



United States Department of Agriculture
Financial Management Modernization Initiative

Sales Orders Review and Close Guidance

This document was created as a guide for reviewing sales orders throughout the fiscal year and for closing sales order.

Revision: June 1, 2012
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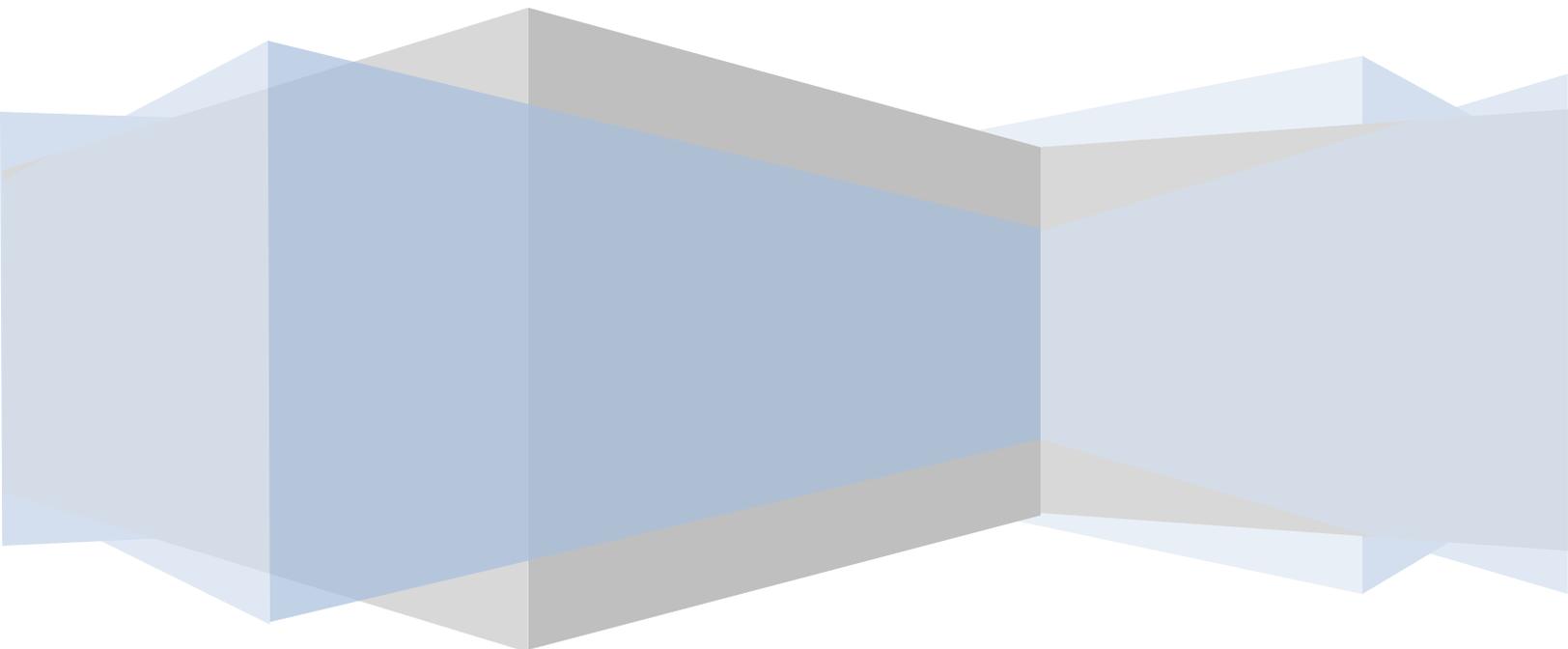


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Sales Orders Analyses

Sale order analyses and corrections should be completed throughout the fiscal year.

1) Review the Reimbursable Orders Report.

Note that transactions processed outside of the sales order process (e.g. refunds via Accounts Payable) will not be reflected. Also the data is retrieved from the FMMI Funds Management Module (FM) and the Sales & Distribution Module (SD). In theory, these should reconcile to each other and to the Financial Module (FI).

Column Heading	Descriptive Text	Notes
FM Sales Order	The availability created for the funded program and budget period; the amount of consumable budget reflected in the Funds Management Module; should reconcile to the "Consumable Amount" displayed on the Budget Availability Control Report.	These should equal.
SD VBAP Order	The value of the sales order in the Sales & Distribution Module by sales order number and line item number; the amount shown on the sales order line item.	
Total Consumption	The sum of Commitments, Obligations and Expenditures in the Funds Management Module; the amount of consumption by funded program and budget period; should reconcile to the "Consumed Amount" displayed on the Budget Availability Control Report.	
Commitments	For agencies that utilize commitment accounting, this is a step to set aside funds prior to obligation as reflected in the Funds Management Module and should reconcile to the balances in the 4700 series general ledger accounts from the Financial Module.	
Obligations	Unliquidated obligations in the Funds Management Module by funded program and budget period; should reconcile to the balances in the 4800 and 4900 series (excluding 4902) general ledger accounts from the Financial Module.	
Expenditures	Liquidated obligations in the Funds Management Module by funded program and budget period; should reconcile to the balances in general ledger account 4902 from the Financial Module.	
Total Revenue	Revenue recognized for this funded program and budget period in the Funds Management Module; should reconcile to 5100 (goods) and 5200 (services) series general ledger accounts from the Financial Module.	These should equal.
Billed Amount	The amount billed for this funded program and budget period.	
Non-Billable	Amounts not selected for Resource Related Billing.	
Earned Unbilled	The amount of costs incurred for the funded program and budget period that remain unbilled; represents orders that may be filled (should be GL 4251 or 4252) but are still reflected in the general ledger as unfilled (GL 4221 or 4222); also represents understated revenue.	
Sales Order Unbilled	The "SD VBAP Order " less the billed amount.	These should equal.
Available	The amount available for consumption for the funded program and budget period; the FM Sales Order amount less Total Consumption; should equal the available amount on the Budget Availability Control Report.	
SD Available	The amount available for consumption as determined by the sales order line item; SD VBAP Order less Total Consumption; should equal the available amount on the Budget Availability Control Report.	

Advances Only	Down Payments Not Cleared	Down Payment Requests within the document flow related to the sales order line that have not been cleared by collection documents or reversal documents.
	Down Payments Cleared	Down Payment Requests within the document flow related to the sales order line that has been cleared by collections or reversal documents.
	Down Payments Recognized as Revenue/Billed	Billings against the down payments that have been billed and, therefore, generate revenue postings and reduce the unfilled orders liability.
	Down Payments Remaining	The Down Payments Cleared less the Down Payments Recognized as Revenue/Billed.

