv.date D 07/28/2009 Deliver.Plant
Contract start 07/28/2009 Contract end 07/28/2009
 Complete div. Total Weight 0 KG
Delivery block Volume 0.000
Billing block Pricing date 07/28/2009
Payment terms 0001 Pay immediately w/o Incoterms
Order reason
Sales area CF00 / AG / AG Office of the CFO, USDA, USDA

Item	Material	Order Quantity	Un	S	Description	Customer Material Numb
10	REIMB		1	VA	Water Quality Monitoring	

Icons: [Print] [Refresh] [Home] [Back] [Forward] [Search] [Help] [Close]

28. Click the **Save** button **Save**.



Create Sales Order RONA Online Help Procedure

Create Sales Order - FMMI Portal - Training

29. The transaction has been successfully completed. End of procedure.



View the sales order number at the bottom of the screen, "Reimb - No Advance XXXXXXXXXX has been saved."



Create Sales Order RONA Online Help Procedure

Comments

Refer to the following additional materials.

- Create Sales Order ROWA
- Create Sales Order INTR
- Display Sales Order
- Change Sales Order
- Create Billing Request
- Create Batch Billing
- Create Billing Document
- Change Billing Document - IPAC Payment Method
- Run Background Processing



Change Billing Document - IPAC Payment Method Online Help Procedure

Purpose

Use this procedure to modify a billing document to allow collection through IPAC.

Trigger

Perform this procedure when the customer is a Federal agency or uses the IPAC payment method.

Prerequisites

- Sales Order - RONA
- Sales Order Billing Request
- Sales Order Billing Document

Menu Path

Use the following menu path to begin this transaction:

- Accounts Receivable → Sales Order Billing Process → Manage Billing → Change Billing Document

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



Change Billing Document - IPAC Payment Method Online Help Procedure

Procedure

1. Start the transaction by accessing the **Accounts Receivable** tab.
2. Click the **Sales Order Billing Process** tab **Sales Order Billing Process**.
3. Click the **Manage Billing** business activity link **Manage Billing**.

Create Billing Request - FMMI Portal

4. Click the **Change Billing Document** task link **Change Billing Document**.



Change Billing Document - IPAC Payment Method Online Help Procedure

Change Billing Document - FMMI Portal

The screenshot shows the 'Change Billing Document' interface in the FMMI Portal. At the top, there is a navigation bar with the USDA logo and 'Financial Management Modernization Initiative'. The main menu includes 'Accounts Payable', 'Accounts Receivable' (highlighted), 'Cost Management', 'Funds Management', 'General Ledger Management', 'Interface Error Handling', and 'Interface Table Maint'. Below this, a secondary menu lists various processes like 'Customer Master Data Maintenance', 'Sales Order Process', and 'Sales Order Billing Process'. The main content area is titled 'Change Billing Document' and contains a search field for 'Billing document' and a 'More Search Criteria' section with input fields for 'Document Number', 'Company Code', 'Fiscal Year', and 'Reference', along with a 'Search' button.

5. As required, complete/review the following fields:

Field	R/O/C	Description
Billing document	R	Represents the system-generated document number for the bill. Example: 90000084

6. Press the **Return** key.



Change Billing Document - IPAC Payment Method Online Help Procedure

Change Billing Document - FMMI Portal

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Financial Management Modernization Initiative

Welcome PracticeLab One Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling Interface Table Maint
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write-

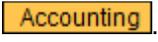
Change Billing Document | History Back Forward

Debit Memo 90000084 (L2) Change: Overview of Billing Items

Menu Save Back Exit Cancel System Display document flow **Accounting** Billing documents Pricing conditions header

Debit Memo 90000084 Net Value 2,002.00 USD
Payer 90000815 RANGEN INC / ATTN CHERYL HERZINGER / US - 83311
Billing Date 01/22/2010

Item	Description	Billed Quantity	SU	Net value	Material	Cost
10	PERSONNEL COMPENSATION	1 VA		2,002.00	C11	0.00

7. Click the **Accounting** button 



Change Billing Document - IPAC Payment Method Online Help Procedure

Change Billing Document - FMMI Portal

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Financial Management Modernization Initiative

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Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling Interface Table Maint
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write-
Change Billing Document | History Back Forward

Debit Memo 9000084 (L2) Change: Overview of Billing Items

Menu Save Back Exit Cancel System Display document flow Accounting Billing documents Pricing conditions header

List of Documents in Accounting

Document	Object type text	Ld
3000000037	Accounting document	
1000172243	Spec. purpose ledger	
1000064669	Controlling Document	
1000065587	Funds Management doc	

2,002.00 USD
CHERYL HERZINGER / US - 83311

SU	Net value	Material	Cost
VA	2,002.00	C11	0.00

Separate Original document

8. Double-click the actual **Document** number, i.e. **3000000037**, of the Accounting Document for the sales order billing document.

8.1 Click on Change / Display Mode to get in change mode.

Click on More, then Display Document Header

Put your customer's accounting in the Reference field, deleting the billing document number that is there. The information you put here flow to the various reference fields on the IPAC bill, like Purchase order number field.

Save changes. Hit back and continue. To step 9.



Change Billing Document - IPAC Payment Method Online Help Procedure

Change Billing Document - FMMI Portal

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab One Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling Interface Table Maint
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write-

Change Billing Document History Back Forward

Display Document: Data Entry View

Menu Back Exit Cancel System Change Display/Change Mode Display Another Document Select Individual Object Display Document Header Display Currency General Ledger View More...

Data Entry View

Document Number: 3000000037 Company Code: USDA Fiscal Year: 2010
Document Date: 01/22/2010 Posting Date: 01/22/2010 Period: 4
Reference: 0090000084 Cross-CC no.:
Currency: USD Texts exist: Ledger Group:

C...	Item	PK	SG	Account	Functional Area	Fund	Funded Prg	Funds Center	Cost Ctr	Descriptn	Amount	Curr.	Tx
USDA	1	01		3000815	AGDEFAULT		FPDEFAULT			RANGEN INC	2,002.00	USD	
	2	50		5200000200	AGDEFAULT	DA0000120R	DA.RA.NFNA 01	DA00000000		ServRev-Exch	2,002.00	-USD	

9. Double-click the **customer number** field **3000815** in the Account column of the first line item.



Change Billing Document - IPAC Payment Method Online Help Procedure

Change Billing Document - FMMI Portal

10. Click the **Change Display/Change Mode** button **Change Display/Change Mode** to edit the document.



Change Billing Document - IPAC Payment Method Online Help Procedure

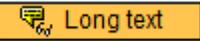
Change Billing Document - FMMI Portal

11. As required, complete/review the following fields:

Field	R/O/C	Description
Text (Additional Data)	C	The text field is a free text field required when the payment method is IPAC. Use this field to enter the a short description of the transaction. Example: Collection for 1800000375 Line 3



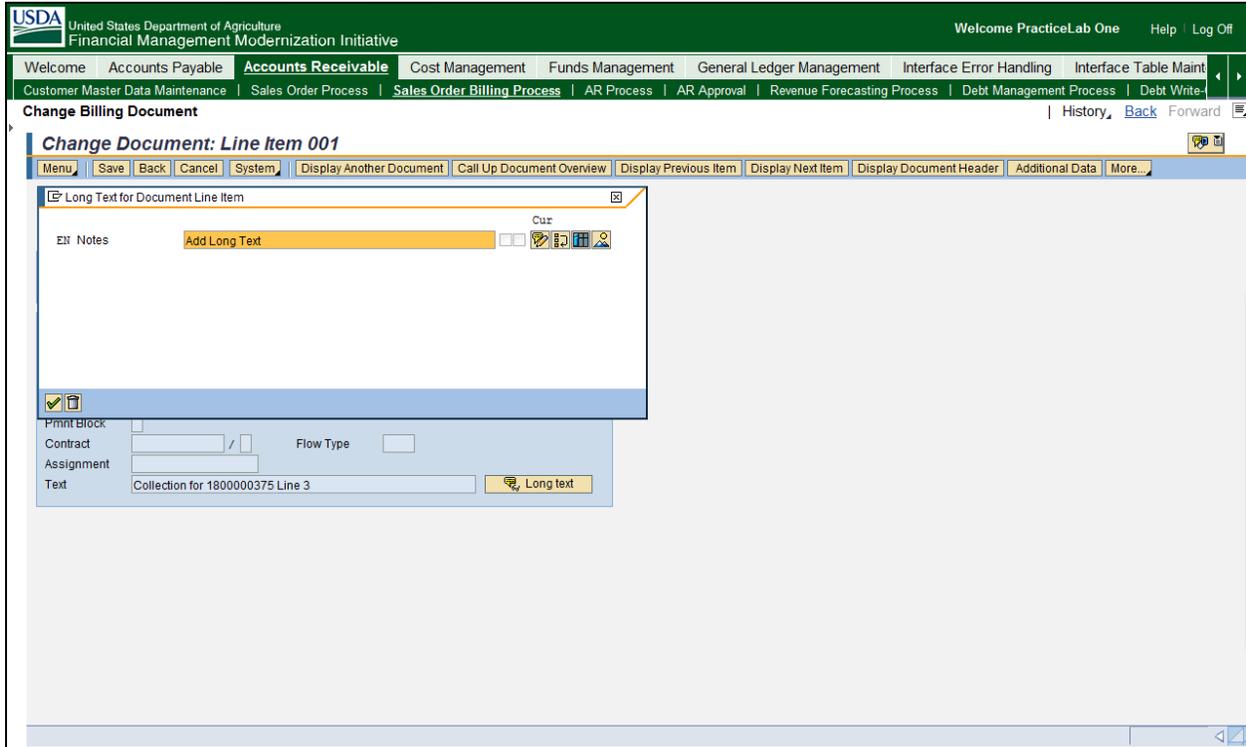
This field is required when using IPAC but is an optional field for all other payment methods. FMMI does not require this field, but the IPAC file will fail when sent to Treasury if it is not included.