2) **Correct Deficits.**

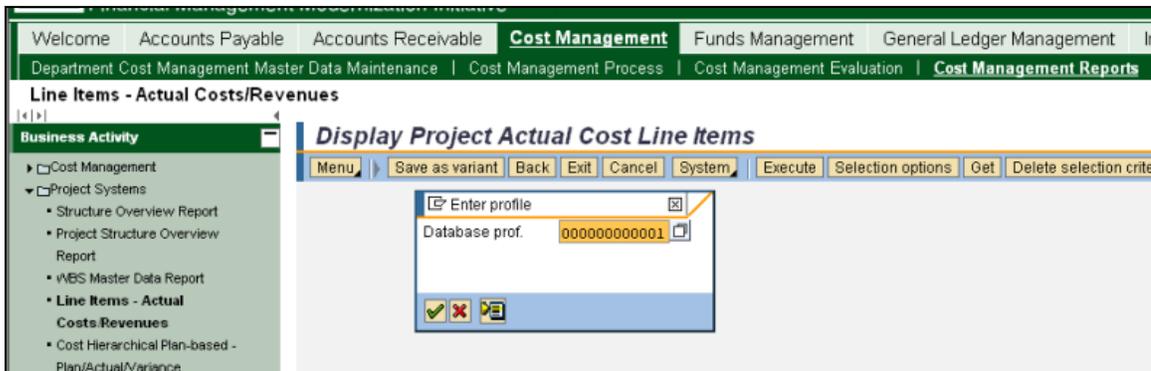
Utilize the Budget Availability Report to investigate negative availability and take action, where necessary.

3) **Review Non-Billable Charges.**

If the charges are billable, reclassify them to billable BOC's.

Sales Order	Line Item	Funded Program	Budget Period	Total Consumption	Non-Billable
3700000516	10	AR.RC.5438.93.0067	10XX	55,188.15	15,000.00

- a) To locate the actual non-billable charges, run the Line Items - Actual Costs/Revenues Report twice.



- b) In both instances, provide the WBS element and remove the beginning posting date. Also, in one instance, enter the Cost Element Group of "RIA_CEL.ALL" to view the billable items.

Display Project Actual Cost Line Items

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

Project Management Selections (DB profile: 000000000001)

Project [] to []

WBS Element AR.RC.5438.93.0067 to []

Network/order [] to []

Activity [] to []

Materials in network [] to []

Cost Elements

Cost Element [] to []

Or

Cost Element Group **RIA_CEL.ALL**

Posting Data

Posting date [] to 12/31/2011

Settings

Layout **ZWBS_BILLI** WBS Billing Review

- c) Upon generating the reports, filter the data to the budget period in question.
- d) Compare the output of both reports and locate the differences, the non-billable items.

For the example, the \$15,000 high-lighted in orange below relates to an accrual, as noted by the "99" in the last two digits of the general ledger account. Accruals are not billed and should reverse. In this instance, it appears that a \$15,000 reversal occurred but within a different (and billable) general ledger account. Before closing the order, the agency must take steps to clear the accrual. Otherwise, billable consumption is understated by \$15,000.

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

Department Cost Management Master Data Maintenance Cost Management Process Cost Management Evaluation **Cost Management Reports** BI Cost Management Reports

Line Items - Actual Costs/Revenues

Display Actual Cost Line Items for Projects

Menu Back Exit Cancel System Document Master Record Correction Request Details Set Filter Sort in Ascending Order Sort in Descending Order Change Layout... Select

Layout ZWBS_BILLI WBS Billing Review
 Object WBS AR.RC.5438.93.0067 ASHRAE
 Cost Element 5200000200 To 6790002670 ServRev-Exch...
 Posting Date 00/00/0000 To 12/31/2011

Per	Year	OTy	Object	_BP	*Cost Element	CstElemGrp	=Val/COArea Crcy	Aux.acct assignmnt_1	Document...	Document Date	DocTyp	RefDocNo	P
10	2010	WBS	AR.RC.5438.93.0067	10XX	6100001199		15,000.00	CTR AR54380600	3000496248	07/01/2010	SU	100093527	A
					6100001199		15,000.00						
5	2010	WBS	AR.RC.5438.93.0067	10XX	6100002500		17,591.48		3000429893	02/28/2010	SA	100085856	A
					6100002500		17,591.48						
7	2010	WBS	AR.RC.5438.93.0067	10XX	6100002670		159.85	CTR AR54380600	3000210612	04/07/2010	ZS	500018842	A
7	2010	WBS	AR.RC.5438.93.0067	10XX			31.99	CTR AR54380600	3000259546	04/28/2010	ZS	500029737	A
7	2010	WBS	AR.RC.5438.93.0067	10XX			25.48	CTR AR54380600	3000191637	04/02/2010	ZS	500012262	A
8	2010	WBS	AR.RC.5438.93.0067	10XX			8.04	CTR AR54380600	3000316316	05/16/2010	ZS	500044927	A
9	2010	WBS	AR.RC.5438.93.0067	10XX			1,940.87	CTR AR54380600	3000349866	06/01/2010	ZS	500052884	A
9	2010	WBS	AR.RC.5438.93.0067	10XX			522.00	CTR AR54380600	3000426236	06/15/2010	ZS	500062791	A
9	2010	WBS	AR.RC.5438.93.0067	10XX			302.79	CTR AR54380600	3000435759	06/17/2010	ZS	500063944	A
10	2010	WBS	AR.RC.5438.93.0067	10XX			15,000.00	CTR AR54380600	3000496248	07/01/2010	SU	100093527	A

4) **Verify the Sales Order Value.**

For sales orders with advances, ensure that the Funds Management sales order value and the Sales & Distribution sales order value equals.

Sales Order	Line Item	Funded Program	Budget Period	Contract End Date	FM Sales Order	SD VBAP Order	FM/SD Difference
3700001070	10	AR.CI.6659.01.0103	10XX	9/29/2010	29,772.00	29,772.00	-

Common issues to remedy:

- a) **For advances only, the billing plan lines are not accurate.** Upon completion, the net amount of the Down-Payment requests equal the Sales Order Total line equals the Net value of the sales order line item. Also, the Milestone billing line has zero dollars and the Sales Order Total line is blocked (bill status is "02").

1. **Ensure that the amounts attached to the net down payment requests on the billing plan tab reconcile to the net sales order line item value.** Review all lines labeled "Down payment." A down payment request with billing type "FAZ" should be added. Whereas, a down payment request with billing type FAS should be subtracted. Where the net of these down payment lines exceeds the sales order line item value, the FM sales order will be larger (and vice versa).

Also, ensure that the "BillSt" equals "C" for complete. Otherwise, accounting documents were not generated.

2. **Ensure that a Milestone billing line exists. This line should have a zero value.**
If billing has not taken place, it should be possible to reduce the value to \$0 using the sales order change mode.
3. **Ensure that the Sales Order Total line equals exists. This line should have a value equivalent to the sales order line item value, and the Block should be set to "02".**
The best alternative is to have a combination of a zero-dollar Milestone billing line along with a Sales Order Total line equivalent to the Net value of the sales order line item. (See EXAMPLE below.)

If it is not possible to reduce the Milestone billing line to \$0 as recommended in #2 above, then the Sales Order Total line should be reduced to \$0 after removing the "02" block. Upon completion, replace the "02" block.

EXAMPLE:

Sales A		Sales B		Contract data		Shipping		Billing Document		Billing plan		Conditions		Account assignment		Schedu	
Net value				279,261.27		USD											
Billing plan																	
BillingPlanType		99		Milestone billing													
Start date		04/27/2010		01		Today's Date				Reference		0000000006					
InvoicePercentg		100.00		Billing value		279,261.27		USD									
Dates																	
Billing Date	DtDs	MistRel		%	Bill.value	Crcy	Block	MStn	BR	BillSt	PayT	DCat	Billing Ty				
04/27/2010	0009		Down payment		215,000.00	USD		<input type="checkbox"/>	4	C	0001	04	FAZ				
08/18/2010	0009		Down payment		64,483.04	USD		<input type="checkbox"/>	5	C	0001	04	FAZ				
09/15/2011	0003		Sales Order Total		279,261.27	USD	02	<input type="checkbox"/>	1	A	0001	01	F2				
12/08/2011	0009		Down payment		221.77	USD		<input type="checkbox"/>	5	C	0001	04	FAS				
12/09/2011	0007		Milestone billing		0.00	USD		<input type="checkbox"/>	2	C		01	F2				

Upon completion, the net Down-Payment requests equal \$279,261.27 (+ \$215,000.00 + \$64,483.04 - \$221.77), the Sales Order Total line equals \$279,261.27, and the overall Net value of the sales order line item equals \$279,261.27

b) **Same Sales Order and Line....Duplicate Amounts in the SD VBAP Order column.**

In the event that two or more lines exist with the same sales order number, line item number, funded program, and budget period, review the project structure. The billing element should be checked only at the level of the sales order.

The report creates one line for each level of the WBS project structure that contains a check as a billing element. If a sales order is not established for a specific level, it should not have the billing element checked. In the project builder change mode, only those WBS elements not previously used are available for this update.

EXAMPLE: 320000294 10 NI.RA.4HDP.00.ARMY.48680

Sales Order Report lines:

Bus Area	Sales Ord	Line Iter	Funded Program	Fund	Budget Peric	FM Sales Ord	SD VBAP Ord	Total Consumption
NI100	320000294	10	NI.RA.4HDP.00.ARMY.48680	NI10000502R	0909	17,030,000.00	17,030,000.00	3,475,831.55
	320000294	10	NI.RA.4HDP.00.ARMY.48680	NI10000502R	0909	-	17,030,000.00	13,554,168.45
	320000294	10	NI.RA.4HDP.00.ARMY.48680	NI10000502R	0909	-	17,030,000.00	-

Project Structure:

In reviewing project NI.RA.4HDP below, the level 2 WBS (NI.RA.4HDP.00), the level 3 WBS (NI.RA.4HDP.00.ARMY), and the specific level 4 WBS (NI.RA.4HDP.00.ARMY) have the billing element field checked (See the "Bill" column below.) Therefore, three lines were generated on the Sales Order Report; three billing levels equals three sales order lines for the same sales order and line number.

L.	WBS element	Typ	Pri	Su	PE	Acct	Bill	System status
1	NI.RA.4HDP	RA				<input type="checkbox"/>	<input type="checkbox"/>	REL
2	NI.RA.4HDP.00	RA				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REL
3	NI.RA.4HDP.00.ARMY	RA				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REL ACPT
4	NI.RA.4HDP.00.ARMY.48661	RA				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REL ACPT
4	NI.RA.4HDP.00.ARMY.48680	RA				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REL ACPT

Based upon the sales order (see below) and the WBS, the billing occurs at level 4. Therefore, the Bill column for the other levels needs to be removed. In this example, only NI.RA.4HDP.00 can be corrected (not grayed out). Once the check in the Bill column is removed, two lines will be created on the report instead of three. The agency will have to review the two remaining lines together.

Sales Order:

The screenshot displays the USDA Financial Management Modernization Initiative interface. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', and 'Funds Management'. Below this, a secondary navigation bar shows 'Sales Order Billing Process', 'AR Process', 'AR Approval', 'AR Evaluation', 'AR Reports', and 'Sales Order'. The main heading is 'Display Sales Order'.

The specific view is titled 'Display Reimb - No Advance 320000294: Overview'. It features a menu bar with options: 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Display document flow', 'Status overview', and 'Display sales summary'.

Key data fields include:

- Ship-To Party: 5000382
- PO Number: [Empty]
- PO date: 03/02/2010
- Req. deliv.date: 02/28/2010
- Contract start: [Empty]
- Contract end: [Empty]
- Complete dlv.:
- Delivery block: [Empty]
- Billing block: [Empty]
- Payment terms: 0030 Net 30
- Order reason: [Empty]
- Sales area: NI00 / AG / AG NIFA, USDA, USDA

Navigation tabs at the bottom include: Sales, Item overview, Item detail, Ordering party, Procurement, Shipping, and Reason for rejection.

An 'All items' table is visible at the bottom, with the following data row:

Item	Material	Description	WBS Element	Order Quantity	Un	Amount	pe
10	REIMB	QCCSUSD NI.RA.4HDP.00.	1.48680	1	VA	17,030,000.00	

5) Review Activity on Related WBS elements.

Review each sales order line with any other line that has that same or similar WBS and budget period. FMFI assigns consumption business to the WBS and budget period, not to a sales order. (Note: For future processing, a WBS and budget period should only be used on one sales order.) Therefore, a manual summation of the details for all associated lines

- a) **The same WBS and budget period in two different sales orders.** Review each sales order line with any other line that has that same WBS and budget period. FMFI assigns consumption business to the WBS and budget period, not to a sales order. **A funded program and budget period should only be used on one sales order.**

In the example below, WBS AR.CI.6659.01.0103 10XX on sales order on 3700001070, item 10, shows positive availability of \$29,772. However, when combined with sales order 3700000968, item 10, the remaining net availability is \$717.70 (-29,054.30 + 29,772.00).