12. Click the **Long text** button .



Change Billing Document - IPAC Payment Method Online Help Procedure

Change Billing Document - FMMI Portal



13. Click the **Notes** field .
14. Press the **Backspace** key to remove the text from the field and then enter a new description.
15. As required, complete/review the following fields:

Field	R/O/C	Description
Notes	C	<p>The text field is a free text field required when the payment method is IPAC. Use this field to enter a detailed description of the transaction.</p> <p>Example: Collection of services provided by Agency A to Agency B related to the research performed as part of 1800000375 Line 3.</p>



This field is required when using IPAC but is an optional field for all other payment methods. FMMI does not require this field, but the IPAC file will fail when sent to Treasury if it is not included.

16. Click the **Enter** button



Change Billing Document - IPAC Payment Method Online Help Procedure

Change Billing Document - FMMI Portal

USDA United States Department of Agriculture Financial Management Modernization Initiative Welcome PracticeLab One Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling Interface Table Maint
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write-

Change Billing Document | History Back Forward

Change Document: Line Item 001

Menu Save Back Cancel System Display Another Document Call Up Document Overview Display Previous Item Display Next Item Display Document Header Additional Data More...

Customer 3000815 RANGEN INC G/L Acc 1310900000
CoCode USDA ATTN CHERYL HERZINGER
US Dept of Agriculture BUHL Doc. No. 3000000037

Line Item 1 / Invoice / 01
Amount 2,002.00 USD

Additional Data
Bus. Area DA00
Disc. base 0.00 Disc. Amount 0.00 USD
Pay Terms 0030 Days/percent 30
Bline Date 01/22/2010 Invoice ref.
Pmnt Block
Contract /
Assignment
Text Collection for 1800000375 Line 3 Long text

17. Click the **Save** button .



Change Billing Document - IPAC Payment Method Online Help Procedure

Change Billing Document - FMMI Portal

USDA United States Department of Agriculture Financial Management Modernization Initiative Welcome PracticeLab One Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Error Handling Interface Table Maint
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write-

Change Billing Document | History Back Forward

Debit Memo 9000084 (L2) Change: Overview of Billing Items

Menu Save Back Exit Cancel System Display document flow Accounting Billing documents Pricing conditions header

List of Documents in Accounting

Document	Object type	text
3000000037	Accounting document	
1000172243	Spec. purpose ledger	
1000064669	Controlling Document	
1000065587	Funds Management doc	

2,002.00 USD
ICHERYL HERZINGER / US - 83311

SU	Net value	Material	Cost
VA	2,002.00	C11	0.00

Separate Original document

Changes have been saved

18. The transaction has been completed successfully. End of procedure.



View the confirmation message at the bottom of the screen, "Changes have been saved."



Change Billing Document - IPAC Payment Method
Online Help Procedure

Comments

Refer to the following additional materials.

- Create Sales Order - RONA
- Create Sales Order Billing Request
- Create Sales Order Billing Document



Create Sales Order INTR Online Help Procedure

Purpose

Use this procedure to create a sales order for an exchange between two USDA Agencies. Payment and collections occur through balancing accounting entries when both the providing Agency and the customer are in FMMI. Payment and collection occur through IPAC when the providing Agency is in FMMI and the consuming Agency is not. The INTR sales order requires a PO number and PO line item number. The amount of the sales order cannot exceed the amount of the PO.

Trigger

Perform this procedure when entering a contract for goods or services with another USDA Agency.

Prerequisites

- Customer master data record
- WBS element
- Cost center

Menu Path

Use the following menu path to begin this transaction:

- Accounts Receivable → Sales Order Process → Manage Sales Orders → Create Sales Order

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI.

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

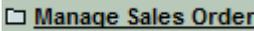
On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.

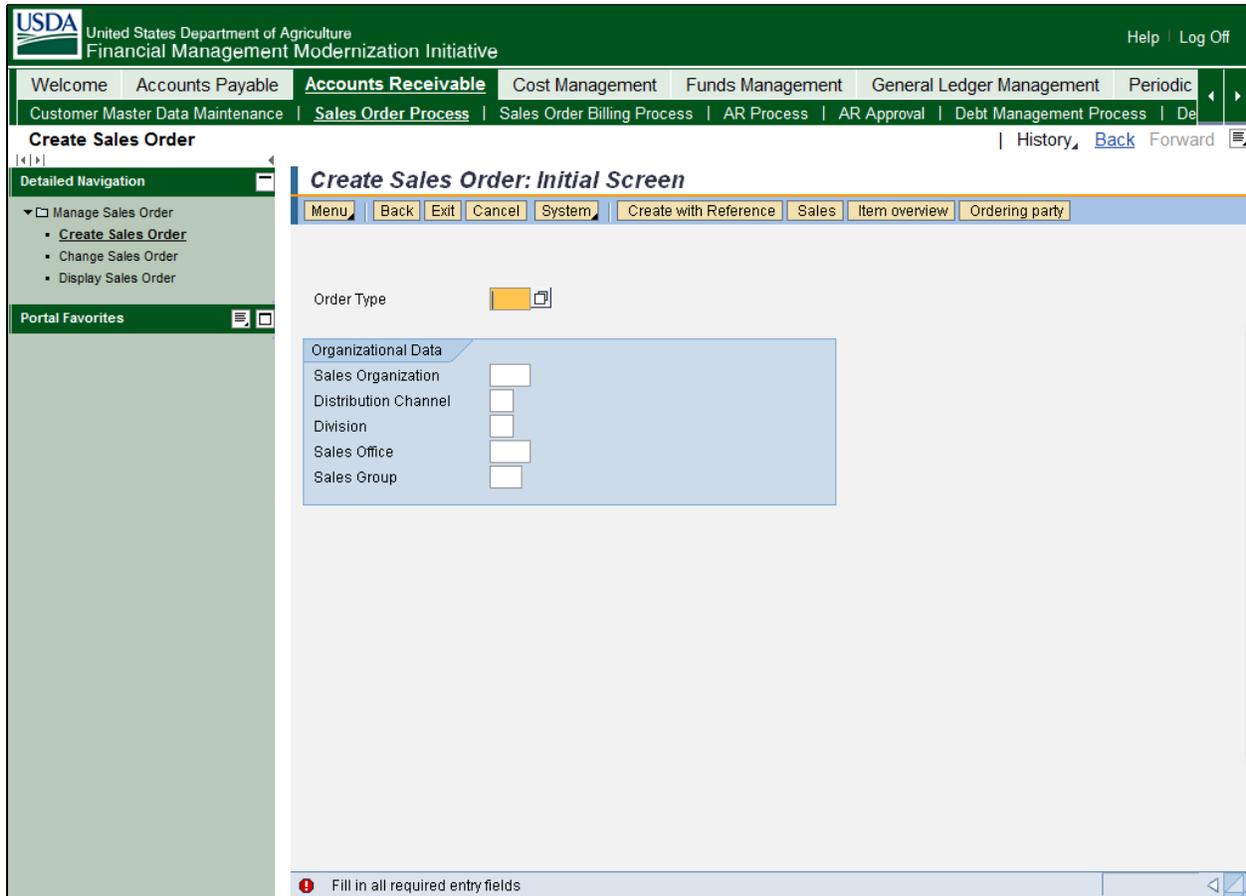


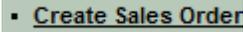
**Create Sales Order INTR
Online Help Procedure**

Procedure

1. Start the transaction by accessing the **Accounts Receivable** tab.
2. Click the **Sales Order Process** tab .
3. Click the **Manage Sales Order** business activity link .

Create Sales Order - FMMI Portal - Training



4. Click the **Create Sales Order** task link .
5. As required, complete/review the following fields:

Field	R/O/C	Description
Order Type	R	The order type categorizes the sales order according to its purpose. Example: INTR



**Create Sales Order INTR
Online Help Procedure**

Field	R/O/C	Description
Sales Organization	R	The organizational unit responsible for providing the good or service. Example: CF00



Enter, or use the search button to select, the sales organization code matching the Agency or Staff Office of the selling party.

6. As required, complete/review the following fields:

Field	R/O/C	Description
Distribution Channel	R	A default value required to process the transaction when providing Sales Organization. In FMMI this value is always "AG". Example: AG
Division	R	A default value required to process the transaction when providing Sales Organization. In FMMI this value is always "AG". Example: AG



Although FMMI requires a value to be entered in the Distribution Channel and Division fields, "AG" is a default place holder. At this time, these fields are not configured to correspond to an organizational level.

7. Click the **Sales** button .



**Create Sales Order INTR
Online Help Procedure**

Create Sales Order - FMMI Portal - Training

8. As required, complete/review the following fields:

Field	R/O/C	Description
Sold-To Party	R	The government agency or company contractually responsible for the purchase of the goods or service from USDA. In FMMI, the customer master data record number is the sold-to party. Example: 700001
PO Number	R	The purchase order number field may contain the customer's purchase order number or the Sales Order Processor can enter another reference value. Example: 4500000026

The purchase order number is required for inter-Agency sales orders because it creates



**Create Sales Order INTR
Online Help Procedure**



the link between the sales order and the purchase order to allow settlement through balancing entries when both Agencies are in FMMI.

This field is also required when the providing Agency is in FMMI and the receiving Agency is not in FMMI. IPAC is the payment method in this scenario and the PO Number field is required to allow successfully processing of the IPAC file.

Enter in the PO number in the header data will apply the PO number to the entire sales order. To reference multiple PO's in the sales order, enter the PO number in each line item instead of in the header data.

The total amount of all line items on the sales order must not exceed the total amount of the purchase order.

9. As required, complete/review the following fields:

Field	R/O/C	Description
Contract start	O	The date the contract terms begin. Example: 06/30/2009
Contract end	O	The date the contract terms end. Example: 07/30/2009
Billing block	O	Stops the creation of a billing document for the entire sales order. Example: Calculation Missing
Payment terms	O	Terms agreed with a customer or vendor that apply to the clearing of goods supplied or services rendered. Key for defining payment for goods or services composed of cash discount percentages and payment periods. Example: 0001



Select the appropriate payment terms for the customer based on your Agency specific business rules.

The payment terms default to the payment terms selected in the customer master data record of the sold-to party when this field is left blank.

10. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------

**Create Sales Order INTR
Online Help Procedure**

Material	R	Material represents the classification of goods or services sold. This value is maintained in the Material Master Data table. Example: REIMB
----------	---	---



Always enter REIMB as the material for INTR sales orders.

11. As required, complete/review the following fields:

Field	R/O/C	Description
Order Quantity	R	The quantity to be ordered for each specific line on the customer's sales order document. Example: 1
Description	R	Free text field identifying and characterizing an object or activity. The value entered here appears on the billing document. Example: Workshop



Use the Scroll Right and Scroll Left arrow buttons to access hidden line item fields.

12. As required, complete/review the following fields:

Field	R/O/C	Description
Amount	R	The monetary value of goods or services sold. In FMMI, this value is always calculated in US Dollars. Example: 2000



In the line item, the Amount represents the value of the line item. The non-editable Net Value field at the top of the header data displays the total value of all sales order line items.

13. As required, complete/review the following fields:

Field	R/O/C	Description
WBS Element	R	Structural element in a work breakdown structure representing the hierarchical organization of a project. Example: CF.RA.RONA.14



For INTR sales orders, the WBS element serves as the cost collector and links the funding information.



Create Sales Order INTR Online Help Procedure

A unique WBS element may only be used once. A unique WBS element is the combination of a WBS element and budget period. For example, CF.RA.TEST.00 with budget period 0909 is one unique WBS element and CF.RA.TEST with budget period 1010 is a different unique WBS element.

The WBS element can be entered on the line item or on the Account Assignment tab where budget period is assigned.

The following steps explain the process of assigning budget period.



If a PO number was not referenced in the header data, be sure to reference the PO number on each line item in the PO Details field. To include a specific line item, enter it in the PO Item field in the line item.

14. Double-click the **Material** field to access the Account Assignment tab.

Create Sales Order - FMMI Portal - Training

The screenshot shows the 'Create Sales Order' interface in the FMMI Portal. The page title is 'Create Intra USDA Agreement: Overview'. The 'Material' field is set to 'REIMB' and the 'Item category' is 'INTR'. The 'Account assignment' tab is selected. The 'Order Quantity and Delivery Date' section shows 'Order Quantity' as 1 VA and 'First Delivery Date' as 06/30/2009. The 'General Sales Data' section shows 'Net value' as 2,000.00 USD and 'Exch. Rate' as 1.00000. The 'Period of Performance' section has empty fields for 'Per. of Perf. Start' and 'Per. of Perf. End'.

15. Click the **Account Assignment** tab .



Create Sales Order INTR Online Help Procedure

Create Sales Order - FMMI Portal - Training

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Periodic
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process

Create Sales Order | History Back Forward

Create Reimb - No Advance: Item Data

Menu Save Back Exit Cancel System First item Previous item Next item Last item Delete item Item output view Item availability More...

Sales Document Item 10 Item category INTR
Material REIMB

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

Account assignment

Business Area CF00 Order
Profit Center Profit Segment
WBS Element CF.RA.ROMA.14

Data relevant for cost accounting

Costing sheet
Overhead key

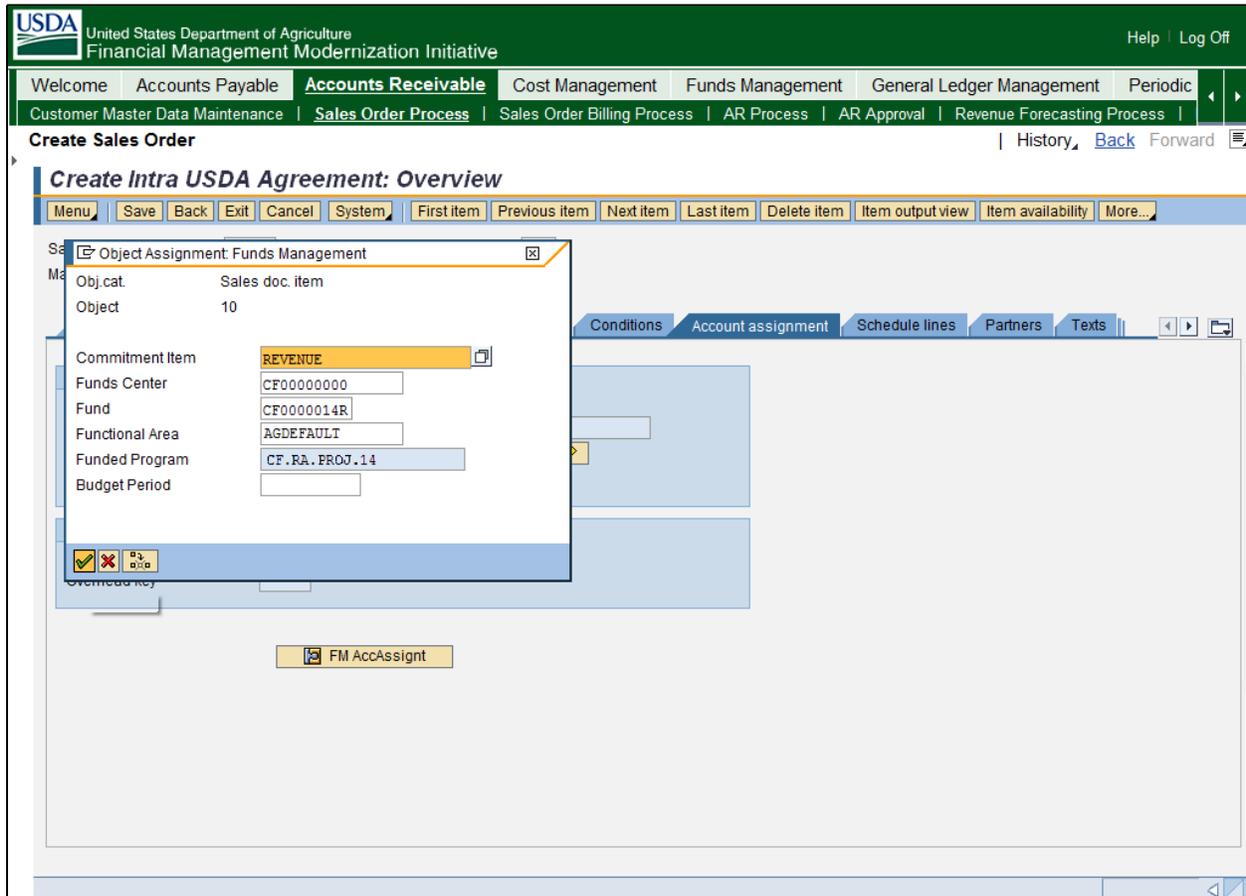
FM AccAssign

16. Click the **FM AccAssign** button



Create Sales Order INTR Online Help Procedure

Create Sales Order - FMMI Portal - Training



17. As required, complete/review the following fields:

Field	R/O/C	Description
Budget Period	R	A 4-digit code which indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with Ending Budget Fiscal Year. Each budget fiscal year begins October 1 and ends September 30. Budget periods can be annual, multi year or no year. Example: 0909

18. Click the **Enter** button



Create Sales Order INTR Online Help Procedure

Create Sales Order - FMMI Portal - Training

The screenshot shows the 'Create Sales Order' interface in the FMMI Portal. The page title is 'Create Intra USDA Agreement: Overview'. The 'Account assignment' section shows Business Area: CF00, Order: [empty], Profit Center: [empty], Profit Segment: [empty], and WBS Element: CF.RA.ROMA.14. The 'Data relevant for cost accounting' section shows Costing sheet: [empty] and Overhead key: [empty]. A yellow 'FM AccAssign' button is visible at the bottom of the form area.

19. Click the **Back** button
20. To enter additional line items, repeat steps 7 - 17.



Create Sales Order INTR Online Help Procedure

Create Sales Order - FMMI Portal - Training

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Periodic
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Debt Management Process De

Create Sales Order | History Back Forward

Create Intra USDA Agreement: Overview

Menu Save Back Exit Cancel System Propose items Display sales summary Display sold-to party Header output preview Reject document More...