Sales Order	Line Item	Funded Program	Budget Period	Contract End Date	SD VBAP Order	Total Consumption	Available
3700000968	10	AR.CI.6659.01.0103	10XX	9/30/2011	-	29,054.30	(29,054.30)
3700001070	10	AR.CI.6659.01.0103	10XX	9/29/2010	29,772.00	-	29,772.00

To understand the true authority and consumption, manually sum the details of all associated lines.

Rejecting Duplicate Sales Order Lines for Proper Close

The agency should block the invalid \$0.00 sales order lines **AND** set the reason for rejection to “**Closed – Incorrectly Setup (No Activity).**” This reason is configured to mark the sales order as no longer relevant for billing and will cause the line to be ignored by the close program. Upon completion, the close program will link the consumption to the valid sales order.

Change Trust Agmt - w/ Adv 3700000968: Overview

Trust Agmt - w/ Adv: 3700000968 Net value: 0.00 USD

Sold-To Party: 3260945 AGROSCIENCE

Ship-To Party: 3260945 AGROSCIENCE

PO Number: PO date: 06/02/2010

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

Order reason:

All items

Item	Material	Reason for rejection	Net value	Description
10	REIMB	Closed - Incorrectly Setup (no activity)	0.00	58-3k95-0-1381X

The agency should remove the WBS and the funded program from the Account Assignment and budget period from 3700000968 and block this invalid sales order line, as noted by the SD VBAP Order value of \$0. Upon completion, the Reimbursable Orders will link the consumption to the valid sales order.

b) Review other budget periods of that WBS to ensure that adjustments are not necessary between budget periods.

With regards to AR.CI.6659.01.0103, 11XX has negative availability. Therefore, the agency must determine if that overage in 11XX must be reclassified to 10XX prior to adjusting 10XX.

Sales Order	Line Item	Funded Program	Budget Contract E Period	Contract E	SD VBAP Order	Total Consumption	Available
3700000968	10	AR.CI.6659.01.0103	10XX	9/30/2011	-	29,054.30	(29,054.30)
3700001070	10	AR.CI.6659.01.0103	10XX	9/29/2010	29,772.00	-	29,772.00
3700001070	20	AR.CI.6659.01.0103	11XX	9/30/2011	29,968.00	30,569.55	(601.55)
							116.15

7) Bill the Earned Unbilled Revenue.

Where Earned/Unbilled Revenue is positive, take the necessary billing steps to liquidate the outstanding advance.

For sales order with advances, ensure that a zero dollar milestone line exists in the billing plan line before creating the billing request and the billing document.

To create the empty Milestone in the Billing Plan tab, enter a new line, populating the following fields:

Billing Date:	Current
DtDs:	0007
%:	blank
Bill. Value:	0.00
BR:	2
PayT:	0001
Dcat:	01
Billing Type:	F2

After entering the Milestone billing line, save the sales order before proceeding.

Create the Billing Requests and Billing Documents by following the instructions in the Online Help Procedures.

8) Liquidate Outstanding Excess Obligations.

If the activity is complete but the obligation was greater than expected, write the obligation down.

Sales Orders-Automated Close

Where possible, the sales order close program reduced the availability on sales orders without advances for lines associated with an expired budget period (e.g., 1010, 1111 for the fiscal year end 2011 close) or associated with an expired contract end date (e.g., 9/30/2011 or earlier for the fiscal year end 2011 close).

Where the contract end date on an expired budget period went beyond 9/30/2011, a new line in the sales order was created for budget period 1212.

For example, sales order 123 had a line for Fund A budget period 1111 for \$1000. \$900 was consumed, leaving a net availability of \$100. Therefore, Fund A budget period 1111 was reduced by \$100 and general ledger transactions were generated as follows:

4210	Anticipated Reimbursements	\$100
4221	Unfilled Customer Orders without Advances	\$100
4610	Allotments	\$100
4590	Apportionments-Anticipated	\$100

The contract end date on sales order 123 was 12/31/2011. Therefore, a new line within the sales order was created to Fund A budget period 1212 for \$100 and general ledger transactions were generated as follows:

4221	Unfilled Customer Orders without Advances	\$100
4210	Anticipated Reimbursements	\$100
4590	Apportionments-Anticipated	\$100
4610	Allotments	\$100

The agency will have a negative 4590 budget type until the apportionment is created for the budget period 1212 line.

The sales order close program did not update the text fields. Therefore, it is critical for the users to update the texts, especially the purchase order number and purchase order line item prior to billing. Additionally, the Costing Sheet (ZRRB1) and the Overhead Key (R18, R15, R07, etc) on the Account Assignment Tab were not brought forward.

In the event that the agency determines that the new line should not exist, the users should change the value of the new line to \$0 and check the box to block the line. Additionally, the user must specify the Reject Reason of "Closed – Incorrectly Setup (No Activity)" before saving. If the system edits that a purchase order line number is required, the user may enter any line item number (e.g. 10) for the purposes of the reduction.

Sales Orders-Manual Close

For sales orders not closed by the sales order close process and **upon completion of all related sales order analyses and corrections (See Sales Order Analyses)**, those sales order line items that meet the following criteria must be closed manually:

1. A positive available balance AND
2. The sales order line item is expired.
 - a. Either the budget period (bp) is expired (e.g., budget period 111 1 or earlier in fiscal year 2012) OR
 - b. The contract end date is expired.

The goal of the close is to ensure \$0 availability related to an expired budget period and/or an expired contract, \$0 availability for a unique funded program and budget period combination related to expired authority. Upon completion of the close, the Budget Availability Report must show \$0.00 in the Available Amount column.

BEFORE BEGINNING,

1. **Any adjustments between related funded programs must be complete.**
2. **Non-billable must be \$0.**
3. **Unearned unbilled revenue must be \$0.**

STEPS TO COMPLETION:

1) **Determine Amounts.**

Calculate the final amount for the original sales order line item, the amount to carry forward to a new sales order line item, and the amount of the down-payment to reapply or refund.

- a) The **Ending Sales Order Line Item Value** equals the consumed portion (obligated) of the authority.
- b) The **Sales Order Remaining Availability** is the unconsumed portion of the amounts allotted for the unique WBS and budget period. This is the amount to remove (the incremental reduction) from the original sales order line item and, if the contract is not expired, equals the amount to carry-forward to a new sales order line item.
- c) If a customer advance is applicable, the **Down-Payment Carry-Forward** equals the unused down payments, down-payments less earnings less a reserve to pay for outstanding obligations. This amount equals the down-payment that must be carried forward for further processing, applied to a new sales order line item or refunded to the customer.

EXAMPLES: The following examples show how to determine the amounts. All examples assume that there is no remaining Earned Unbilled Revenue and no Non-Billable Charges.