Intra USDA Agreeme Net value 0.00
Sold-To Party 700001
Ship-To Party
PO Number 4500000026 PO date 06/30/2009

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

Req. deliv.date 06/30/2009 Deliver.Plant
Contract start 06/30/2009 Contract end 07/30/2009
 Complete div. Total Weight 0.000
Delivery block Volume 0.000
Billing block Pricing date 06/30/2009
Payment terms Incoterms
Order reason
Sales area CPOC / AC / AC Office of the CFO, USDA, USDA

Item	Material	WBS Element	Order	Profit Center	Material Group	Customer gr...	Price group	Price List	Sale
	REIMB	CF.RA.PROJ.14							
	REIMB	CF.RA.PROJ.15							

21. Click the **Save** button



Create Sales Order INTR Online Help Procedure

Create Sales Order - FMMI Portal - Training

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Periodic
Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Debt Management Process De

Create Sales Order | History Back Forward

Create Intra USDA Agreement: Overview

Menu Save Back Exit Cancel System Propose items Display sales summary Display sold-to party Header output preview Reject document More...

Intra USDA Agreee Net value 0.00
Sold-To Party
Ship-To Party
PO Number PO date 06/30/2009

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

Req. deliv. date 06/30/2009 Deliver. Plant
Contract start Contract end
Complete div. Total Weight 0.000
Delivery block Volume 0.000
Billing block Pricing date 06/30/2009
Payment terms Incoterms
Order reason
Sales area CF00 / AG / AG Office of the CFO, USDA, USDA

Item	Material	WBS Element	Order	Profit Center	Material Group	Customer gr...	Price group	Price List	Sales

Intra USDA Agreement 3600000002 has been saved

22. The transaction has been successfully completed. End of procedure.



View the confirmation message at the bottom of the screen, "Intra USDA Agreement XXXXXXXXXXXX has been saved."



Create Sales Order INTR Online Help Procedure

Comments

Refer to the following additional materials.

- Change Sales Order
- Display Sales Order
- Create Sales Order RONA
- Create Sales Order ROWA
- Create Billing Request
- Create Batch Billing
- Create Billing Document
- Run Background Processing



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Purpose

Use this procedure to create an IPAC purchase requisition.

Trigger

Perform this procedure to commit the available funds allocated to an agency for the purchase of goods and/or services.

Prerequisites

- Funding
- Material Group (BOC)
- WBS Element or Cost Center

Menu Path

Use the following menu path(s) to begin this transaction:

- Purchasing → Purchase Requisition Process → Process Requisition → Create Purchase Requisition

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Procedure

1. Start the transaction by accessing the **Purchasing** tab.

Maintain Vendor Master Data - FMMI Portal

The screenshot displays the FMMI Portal interface. At the top left is the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". At the top right, it says "Welcome PracticeLab One" with "Help" and "Log Off" links. Below this is a navigation bar with tabs: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface". A secondary navigation bar contains "Vendor Master Data Maintenance", "Purchase Requisition Process", "Purchase Requisition Approval", "Purchase Order Process", and "Purchase Order Approval". The "Purchase Requisition Process" tab is highlighted in green. Below the navigation is a "Maintain Vendor Master Data" section with a "Detailed Navigation" sidebar and "Portal Favorites". The main content area is currently blank.

2. Click the **Purchase Requisition Process** tab **Purchase Requisition Process**.



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Process Requisition - FMMI Portal

The screenshot displays the FMMI Portal interface. At the top, there is a green header bar with the USDA logo on the left, the text "United States Department of Agriculture Financial Management Modernization Initiative" in the center, and "Welcome PracticeLab One Help Log Off" on the right. Below the header is a horizontal navigation menu with several tabs: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface". The "Process Requisition" link is highlighted in green. Below the navigation menu is a sidebar with a "Detailed Navigation" section containing a link to "Process Requisition" and a "Portal Favorites" section. The main content area is currently blank.

3. Click the **Process Requisition** business activity link [Process Requisition](#).



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Requisition - FMMI Portal

The screenshot displays the 'Create Purchase Requisition' interface. On the left, a 'Detailed Navigation' pane shows 'Process Requisition' expanded, with 'Create Purchase Requisition' selected. The main content area features a title bar 'Create Purchase Requisition' and a toolbar with buttons like 'Menu', 'Save', 'Back', 'Exit', 'Cancel', 'System', 'Document Overview On', 'Create', 'Other Purchase Requisition', 'Hold', and 'More...'. Below the toolbar, there is a 'Purchase Requisition' dropdown menu and a 'Source Determination' checkbox. A 'Texts' section contains a 'Header note' field and a 'Continuous-text...' field. A table with the following columns is visible: St., Item A, Short Text, Quantity, Un, C, Deliv. Date, Matl Group, Plant, Stor. Loc. At the bottom, an 'Item' field contains the text 'New Item'.

4. Click the **Create Purchase Requisition** task link **Create Purchase Requisition**.



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Requisition

Purchase Requisition Source Determination

Texts

Header note

St.	Item A	I	Short Text	Quantity	Un	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Des. Vendor
-														
-														
-														
-														
-														
-														
-														
-														
-														

Item:

SE1 (230)

5. Click the **Document Type** combo box



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Requisition - FMMI Portal - System Test

The screenshot displays the 'Create Purchase Requisition' interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible. The navigation bar includes 'Welcome PracticeLab One', 'Help', and 'Log Off'. The main menu shows 'Purchase Requisition Process' as the active section. A dropdown menu for 'Purchase Requisition' is open, listing options: Framework Requisition, IAS Pur Requisition, Outl. Agmt Requisition, Purchase Requisition, and Service/Value-based (which is highlighted). Below the menu is a 'Continuous-text...' field. The main area contains a table with the following columns: St., Item A, I, Short Text, Quantity, Un, C, Deliv. Date, Matl Group, Plant, Stor. Loc., PGr, Requisnr., Tracking..., and Des. Vendor. The table is currently empty. At the bottom, there is an 'Item' field with 'New Item' entered.

6. Select **Service/Value-based** from the drop-down menu **Service/Value-based**.



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Requisition

7. As required, complete/review the following fields:

Field	R/O/C	Description
Item	R	Number that uniquely identifies a line item within a purchase requisition. Example: 10



Line items are numbered in increments of 10 (the first line item is 10, the second line item is 20, and so forth).

Since this is the first line item within the purchase requisition, the item number is 10.

8. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------



**Create Purchase Requisition for Federal Vendors (IPAC)
Online Help Procedure**

A (Account Assignment Category)	R	<p>Determines the cost object (project or cost center) for the purchase requisition; specifies where the costs are to be accumulated from. Cost for purchases can be derived from one of the two cost objects:</p> <p>'K' indicates that the purchase is to be charged against a cost center. If this is selected, a Cost Center is required.</p> <p>'P' indicates that the purchase is to be charged against project. If this is selected, a WBS Element is required.</p> <p>Example:</p> <p>K</p>
Short Text	R	<p>Description of the line item (40 character max).</p> <p>Example:</p> <p>Telephone</p>



Indicate the type of goods or services within the Short Text field.

9. As required, complete/review the following fields:

Field	R/O/C	Description
Quantity (IPAC)	R	<p>Example:</p> <p>1</p>
Un (Unit of Measure - IPAC)	R	<p>Example:</p> <p>VA</p>
Delivery Date	R	<p>The date the goods are to be delivered or the service is to be performed.</p> <p>Example:</p> <p>02/18/2010</p>
Matl Group (Material Group)	R	<p>Classifies the goods and services according to their characteristics such as commodity or service type. The Material Group assist in deriving the appropriate general ledger postings for the purchasing item.</p> <p>The Material Group is equivalent to the Budget Object Class (BOC).</p> <p>Example:</p> <p>2330 - Comm Svcs</p>



**Create Purchase Requisition for Federal Vendors (IPAC)
Online Help Procedure**

Field	R/O/C	Description
Plant	R	Represents the agencies and staff offices requesting the procurement of the goods or services. Example: CF00
PGr (Purchasing Group)	R	Buyer or a group of buyers, responsible for the procurement of goods or services for an agency. Example: 109



USDA Purchasing Groups

101	Forest Services (FS)
102	Food and Nutrition Services (FNS)
103	Farm Service Agency (FSA)
104	Rural Development (RD)
105	Food Safety Inspection Service (FSIS)
106	Natural Resource Conservation Service (NRCS)
107	Animal & Plant Health Inspection Service (APHIS)
108	Agriculture Research Service (ARS)
109	Office of Procurement & Property Management (OPPM)
110	Office of Inspector General
111	Integrated Acquisition System (IAS)

10. As required, complete/review the following fields:



**Create Purchase Requisition for Federal Vendors (IPAC)
Online Help Procedure**

Field	R/O/C	Description
POrg (Purchasing Organization)	R	Identifies the purchasing subdivision within the company. In FMFI, the Purchasing Organization will always be USDA. Example: USDA

11. Click the **Item Overview Expand** button .

Create Purchase Requisition

12. Click the **Account Assignment** tab Account Assignment.



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Requisition - Account Assignment Tab

13. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center	R	A Cost Center is an organizational unit of responsibility where costs can accumulate and be reported. Example: CF00000000



This field is required since "K" was entered in the Account Assignment Category field. If this purchase requisition is to incur against a project (Account Assignment of "P"), then both the WBS and the Cost Center should be entered.

14. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------



**Create Purchase Requisition for Federal Vendors (IPAC)
Online Help Procedure**

Fund	R	Example: CF0000014D
BP (Budget Period)	R	A Budget Period is a 4-digit number which indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and concludes with the ending budget fiscal year. Each budget fiscal year begins October 1 and ends September 30. They may be annual, multi year or no year budget periods. Example: 1010

15. Click the **Valuation** tab [Valuation](#).

Create Purchase Requisition - Valuation Tab

The screenshot shows the 'Create Purchase Requisition' window in the USDA Financial Management Modernization Initiative software. The 'Valuation' tab is active, displaying the following fields:

- Service/Value-based: Source Determination:
- Header: A table with columns: St., Item, Un, C, Deliv. Date, Matl Group, Plant, Stor. Loc., PGr, Requisnr., Tracking..., Des. Vendor, Fix. Vend., P Org, MPN Material. The first row contains: [red square], 101, VA, D, 02/18/2010, Comm Svcs, Office of Chief, , 109, , , , , US.
- Item: [10] Telephone
- Material Data: Valuation Price: USD / 1 VA, Total Value: 0.00 USD
- Promotion: Goods Receipt, Inv. Receipt, GR Non-Val.

16. As required, complete/review the following fields:



Create Purchase Requisition for Federal Vendors (IPAC)
Online Help Procedure

Field	R/O/C	Description
Valuation Price	R	Estimated or actual unit price of the material or service. Example:

17. Click the **Check** button .



The Check button validates that all of the required fields have been correctly entered.

If the information is not valid, a pop-up box will display listing the errors found within the purchase requisition and the "Park" button will not display. All errors must be corrected before the purchase requisition can be placed in parked status. If the user is unable to resolve the errors (due to lack of information) at the time of creating the document, simply place the purchase requisition in the "Hold" status. Holding the purchase requisition saves the information entered, allowing updates to purchase requisitions at a later date.

If all information is valid, the Park button will display indicating that all required fields were entered correctly.



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Requisition

18. Click the **Park** button



Parking the purchase requisition indicates to the Purchase Requisition Approver that the document is ready for review.

The purchase requisition number is generated and displayed at the bottom of the screen.



Create Purchase Requisition for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Requisition

Purchase Requisition Source Determination

Header

St.	Item	ntity	Un	C	Deliv.Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Des.Vendor	Fix. Vend.	P Org	MPN Material
-															
-															
-															
-															
-															
-															
-															
-															
-															

Item:

Purchase requisition parked under the number 4000000010

19. The transaction has been completed successfully. End of procedure.



Create Purchase Requisition for Federal Vendors (IPAC)
Online Help Procedure

Comments

Refer to the following additional materials.

- Create Purchase Order for Federal Vendors (IPAC)



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Purpose

Use this procedure to create an IPAC purchase order for a federal vendor.

Trigger

Perform this procedure when an agency purchases services from a federal vendor.

Prerequisites

- Funding
- Vendor Master Data Record
- Material Group (BOC)

Menu Path

Use the following menu path(s) to begin this transaction:

- Purchasing → Purchase Order Process → Process Purchase Orders → Create Purchase Order

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Procedure

1. Start the transaction by accessing the **Purchasing** tab.

Maintain Vendor Master Data - FMMI Portal

The screenshot displays the FMMI Portal interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible on the left, and 'Welcome PracticeLab One Help Log Off' on the right. Below this is a navigation bar with tabs: 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Interface B', 'Vendor Master Data Maintenance', 'Purchase Requisition Process', 'Purchase Requisition Approval', 'Purchase Order Process', and 'Purchase Order Approval'. The 'Purchase Order Process' tab is highlighted in green. Below the navigation bar, the main content area is titled 'Maintain Vendor Master Data' and includes a 'Detailed Navigation' sidebar with 'Maintain Vendor Master Data' and a 'Portal Favorites' section.

2. Click the **Purchase Order Process** tab **Purchase Order Process**.



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Process Purchase Orders - FMMI Portal

The screenshot shows the FMMI Portal interface. At the top, there is a green header with the USDA logo on the left, the text "United States Department of Agriculture Financial Management Modernization Initiative" in the center, and "Welcome PracticeLab One Help Log Off" on the right. Below the header is a horizontal navigation menu with several tabs: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Interface". The "Purchase Order Process" tab is currently selected and highlighted. Below the navigation menu, there is a sub-menu for "Process Purchase Orders" with a list of links: "Vendor Master Data Maintenance", "Purchase Requisition Process", "Purchase Requisition Approval", "Purchase Order Process" (which is highlighted), and "Purchase Order Approval". To the right of the sub-menu, there are links for "History", "Back", and "Forward". On the left side of the main content area, there is a "Detailed Navigation" sidebar with a tree view showing "Process Purchase Orders" selected. Below that is a "Portal Favorites" section which is currently empty.

3. Click the **Process Purchase Orders** business activity link [Process Purchase Orders](#).



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order - FMMI Portal

The screenshot displays the FMMI Portal interface for creating a purchase order. The top navigation bar includes the USDA logo, the text 'United States Department of Agriculture Financial Management Modernization Initiative', and a user greeting 'Welcome PracticeLab One' with 'Help' and 'Log Off' links. A secondary navigation bar lists various modules: 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Interface'. Below this, a breadcrumb trail shows 'Vendor Master Data Maintenance | Purchase Requisition Process | Purchase Requisition Approval | **Purchase Order Process** | Purchase Order Approval'. The main content area is titled 'Create Purchase Order' and features a toolbar with buttons: 'Menu', 'Save', 'Back', 'Exit', 'Cancel', 'System', 'Document Overview On', 'Create', 'Other Purchase Order', 'Hold', 'Check', and 'More...'. The form includes a 'Standard PO' dropdown, a 'Vendor' field, and a 'Loc. date' field set to '02/11/2010'. There are also expandable sections for 'Header', 'Item Overview', and 'Item' (containing 'New Item').

4. Click the **Create Purchase Order** task link [Create Purchase Order](#).



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order

The screenshot shows the 'Create Purchase Order' web application interface. At the top, there is a green header bar with the USDA logo on the left, the text 'United States Department of Agriculture Financial Management Modernization Initiative' in the center, and 'Welcome PracticeLab One Help Log Off' on the right. Below the header is a navigation menu with tabs for 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Interface'. A sub-menu is open under 'Purchase Order Process', showing options for 'Vendor Master Data Maintenance', 'Purchase Requisition Process', 'Purchase Requisition Approval', 'Purchase Order Process' (which is highlighted), and 'Purchase Order Approval'. The main content area is titled 'Create Purchase Order' and contains a toolbar with buttons for 'Menu', 'Save', 'Back', 'Exit', 'Cancel', 'System', 'Document Overview On', 'Create', 'Other Purchase Order', 'Hold', 'Check', 'Print Preview', 'Messages', 'Help', and 'More...'. Below the toolbar, there are input fields for 'Standard PO' (with a dropdown arrow), 'Vendor' (with a dropdown arrow), and 'Doc. date' (with the value '02/11/2010'). On the left side of the main area, there are three expandable sections: 'Header', 'Item Overview', and 'Item Detail', each with a folder icon.

5. Click the **Document Type** combo box .



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order - FMMI Portal - System Test

6. Click the **Service/Value-based** option Service/Value-based.

7. As required, complete/review the following fields:

Field	R/O/C	Description
Vendor	R	Example: 1300000017



Indicate the vendor by which the goods or services will be provided.

8. Click the **Header Expand** button



The Header section contains the vendor's purchasing information; which is pulled from the vendor master data record. This information is pre-populated once the vendor number is entered. From the Header section the user can view the vendor's payment terms, delivery



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

address, and any additional notes contained within the record.

Create Purchase Order - Header

9. As required, complete/review the following fields:

Field	R/O/C	Description
Purch. Group (Purchasing Group)	R	Buyer or group of buyers responsible for the procurement of goods and services for an agency. Example: 109



There are a total of 11 Purchasing Groups within USDA. Below is a list of the various Purchasing Groups.

101	Forest Services (FS)
102	Food and Nutrition Services (FNS)



Create Purchase Order for Federal Vendors (IPAC)
Online Help Procedure

103	Rural Development (RD)
104	Farm Services (FSA)
105	Food and Safety Inspection Service (FSIS)
106	Natural Resource Conservation Service (NRCS)
107	Animal & Plant Health Inspection Service (APHIS)
108	Agriculture and Research Service (ARS)
109	Office of Procurement & Property Management (OPPM)
110	Office of the Inspector General (OIG)
111	Integrated Acquisition System (IAS)

10. Click the **Item Overview Expand** button .



This action expands the line item overview section of the purchase order. Purchase Orders created for GSA MPOL and TOPS/FTEL charges should be created with only one line item (i.e. 10).



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order

11. As required, complete/review the following fields:

Field	R/O/C	Description
Itm (Item)	R	Number that uniquely identifies a line item within a purchase order. Example: 10



Line items are numbered in increments of 10 (the first line item is 10, second line item is 20, and so forth).

Since this is the first line item within the purchase order, the item number is 10.

12. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------



**Create Purchase Order for Federal Vendors (IPAC)
Online Help Procedure**

A (Account Assignment Category)	R	<p>Determines the cost object (project or cost center) for the purchase requisition; specifies where the costs are to be accumulated from. Cost for purchases can be derived from one of the two cost objects:</p> <p>'K' indicates that the purchase is to be charged against a cost center. If this is selected, a Cost Center is required.</p> <p>'P' indicates that the purchase is to be charged against project. If this is selected, a WBS Element is required.</p> <p>Example: K</p>
Short Text	R	<p>Description of the line item (40 character max).</p> <p>Example: Internet and Phone Service</p>
PO Quantity (IPAC)	R	<p>Always use "1" as the PO Quantity for IPAC Purchase Orders.</p> <p>Example: 1</p>
Order Unit (IPAC)	R	<p>For IPAC POs, use "VA" for the Order Unit.</p> <p>Example: VA</p>



"VA" is used to indicate the Purchase Order is valued by price instead of quantity.

13. As required, complete/review the following fields:

Field	R/O/C	Description
Deliv. Date (Delivery Date)	R	<p>The date the goods are to be delivered or the service is to be performed.</p> <p>Example: 2/18/2010</p>
Net Price	R	<p>Price per unit</p> <p>Example: 248.96</p>
Order Price Unit (IPAC)	R	<p>Use "VA" as the Order Price Unit for IPAC Purchase Orders.</p> <p>Example: VA VA</p>



Create Purchase Order for Federal Vendors (IPAC)
Online Help Procedure

Field	R/O/C	Description
Matl Group (Material Group)	R	Classifies the goods and services according to their characteristics such as commodity or service type. The Material Group assist in deriving the appropriate general ledger postings for the purchasing item. The Material Group is equivalent to the Budget Object Class (BOC). Example: 2590
Plant	R	Represents the agencies and staff offices requesting the procurement of the goods or services. Example: CF00



For IPAC Purchase Orders, utilize the Our Reference field in the Communications tab of the PO header to enter the GSA Account Number number to be used for reference for GSA TOPS or GSA Motorpool.



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order - FMMI Portal - System Test

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab One Help Log Off

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

Vendor Master Data Maintenance | Purchase Requisition Process | Purchase Requisition Approval | **Purchase Order Process** | Purchase Order Approval

Create Purchase Order | History Back Forward

Create Purchase Order

Menu Save Back Exit Cancel System Document Overview On Create Other Purchase Order Hold Check Print Preview Messages Help More...

Service/Value-based Vendor 1300000017 GENERAL SERV'S AD Doc. date 02/11/2010

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status

Purch. Org. USDA USDA
Purch. Group 109 Office of Procurem
Company Code USDA US Dept of Agriculture

Itm	A	I	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Locat
10	K		Internet and Phone Service	1	VA	2/18/2010	248.96	USD		VA	2590	CF00	
								USD					
								USD					
								USD					
								USD					
								USD					
								USD					
								USD					
								USD					

Default Values Addl Planning

Item New Item

14. Click the **Communication** tab **Communication**.



**Create Purchase Order for Federal Vendors (IPAC)
Online Help Procedure**

Create Purchase Order - Communication - FMMI Portal - System Test

15. As required, complete/review the following fields:

Field	R/O/C	Description
Our Reference	R	Example: 37C123



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order - FMMI Portal - System Test

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab One Help Log Off

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

Vendor Master Data Maintenance | Purchase Requisition Process | Purchase Requisition Approval | **Purchase Order Process** | Purchase Order Approval

Create Purchase Order | History Back Forward

Create Purchase Order

Menu Save Back Exit Cancel System Document Overview On Create Other Purchase Order Hold Check Display Messages Print Preview More...

Service/Value-based Vendor 130000017 GENERAL SERVS AD Doc. date 02/11/2010

DeliveryInvoice Conditions Texts Address Communication Partners Additional Data Org. Data Status

Salesperson
Telephone
Language EN

Your Reference
Our Reference 37C123

Item	A	I	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matt Group	Plnt	Stor. Locat
10	K		Internet and Phone Service		1 VA	D 02/18/2010	248.96	USD	1	VA	Technical Sv	Office of Chief Fincl	
								USD					
								USD					
								USD					
								USD					
								USD					
								USD					

Default Values Add Planning

Item New Item

16. Click the **Item Overview Expand** button .



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order - Quantities/Weights Tab

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab One Help Log Off

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

Vendor Master Data Maintenance | Purchase Requisition Process | Purchase Requisition Approval | **Purchase Order Process** | Purchase Order Approval

Create Purchase Order | History Back Forward

Create Purchase Order

Menu Save Back Exit Cancel System Document Overview On Create Other Purchase Order Hold Check Display Messages Print Preview More...

Service/Value-based Vendor 1300000017 GENERAL SERVS AD Doc. date 02/11/2010

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status

Purch. Org. USDA USDA
Purch. Group 109 Office of Procurem
Company Code USDA US Dept of Agriculture

Item	A	I	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Locat
10	K		Internet and Phone Service	1	VA	D 02/18/2010	248.96	USD	1	VA	Technical Svc		
								USD					
								USD					

Default Values Addl Planning

Item [10] Internet and Phone Service

Material Data **Quantities/Weights** Delivery Schedule Delivery Invoice Conditions Account Assignment Texts

PO Quantity 1 VA Order Unit <-> Ord. Price Unit 1 VA <-> 1 VA
PO Qty in SKU 0.000 Order Unit <-> SKU 0 VA <-> 0

Net Weight /1 VA Net weight 0.000 /item
Gross Weight /1 VA Gross weight 0.000 /item

Enter Plant

17. Click the **Account Assignment** tab [Account Assignment](#).



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order - Account Assignment Tab

18. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Center	R	A Cost Center is an organizational unit of responsibility where costs can accumulate and be reported. Example: CF00000000



This field is required since "K" was entered in the Account Assignment Category field. If this purchase order is to incur against a project (Account Assignment of "P"), then both the WBS Element and Cost Center should be entered.

19. As required, complete/review the following fields:

Field	R/O/C	Description
-------	-------	-------------



**Create Purchase Order for Federal Vendors (IPAC)
Online Help Procedure**

Fund	R	Example: CF0000014D
BP (Budget Period)	R	A Budget Period is a 4-digit number which indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and concludes with the ending budget fiscal year. Each budget fiscal year begins October 1 and ends September 30. They may be annual, multi year or no year budget periods. Example: 1010

20. Click the **Check** button .



The Check button validates that all required fields have been entered correctly.

If the information is not valid, a pop-up box will display listing the errors found within the purchase order and the "Park" button will not display. All errors must be corrected before the purchase order can be placed in parked status. If the user is unable to resolve the errors (due to lack of information) at the time of creating the document, simply place the purchase order in "Hold" status. Holding the purchase order saves the information entered, allowing updates to the purchase order at a later time.

If the information is valid, the Park button will display indicating that all required fields were entered correctly.



Create Purchase Order for Federal Vendors (IPAC) Online Help Procedure

Create Purchase Order

Item	Short Text	PO Quantity	Deliv. Date	Net Price	Curr.	Per	Matl Group	Plnt	Stor. Location
10	Internet and Phone Service	1	02/18/2010	248.96	USD	1	Technical Sv	Office of Chief Fincl	

AccAssCat: Single account assignm... CoCode: US Dept of A...

Unloading Point: Recipient

G/L Account: 6100002590

Business Area: CF00

CO Area: USDA

Cost Center: CF00000000

WBS Element:

Fund: CF0000014D BP 1010

Functional Area: AGDEFAULT Funded Program:

Funds Center: CF00000000 Commitment Item: 2590

Can delivery date be met?

21. Click the **Park** button



Parking the purchase order indicates to the Purchase Order Approver that the document is ready for review.

The purchase order number is generated and displayed at the bottom of the screen.



**Create Purchase Order for Federal Vendors (IPAC)
Online Help Procedure**

Create Purchase Order

22.

The transaction has been completed successfully. End of Procedure.



Provide the FMMI Purchase Order number to the vendor and instruct them to put it in the Purchase Order field when initiating an IPAC bill from Treasury. If the PO has multiple lines, instruct the vendor to specify the line item by separating the line item with the "#" sign. Ex 4300000001#20.



Create Purchase Order for Federal Vendors (IPAC)
Online Help Procedure

Comments

Refer to the following additional materials.