	A	B	C	D	E	F	G	H
	Original Sales Order Line Value (Gross Contract Authority)	Down Payments (DP)	Expensed and Earned (Billing is complete and revenue is recorded.)	Remaining Down Payment B-C	Unexpended Obligations (amount of the DP to reserve for future expenditures.)	Down-Payment Carry-Forward D-E	Sales Order Remaining Availability (Original line reduction) A-C-E	Ending Sales Order Line Item Value A-G or C+E
a	\$100	\$100	\$75	\$25		\$25	\$25	\$75
b	\$100	\$100		\$100	\$75	\$25	\$25	\$75
c	\$100	\$60	\$60	\$0		\$0	\$40	\$60
d	\$100	\$60	\$20	\$40		\$40	\$80	\$20

- a) **FULL DOWN-PAYMENT - LIQUIDATION EQUAL TO EXPENDITURES:**
The original sales order line value is for \$100 with a full down payment from the customer. Expenses of \$75 were fully billed and liquidated the advance. The original sales order line should be reduced by \$25 and the remaining down-payment of \$25 should be reapplied or refunded.
- b) **FULL DOWN-PAYMENT - UNLIQUIDATED OBLIGATIONS-TO BE EARNED IN THE FUTURE:**
The original sales order line value is for \$100 with a full down payment from the customer. \$75 is obligated but not yet expended. Therefore, the remaining down-payment is \$100 while remaining availability is only \$25. \$75 of the advance must remain to offset the expected future earnings. The original sales order line should be reduced by \$25 and the remaining down-payment of \$25 should be reapplied or refunded.
- c) **PARTIAL DOWN-PAYMENT - LIQUIDATION=EXPENDITURES=DOWN-PAYMENT:**
The original sales order line value is for \$100 with a partial down payment from the customer of \$60. \$60 of expenses liquidated the advance. Therefore, there is no carry-forward down-payment. However, since \$40 of contract authority was remaining, the sales order should be reduced by \$40 to \$60.
- d) **PARTIAL DOWN-PAYMENT - LIQUIDATION=EXPENDITURES<DOWN-PAYMENT:**
The original sales order line value is for \$100 with a partial down payment from the customer of \$60. \$20 of expenses liquidated the advance, leaving \$40 as the down-payment to carry-forward. Since \$80 of availability remains, the original sales order should be reduced by \$80 to an ending value of \$20.

2) **Reduce the Original Sales Order Line Item.**

The Sales Order Processor modifies the value of the sales order line item to the final value determined in step 1 (column H).

3) **Create a New Sales Order Line Item.**

If the contract end date is not expired, create a new sales order line item. The Sales Order Processor creates a new sales order line item equal to the amount of the reduction of the original line (column G from step 1).

For contracts that have not expired, steps 2 and 3 should offset each other, producing a net zero impact on overall availability.

4) **Update the Billing Plan of the Expired Sales Order Line Item.**

For sales orders with advances only, update the Billing Plan of the expired sales order line item.

- a) The Sales Order Processor must update the blocked (Block = "02") Sales Order Total line to the ending sales order line item value. (See step 1, column H.)
- b) The Sales Order Processor must update the Billing Plan to generate a negative down payment request to cancel that portion of the down-payment request that will be carried forward for further processing. (See column F from step 1.)

If there are future or blocked open down payment lines in the billing plan, these need to be deleted prior to adding the new line.

Add the negative down-payment request with the following parameters:

Billing Date: Current
DtDs: 0009
Billing Value: the amount of the decrease (as a positive number)
BR (Billing Rule): 5 Based on value, not percentage.
PayT: 0001
DCat: 04 Based on value, not percentage.
Billing Type: FAS This signifies a cancelation.

Save the changes by clicking through the warning messages.

This line will have a billing type of "FAS" and will offset against positive down payment request lines, those having a billing type of "FAZ".

Upon completion of Step 4, the net down-payment requests in the billing plan must equal the final Sales Order Total line in the billing plan and must equal the net value for the sales order line item.

For example, sales order 3300000180 required a negative down-payment of \$221.77 on line item 10.

Sales Document Item 10 Item category ROWA Reimb - With Advance
 Material REIMB Ocean :

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

Net value 279,261.27 USD

Billing plan
 BillingPlanType 99 Milestone billing
 Start date 04/27/2010 01 Today's Date Reference 0000000006

InvoicePercentg 100.00 Billing value 279,261.27 USD

Dates													
Billing Date	DtDs	MistRel		%	Bill.value	Crcy	Block	MStn	BR	BillSt	PayT	DCat	Billing
04/27/2010	0009		Down payment	100.00	215,000.00	USD		<input type="checkbox"/>	4	C	0001	04	FAZ
08/18/2010	0009		Down payment		64,483.04	USD		<input type="checkbox"/>	5	C	0001	04	FAZ
09/15/2011	0003		Sales Order Total	100.00	279,261.27	USD	02	<input type="checkbox"/>	1	A	0001	01	F2
12/08/2011	0009		Down payment		221.77	USD		<input type="checkbox"/>	5	C	0001	04	FAS

Upon completion, the net Down-Payment requests equal \$279,261.27 (+ \$215,000.00 + \$64,483.04 - \$221.77), the Sales Order Total line equals \$279,261.27, and the overall Net value of the sales order line item equals \$279,261.27

- c) After saving, go back into the billing plan tab to review the transaction. Ensure that the BillSt (Bill Status) changed to "C" for completed.

If the BillSt remains "A," the accounting document was not created. Check your input. If incorrect, delete the FAS line and re-input.

If an accounting document is still not generated, request that one is manually created by the Sales Order Billing Processor via Accounts Receivable=>Manage Billing=>Create Billing Document. Enter the sales order number and save or execute.

- d) Once the status of the billing plan line is "C" for completed, review the document flow for the accounting document associated with the Canceled Down-Payment Requests. The "Not Cleared" accounting document number (e.g., 3000406721) will be required for transferring the actual down-payment.

Document	Quantity	Unit	Ref. value	Currency	On	Status
Reimb - With Advance 3300000180 / 10	1	VA	279,261.27	USD	04/27/2010	Being processed
Down payment request 0090002718 / 1	1	VA	215,000.00	USD	04/28/2010	FI doc. generated
Accounting document 3000002697	1	VA			04/28/2010	Cleared
Down payment request 0090062116 / 1	1	VA	64,483.04	USD	08/18/2010	FI doc. generated
Accounting document 3000062017	1	VA			08/18/2010	Cleared
Canc. down pymnt req. 0090447307 / 1	1	VA	221.77	USD	12/08/2011	FI doc. generated
Accounting document 3000406721	1	VA			12/08/2011	Not cleared

5) **Update the Billing Plan of the New Sales Order Line Item.**

For unexpired sales orders with advances where the Down-Payment Carry-Forward is greater than \$0, update the Billing Plan of the new sales order line item.