- Create Purchase Requisition for Federal Vendors (IPAC)

USDA Vendor/Customer Master Codes in FMMI - Last Updated 5/10/2010								1/25/2010
Vendor	Customer	In Fmmi	Agency	Name	BPN ID	FMMI ALC	Trading Partner	Address
1400000285	7000105	yes	FX	Foreign Agricultural Service	041114245	12401240	1268	1400 Independence Ave SW #5071 Washington DC 20250-0002
1400000286	7000106	yes	DA	USDA Departmental Administration	801200325	12401240	1205	14th/Independence Ave SW Washington DC 20250-0001
1400000287	7000107	yes	NA	USDA National Appeals Division	801200440	12401240	1273	3101 Park Center Dr#1100 Alexandria VA 22302-1500
1400000288	7000108	yes	IG	Office of Inspector General	033615340	12401240	1208	1400 Independence Ave SW Washington DC 20250-0002
1400000289	7000109	yes	CR	Office of Civil Rights	801200614	12401240	1207	1400 Independence Ave SW Washington DC 20250-0002
1400000290	7000110	yes	BP	Office of Budget&Program Analysis	801200762	12401240	1274	1400 Independence Ave SW 101a Washington DC 20250-0002
1400000291	7000111	yes	EC	Office of Chief Economist	801200861	12401240	1272	1400 Independence Ave SW Washington DC 20250-0002
1400000292	7000112	yes	CF	Office of the Chief Financial Officer	801201091	12401240	1276	1400 Independence Ave SW Washington DC 20250-0002
1400000293	7000113	yes	IT	Office of the Chief Information Officer	801201760	12401240	1277	1400 Independence Ave SW Washington DC 20250-0002
1400000294	7000114	yes	CM	Office of Communications	801201877	12401240	1206	1400 Independence Ave SW Washington DC 20250-0002
1400000295	7000115	yes	ES	Office of Executive Secretariat	801202057	12401240	1271	1400 Independence Ave SW Washington DC 20250-0002
1400000296	7000116	yes	GC	Office of the General Counsel	801202321	12401240	1210	1400 Independence Ave SW #107 Washington DC 20250-0002
1400000297	7000117	yes	HS	Homeland Security Office	001954718	12401240	1275	1400 Independence Ave SW Washington DC 20250-0002
1400000301	7000118	yes	SE	Office of the Secretary	001954718	12401240	1203	1400 Independence Ave SW Washington DC 20250-0002
1400000300	7000119	NO	ER	Economic Research Service	126921662	12401800	1213	1800 M St NW Fmt 4 Washington DC 20036-5828

140000302	7000120	NO	NS	National Agricultural Statistic Service	929332310	12402000	1215	1400 Independence Ave SW Washington DC 20250-0002
140000303	7000121	NO	AR	Agricultural Research Service	929331197	12400300	1218	5601 Sunnyside Ave Beltsville MD 20705-5000
140000304	7000122	NO	NI	National Institute of Foods&Agriculture (CSREES)	929332385	12402200	1220	1400 Independence Ave SW Washington DC 20250-0002
140000305	7000123	NO	AP	Animal&Plant Health Inspection Service	929332450	12403400	1232	4700 River Rd Unit 54 Riverdale MD 20737-1232
140000306	7000124	NO	FI	Food Safety & Inspection Service	929332245	12370001	1235	5601 Sunnyside Ave Beltsville MD 20705-5000
140000307	7000125	NO	GP	Grain Inspection, Packers&Stockyard Administration	929332443	12403600	1237	1400 Independence Ave SW #2055 Washington DC 20250-0002
140000308	7000126	NO	AM	Agricultural Marketing Service	929331072	12250001	1245	1400 Independence Ave SW Washington DC 20250-0002
140000298	7000127	NO	RM	Risk Management Agency	126921852	12400800	1247	1400 Independence Ave SW Washington DC 20250-0002
140000299	7000128	NO	FA	Farm Service Agency	929330975	12060000	1249	1400 Independence Ave SW Washington DC 20250-0002
?	?	NO	CC	Commodity Credit Corporation	095355392	?	1228	1400 Independence Ave SW Washington DC 20250-0002
140000310	7000129	NO	NR	Natural Resources Conservation Service	196035430	12401600	1253	1400 Independence Ave SW Washington DC 20250-0002
140000311	7000130	NO	RD	Rural Development	929330900	12400700	1255	1400 Independence Ave SW Washington DC 20250-0002
?	?	NO	RC	Alternative Agriculture Research&Commercialization Co	929330900	?	1224	
140000312	7000131	NO	RB	Rural Business-Cooperative Service	929330900	12400700	1265	1400 Independence Ave SW Washington DC 20250-0002
140000313	7000132	NO	RH	Rural Housing Service	929330900	12400700	1263	1400 Independence Ave SW Washington DC 20250-0002
140000314	7000133	NO	RU	Rural Utilities Service	929330900	12400700	1260	1400 Independence Ave SW Washington DC 20250-0002
140000315	7000134	NO	FN	Food and Nutrition Service	838186153	12403000	1284	3101 Park Center Dr Alexandria VA 22302-1500
140000316	7000135	NO	FS	Forest Service	929332484	12401100	1296	201 14th St SW Yates Bldg Washington DC 20024

M:\CLTB2\Training\Financial Management 2010\IPAC Booklet\J-BS14 IPAC Information - New Codes Established for USDA Entities

1400000325	7000145	Yes	AO	Office of Advocacy & Outreach	001954718	12407878	1278	1400 Independence Ave., SW
								Washington DC 20250
				*PINK highlighted BPN indicate same code used for different agencies				

Greenbook Program Vendor Codes

For use when Establishing Purchase Orders in FMMI

Greenbook Program	FFIS Vendor Code	FMMI Vendor Code
GSA Space	G01GSASPACE	1300000441
U.s. Postal Service Mail	G02OFFCMAIL	1300000767
Military Postal Services	G03DODPOSTL	1300000113
Unemployment Compensation	G04UEMPCOMP	1300000174
Workers Compensation	G05WORKCOMP	1300000175
National Archives Record System	G06NARSYTEM	1300000442
OPM Federal Employment & Administrative Law	G07OPMFESAL	1300000609
Consolidated Federal Funds Report	G08CFFREPRT	1300000105
Small Business Certification	G09SBACERTS	1300000692
Pre-Authorized Funding	G10PREAUTHF	1400000017
FEMA Emergency Preparedness	G11FEMAEPRE	1300000339
Government Wide Council Activities	G12GOVTWIDE	1300000443
First Government	G13FIRSTGOV	1300000444
GSA Blue Pages	G14GSABLUEP	1300000445
Transit Subsidy Program	G15TRANSUBP	1300000203
Employee Express	G16EMPEXPRS	1300000610
Department Homeland Security	G18DHSFPSE	1300000349

Last updated: 02-26-10



United States Department of Agriculture



**Financial Management
Modernization Initiative (FMMI)**

*Business Process Approach –
Common Agreement Numbers (CANs)*

Version 7

November 2009



Question:

How will Common Agreement Numbers (CANs) be managed in FMMI?

Background:

The CAN is a legacy FFIS data element to represent the Vendor and Customer on both sides of a reimbursable agreement between two USDA agencies. The CAN is stored on the VEND table and contains an agency identifier, fiscal year, a unique digit combination identifying the agreement, and an indicator of “P” for provider or “R” for receiver. In FFIS, both agencies use the CAN as the “Vendor” on their respective obligating documents. This number is used primarily to reconcile IPAC transactions.

Approach:

There will still be a need for the CAN until all USDA agencies are in FMMI. However, CAN numbers will not be created in FMMI as unique elements. The CAN number will only be referenced on FMMI business transactions, where applicable.

There are four scenarios by which two USDA entities will enter into reimbursable agreements. The role of the CAN number varies depending on the scenario.

Note: This paper addresses reimbursable agreements between separate USDA entities with different Treasury Account Symbols (TAS). The approach for handling agreements between two USDA entities under the same TAS will be addressed in future documentation.

Scenario 1: FFIS requesting agency; FFIS providing agency

The current reimbursable agreement process, from creation of the CANs in VEND by COD to obligation, billing, and IPAC disbursement and collection, will not change. Note: CANs in FFIS will continue to use the Treasury Bureau Codes.

Scenario 2: FMMI requesting agency; FMMI providing agency

There is no need to create CAN numbers for this scenario. Reimbursable agreements between two FMMI agencies should follow the INTR sales order process. Please refer to the FMMI Online Help Procedures for more information.

To access FMMI Online Help, log into the FMMI system and click the **Help** link in the top right corner of the screen. The following path will take you to the correct OLHP: *01 - Online Help Procedures, Simulations, and Job Aids by Process Area (e.g., Accounts Receivable) -> Accounts Receivable -> Simulations and Online Help Procedure*. The name of the OLHP is *Create Sales Order INTR*. The PDF is a printable document.

The requesting agency's Purchase Order must reference a Vendor Master record representing the providing agency, with the following elements:

- Vendor Account Group “ZFDU”
- 12401240 ALC
- Internal Trading Partner
- Payment Office “USDA”
- Payment Method is blank

The providing agency's Sales Order (or Forecast of Revenue (FoR) document) must reference a Customer Master record representing the requesting agency, and should also have the following elements:

- Customer Account Group “USDA Agency Sold To Party”
- 12401240 ALC
- Internal Trading Partner
- Payment Office “USDA”
- Payment Method “R”



In short, the requesting agency creates a FMMI Purchase Order (PO). Next the providing agency creates a FMMI Sales Order, or a Forecast of Revenue document in the case of Working Capital Fund activity. The Sales Order or FoR *must* reference a valid Purchase Order number, and cannot exceed the amount of the corresponding Purchase Order. As a result, the Requesting Agency must prepare the FMMI Purchase Order first and provide the FMMI Purchase Order Number to the Providing Agency so that the Providing Agency can complete the Sales Order or FoR.

After billing, disbursement and collection takes place by utilizing an process within FMMI to automatically recognize revenue and expense on the performing and receiving side of the agreement, respectively. This process will greatly reduce eliminations issues between USDA agencies.