- a) The Sales Order Processor must ensure that a blocked (Block = "02") Sales Order Total line exists within the Billing Plan for the value of the new sales order line.
- b) The Sales Order Processor must unblock the down payment request associated with the new line item. If applicable, update the amount of this line to be the same as the negative down-payment processed in step 4. (See column F from step 1.) This line will have a billing type of "FAZ."

Upon completion of Step 5, the net down-payment requests in the billing plan must equal the value of the Sales Order Total line in the billing plan and must equal the net value for the sales order line item. Therefore, if a partial down-payment is entered, another Down-Payment request line should exist for the difference and should remain blocked ("02") until needed.

For example, sales order 3300000180, line item 30 required a down-payment request of \$221.77 related to original line item 10 and a down-payment request of \$13,741.08 related to original line item 20. Since both requests are current, neither is blocked.

Display Reimb - With Advance 3300000180: Item Data

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

Sales Document Item: 30 | Item category: ROWA Reimb - With Advance
 Material: REIMB | REIMBURSABLE

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

Net value: 13,962.85 USD

Billing plan
 BillingPlanType: 99 Milestone billing
 Start date: 12/08/2011 01 Today's Date | Reference: 0000000006

InvoicePercentg: 100.00 | Billing value: 13,962.85 USD

Dates													
Billing Date	DtDs	MistRel		%	Bill.value	Crcy	Block	MStn	BR	BillSt	PayT	DCat	Billing
12/08/2011	0009		Down payment		221.77	USD		<input type="checkbox"/>	5	C	0001	04	FAZ
12/08/2011	0009		Down payment		13,741.08	USD		<input type="checkbox"/>	5	C	0001	04	FAZ
12/08/2011	0003		Sales Order Total	100.00	13,962.85	USD	02	<input type="checkbox"/>	1	A	0001	01	F2

Upon completion, the net Down-Payment requests equal \$13,962.85 (+ \$221.77 + \$13,741.08), the Sales Order Total line equals \$13,962.85, and the overall Net value of the sales order line item equals \$13,962.85.

- c) After saving, go back into the billing plan tab to review the transaction. Ensure that the BillSt (Bill Status) of the unblocked Down-Payment requests in the Billing Plan changed to "C."

If the BillSt remains "A," the accounting document was not created. Check your input. If incorrect, delete the FAZ line and re-input.

If an accounting document is still not generated, request that one is manually created by the Sales Order Billing Processor via Accounts Receivable=>Manage Billing=>Create Billing Document. Enter the sales order number and save or execute.

- d) Once the status of the billing plan line is "C" for completed, review the document flow for the accounting document associated with the Down-Payment Request. The "Not Cleared" accounting document number (e.g., 3000410767) will be required for transferring the actual down-payment.

Status overview Display document Service documents						
Business partner 00032 Material REIMB REIMBURSABLE						
Document	Quantity	Unit	Ref. value	Currency	On	Status
Reimb - With Advance 3300000180 / 30	1	VA	13,962.85	USD	12/08/2011	Being processed
Down payment request 0090447189 / 1	1	VA	221.77	USD	12/08/2011	FI doc. generated
Accounting document 3000410767	1	VA			12/08/2011	Not cleared
Down payment request 0090447306 / 1	1	VA	13,741.08	USD	12/08/2011	FI doc. generated
Accounting document 3000410495	1	VA			12/08/2011	Not cleared

6) Request further processing of the Down-Payment Carry-Forward.

If a negative down payment request was processed in step 4 to cancel all or a portion of the original down-payment, the Sales Order Processor must provide further processing instructions via the **Down-Payment Reapplications/Refunds Form**.

- a) Retrieve the original collection information (reference and document date).
- i) From the document flow, click the accounting document of the original down payment request and select "Display Document." If more than one down-payment was collected, select the most recent collection first.

With regards to example sales order 3300000180, the last collection of \$64,483.04 on line item 10 was processed against down payment request 0090062116 on 08/18/2010 under accounting document 3000062017.

Document Flow						
Menu Back Exit System Details Status overview Display document Service documents Graphic						
Business partner 00032 Material REIMB REIMBURSABLE						
Document	Quantity	Unit	Ref. value	Currency	On	Status
Reimb - With Advance 3300000180 / 10	1	VA	279,261.27	USD	04/27/2010	Being processed
Down payment request 0090002718 / 1	1	VA	215,000.00	USD	04/28/2010	FI doc. generated
Accounting document 3000002697	1	VA			04/28/2010	Cleared
Down payment request 0090062116 / 1	1	VA	64,483.04	USD	08/18/2010	FI doc. generated
Accounting document 3000062017	1	VA			08/18/2010	Cleared
Canc. down pymnt req. 0090447307 / 1	1	VA	221.77	USD	12/08/2011	FI doc. generated
Debit Memo Request 0070150298 / 10	1	VA	279,261.27	USD	12/09/2011	Completed

- ii) Double-click on the customer number.

Display Document: Data Entry View

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

Data Entry View

Document Number: 3000062017 Company Code: USDA Fiscal Year: 2010
 Document Date: 08/18/2010 Posting Date: 08/18/2010 Period: 11
 Reference: 0090062116 Cross-CC no.:
 Currency: USD Texts exist: Ledger Group:

Item Table:

Item	PK	SG	Account	Description	Amount	Curr.	G/L Acc
1	09	F	3220036	OCEAN	64,483.04	USD	2310900000

- iii) Double-click the "Clearing" document number.

Display Document: Line Item 001

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

Customer: 322 OCEAN G/L acct: 2310900000
 Company code: USDA ATTN ELIZABETH
 US Dept of Agriculture LAKEVILLE Doc. no.: 3000062017

Line Item 1 / Down payment request / 09 F -> A
 Amount: 64,483.04 USD

Additional Data

Due on: 08/18/2010 Bus. Area: AR00 Dunning Area: AR
 Pmnt Block:
 Pmnt Method: Pmnt Meth. Sup.: 12
 Discount %: 0.000 Disc. Amount: 0.00 USD
 Cost Center:
 Sales Doc.: 3300000180 10 0 WBS Element: AR.RA.1235.01.0700
 Earmd Fnds: 0
 Contract: /
 Func. Area: AGDEFAULT
 Clearing: 09/03/2010 / 1400017524
 Assignment: Dwn pmnt tr.: / / 000
 Text: Long text

- iv) Note the "Reference" (e.g., 500141) and the "Document Date" (e.g., 08/24/2010) from this collection document.

Display Document: Data Entry View

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

Data Entry View

Document Number: 1400017524 Company Code: USDA Fiscal Year: 2010
 Document Date: 08/24/2010 Posting Date: 09/03/2010 Period: 12
 Reference: 500141 Cross-CC no.:
 Currency: USD Texts exist: Ledger Group:

Item Table:

Item	PK	SG	Account	Description	Amount	Curr.	G/L Acc	Cos
1	40		1010230000	FBWT-Col Sec 3/2	67,483.04	USD	1010230000	
2	19	A	3220036	OCEAN	64,483.04	USD	2310900000	
3	19	A	3220036	OCEAN	3,000.00	USD	2310900000	

- b) Complete the **Down-Payment Reapplications/Refunds Form**. Use the collection reference and document date retrieved in step 6a, the cancel down-payment request information retrieved in step 4d, the new down-payment request information retrieved in step 5d (if applicable) along with the customer number that is associated with all of these transactions.

If step 5d is not applicable, use the refund line on the form to authorize a refund.

- c) Submit the form along with screen prints of the document flow to the agency's collection organization (e.g., CODCOLLECTIONS.DEBTMGT@nfc.usda.gov).
- d) Capture FMMI screen prints of the data used to complete the form (i.e., customer, sales order, down payment numbers-not processed from the document flow).

For refunds, also capture the FMMI screen print of the Vendor Master file.

- i) Verify that the vendor number and address used for payment is correct.
- ii) Verify that vendor number has a "D" in the Payment method field on the Vendor Payment transactions accounting screen (5th page of the Vendor Master record). If any data is incorrect or missing, send a request to the COD Table Management Group for the appropriate update.

The screen prints must be submitted with the form to COD. Following these steps will ensure the timely and accurate processing.

- e) Submit the **Down-Payment Reapplications/Refunds Form** and captured FMMI screen prints to the agency's collection organization. For collections serviced by COD, forward the information via email to CODCOLLECTIONS.DEBTMGT@nfc.usda.gov. In the subject, insert **Sales Order Reapplication**.

7) **Verify the Results.**

After the collections have been reclassified or refunded, the following verifications should be accomplished.

- a) Ensure that the negative down payment request and the positive down payment requests have cleared via the document flow.

Document Flow

Status overview | Display document | Service documents

Business partner 00032: OCEAN

Document	On	Status	Quantity	Unit	Ref. value	Currency
Reimb - With Advance 3300000180	04/27/2010	Being processed			472,932.16	USD
Reimb - With Advance 3300000180 / 10	04/27/2010	Being processed	1	VA	279,261.27	USD
Down payment request 0090002718 / 1	04/28/2010	FI doc. generated	1	VA	215,000.00	USD
Accounting document 3000002697	04/28/2010	Cleared	1	VA		
Down payment request 00900062116 / 1	08/18/2010	FI doc. generated	1	VA	64,483.04	USD
Accounting document 3000062017	08/18/2010	Cleared	1	VA		
Canc. down pymnt req. 0090447307 / 1	12/08/2011	FI doc. generated	1	VA	221.77	USD
Accounting document 3000406721	12/08/2011	Cleared	1	VA		
Reimb - With Advance 3300000180 / 20	11/02/2010	Being processed	1	VA	179,708.04	USD
Down payment request 0090110592 / 1	11/02/2010	FI doc. generated	1	VA	64,483.04	USD
Accounting document 3000110428	11/02/2010	Cleared	1	VA		
Down payment request 0090170029 / 1	01/20/2011	FI doc. generated	1	VA	64,483.04	USD
Accounting document 3000169242	01/20/2011	Cleared	1	VA		
Down payment request 0090231001 / 1	03/18/2011	FI doc. generated	1	VA	64,483.04	USD
Accounting document 3000230177	03/18/2011	Cleared	1	VA		
Canc. down pymnt req. 0090447308 / 1	12/08/2011	FI doc. generated	1	VA	13,741.08	USD
Accounting document 3000406722	12/08/2011	Cleared	1	VA		
Reimb - With Advance 3300000180 / 30	12/08/2011	Being processed	1	VA	13,962.85	USD
Down payment request 0090447189 / 1	12/08/2011	FI doc. generated	1	VA	221.77	USD
Accounting document 3000410767	12/08/2011	Cleared	1	VA		
Down payment request 0090447306 / 1	12/08/2011	FI doc. generated	1	VA	13,741.08	USD
Accounting document 3000410495	12/08/2011	Cleared	1	VA		

b) Check the Budget Availability Report for accurate results.

Control Objects Data: Overall Values

FM Area: USDA (USD)
Control Ledger: 9H
Fund: AR0008REIM
Funds Center: AR12351200
Commitment Item: ALLOBJECTS
Functional Area: AGDEFAULT
Funded Program: AR RA 1235 01

Overall Values of Control Objects	Consumable A	Consumed Amt	Available Amt
<Several Budget Period Values>	472,932.16	458,969.31	13,962.85
1010	279,261.27	279,261.27	0.00
1111	179,708.04	179,708.04	0.00
1212	13,962.85	0.00	13,962.85

Researching Cash Collections

Accounting documents may be researched (drilled into) within the Sales and Distribution Module via the sales order. Use the procedures described in Sales Order Manual Close steps 6-a to research if a collection actually cleared a down-payment request on a sales order with advance.

For sales orders without advances, perform the same procedure but on the first accounting document under the debit memo within the document flow.

If the document displayed in step 6-a-iv does not have a posting to cash (1010...), then some other type of adjustment cleared the document (reversal, cancellation, etc.).