Scenario 3: FFIS requesting agency; FMMI providing agency

Reimbursable agreements between an FFIS requesting agency and a FMMI providing agency are handled through the following process:

1. The FFIS MO document must contain a valid CAN number which represents the FMMI providing agency. Note, only the “P” side of the CAN will be created in FFIS and will still use the Treasury Bureau Codes. FGXT will use the old FFIS agency code, for agencies in FMMI with new ALCs the new ALC will be used, the FFIS agency flag will be “N” instead of “Y.”
2. The FMMI Sales Order or FoR will contain the FMMI-generated Customer number in the Sold-to or Customer field, respectively. The Sales Order or FoR does *not* require a Purchase Order Number in this scenario. The FFIS Agency’s Customer Master Record that the FMMI Agency must select should contain the following elements:
 - a. Account Group “USDA”
 - b. The agency’s ALC
 - c. A Trading Partner that is not internal
 - d. The Payment Office of the agency
 - e. JIOK Payment Methods
3. The corresponding CAN number will be populated on the FMMI Sales Order or FoR, for reference only. The specific fields will vary by the type of agreement document and are included in Appendix A of this document.
4. Collection will occur through the IPAC process.

Scenario 4: FFIS providing agency; FMMI requesting agency

Reimbursable agreements between an FFIS providing agency and a FMMI requesting agency are handled through the following process:

1. The FFIS RA document must contain a valid CAN number which represents the FMMI requesting agency. Note only the “R” side of the CAN will be created in FFIS and will still use the Treasury Bureau Codes. FGXT will use the old FFIS agency code, for agencies in FMMI with new ALCs the new ALC will be used, the FFIS agency flag will be “N” instead of “Y.”
2. The FMMI Purchase Order will contain the FMMI-generated Vendor number. The FFIS Agency’s Vendor Master Record that the FMMI Agency must select should contain the following elements:
 - a. Account Group “ZFUD”
 - b. The agency’s ALC
 - c. A Trading Partner that is not internal
 - d. The Payment Office of the agency
 - e. IJKO Payment Methods
3. The corresponding CAN number will be populated on the FMMI Purchase Order header, in the “Communication” tab.
4. Collection will occur through the IPAC process.

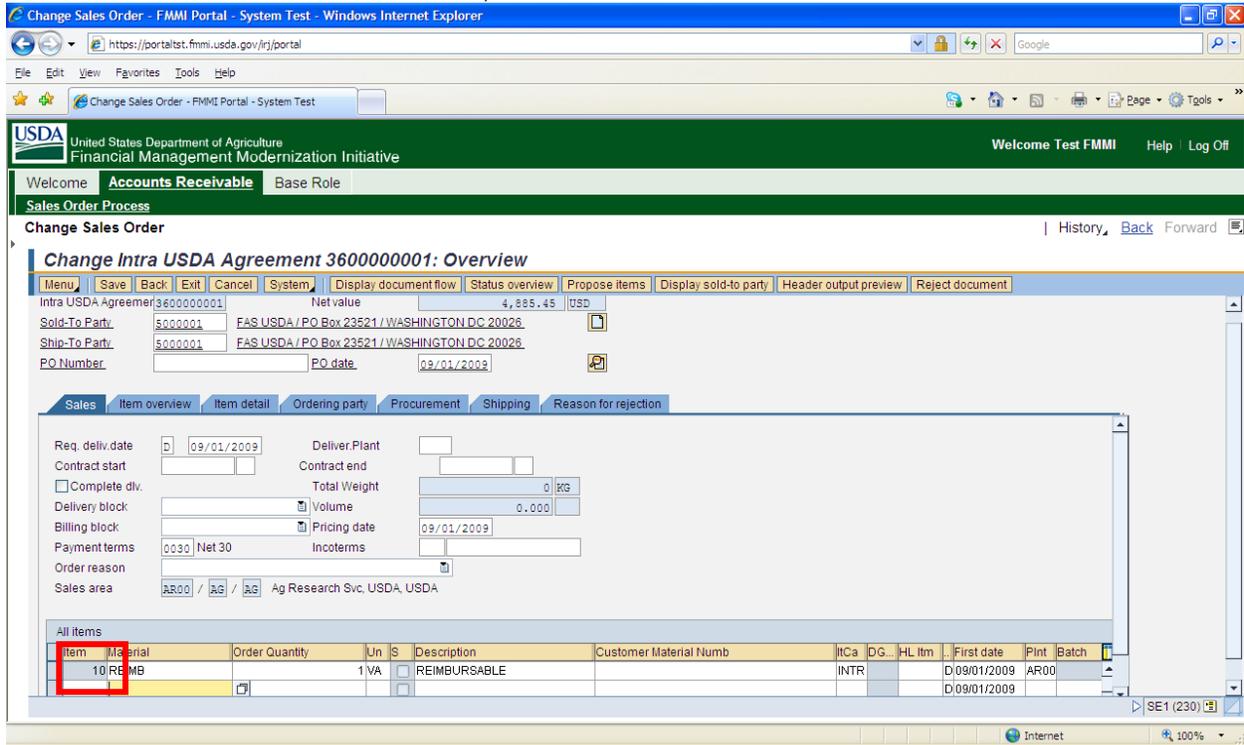
The CAN will serve no functionality in FMMI, but will serve as a reference to tie reimbursable agreements between FMMI and FFIS USDA agencies until the entire department has implemented FMMI.

Appendix A:

The following screenshots show where to populate the CAN numbers on FMMI Sales Orders, Forecast of Revenue Documents, and Purchase Orders.

Sales Order:

1. From the **Create Sales Order** screen, click on the line item.



2. Go to the **Order Data** tab



3. Type the CAN in the **Your Reference** field

The screenshot shows the 'Change Sales Order' interface in the FMMI Portal. The main heading is 'Change Intra USDA Agreement 360000001: Item Data'. Below this, there are several tabs: 'Conditions', 'Account assignment', 'Schedule lines', 'Partners', 'Texts', 'Order Data', 'Status', 'Structure', 'Additional data A', and 'Additional data B'. The 'Texts' tab is active, showing a form with fields for 'Sales Document Item' (10), 'Material' (REIMB), 'Item category' (INTR), and 'Reimb - No Advance'. The 'Your Reference' field is highlighted in yellow, indicating where the user should enter the CAN. Other fields include 'PO number' (450000010), 'Purchase order date' (09/01/2009), 'Purchase order type', 'Purchase order item' (10), and 'Customer Material'.

Forecast of Revenue:

1. On the **Create Overview** screen, type the CAN on the **Text** field of the line item

The screenshot shows the 'Create Revenue Forecast' interface in the FMMI Portal. The main heading is 'Forecast of revenue: Create Overview screen'. Below this, there are several tabs: 'Header data', 'Detail line item', 'Select all', 'Deselect all', 'Check', 'Document header long text', 'Copy items', and 'More...'. The 'Detail line item' tab is active, showing a form with fields for 'Document number', 'Document type' (WC), 'Company Code' (USDA), 'Doc.text', 'Currency' (USD), and 'Grand total' (0.00). Below the form is a table of line items:

D...	Overall amount	Text	Commitment item	Funds Center	Fund	Budget Per...	Func	Funded Program
	20,000	&90369A9NO R	REVENUE	CF00000000	CF0000014R	10XX	AULT	

The 'Text' field in the first row of the table is highlighted in yellow, indicating where the user should enter the CAN. Below the table, there are fields for 'Position' and 'Document item' (0 / 0).



Purchase Order:

1. Type the CAN in the **Your Reference** field in the **Communication** tab in the Header.

The screenshot shows a web browser window displaying the 'Create Purchase Order' form in the FMMI Portal. The browser's address bar shows the URL 'https://portalst.fmmi.usda.gov/frj/portal'. The page header includes the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. A navigation menu at the top lists various system functions, with 'Purchasing' highlighted. Below the navigation menu, the 'Create Purchase Order' form is displayed. The form has a 'Communication' tab selected, and the 'Your Reference' field is populated with the value '89039BASNO P'. Other fields visible include 'Standard PO', 'Vendor', 'Doc. date' (10/19/2009), 'Salesperson', 'Telephone', and 'Language'. The form also includes a 'New Item' dropdown menu and a 'SE1 (230)' status indicator at the bottom right.

Glossary of Related IPAC and FMMI Acronyms

ALC	Agency Location Code
AR	Accounts Receivable
CANs	Common Agreement Numbers
CCD	Cash Concentration & Disbursement (Record Format for Electronic Vendor Payments)
COD	Controller Operations Division
CTX	Cash Concentration & Disbursement (Record Format for Electronic Vendor Payments)
EFT	Electronic Funds Transfer
FI	FMMI Invoice That Does Not Reference a Purchase Order
FMMI	Financial Management and Modernization Initiative
FMS-FRS	Financial Management System - Federal Reserve System
G/L	General Ledger
GWA	Government-Wide Accounting
INTR	Intra-Governmental Transaction Module
IPAC	Intra-Governmental Payment and Collection System
LIV	Logistics Invoice Verification (FMMI Invoice that Does Reference a Purchase Order)
PO	Purchase Order
RONA	Reimbursable Order No Advance
TAS	Treasury Account Symbol
WBS	Work Breakdown Structure

FMT – May 2010

Labels for TABS

- I. Table of Contents
- II. Overview Presentation
- III. Create an AR Invoice
- IV. Create Sales Order - RONA
- V. Modify Sales Order AR Document
- VI. Create Sales Order - INTR
- VII. Create a Purchase Requisition
- VIII. Create an IPAC PO for a Federal Vendor
- IX. FMMI Vendor and Customer Codes
- X. Greenbook Program Vendor Codes
- XI. Common Agreement Numbers (CANS)
- XII. Glossary of IPAC and FMMI Acronyms