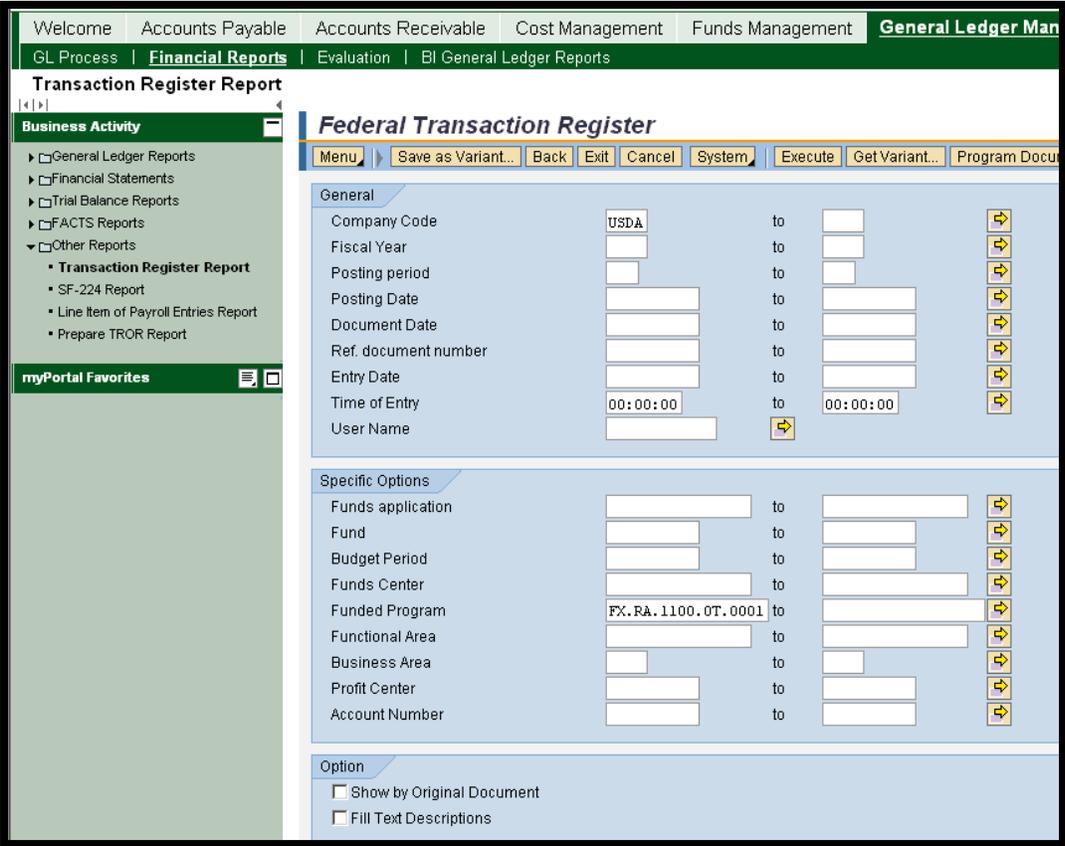
To research cash collections, other resources include the Customer Line Item Display (see online help procedures) and the Federal Transaction Register.

Federal Transaction Register:

MENU PATH: GL Management=>Financial Reports=>Other Reports=>Transaction Register Report

Be sure to UNCHECK the “Show By Original Document” under the “Option” section, remove the fiscal year parameter, and enter the funded program(s).

EXAMPLE: FX.RA.1100.OT.0001



Upon retrieving the results, use the filters to exclude periods 14, 15, and 16 (adjustment and closing periods), ignore closing entries (document type CL), and filter on general ledger accounts 1010230000 and 1010320000 where the Commitment String begins with SO.

1010230000 shows the activity related to lockbox collections. The information below shows \$100,000 to customer 3260626 collected on 2/8/11(Doc. Date) with collection number 580022 (Reference) posted on 2/9/2011. Then, it shows \$5,951.60 being reclassified (same collection information) from budget period 1111 to 1212 on 1/20/2012. The Commitment String has the sales order number and line item number imbedded in it.

Pstng Date	DT	DocumentNo	RefDocumnt	Doc. Date	Reference	Applctn	Fund	Funded Program	BP	Funds Center	Account	Cmmt Item	Local crcy	Commitment string	Customer
02/09/2011	DP	1400050705	1400050705	02/08/2011	580022	1212900	FX0002900R	FX.RA.1100.OT.0001	1111	FX07000000	1010230000	0200	100,000.00	SO3300000224000010	3260626
01/20/2012	DP	1400122609	1400122609	02/08/2011	580022	1222900	FX0002900R	FX.RA.1100.OT.0001	1212	FX07000000		0200	5,951.60	SO3300000224000020	3260626
	DP	1400123100	1400123100	02/08/2011	580022	1212900	FX0002900R	FX.RA.1100.OT.0001	1111	FX07000000		0200	5,951.60	SO3300000224000010	3260626
												1010230000		100,000.00	
11/15/2011	TC	2100976228	2100976228	11/15/2011	0A121111402	1212900	FX0002900R	FX.RA.1100.OT.0001	1111	FX07002250	1010320000	2550	165.00	PO45000163460001001	
02/08/2012	TC	2101165805	2101165805	02/08/2012	0A122020702	1212900	FX0002900R	FX.RA.1100.OT.0001	1111	FX07002250		2550	1,502.19	PO45000163460001001	
												1010320000		1,667.19	
11/14/2011	CL	100488514	100488514	09/30/2011	YEAR END CLOSING PROCESS	1212900	FX0002900R	FX.RA.1100.OT.0001	1111	FX07000000	1010950000	4610YE0000	100,000.00		
	CL	100488514	100488514	09/30/2011	YEAR END CLOSING PROCESS	1212900	FX0002900R	FX.RA.1100.OT.0001	1111	FX07000000		ANTCYE0000	100,000.00		
												1010950000			

Customer Line Item Report. For step by step procedures, see the FMML online help procedures.

The screenshot shows the 'List of Customer Line Items Report' interface. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', and 'General Ledger Management'. Below this, there are sub-menus for 'Sales Order Billing Process', 'AR Process', 'AR Approval', 'AR Evaluation', 'AR Reports', 'Sales Order Reports', and 'Cash Collection Process'. The main title is 'List of Customer Line Items Report'. On the left, there is a 'Business Activity' tree with options like 'Execute AR Reports', 'Accounts Receivable Information System Report', 'Customer Balances in Local Currency Report', 'Customer Sales Report', 'Transaction Figures: Account Balance Report', 'Transaction Figures: Special Sales Report', 'Transaction Figures: Sales Report', 'Due Date Analysis for Open Items Report', 'List of Customer Line Items Report', 'List of Customer Open Items for Printing Report', 'List of Customer Open Items Report', 'Open Items - Customer Due Date Forecast Report', 'Customer Evaluation with Open Items Sorted List Report', 'Customer Payment History Report', 'Customer Open Item Analysis by Balance of Overdue Items Report', 'List of Cleared Customer Items for Printing Report', 'List of Down Payments Open on Key Date - Customers Report', and 'Customer List Report'. The main form area has a 'Menu' bar with 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Get Variant...', and 'Dynamic selection'. Below this are sections for 'Customer selection' (with fields for Customer account and Company code), 'Selection using search help' (with fields for Search help ID and Search string), 'Line Item Selection' (with radio buttons for Open Items, Cleared Items, and All Items, and date fields for Open at Key Date and Posting Date), and 'Type' (with checkboxes for Standard documents, Parked documents, and Noted items).

Billing Notes

Before establishing a sales order and especially prior to billing, ensure that the customer billing information is correct. If the customer is a Federal government entity that will be billed via IPAC (Treasury's Intra-Governmental Payments and Collections System), the customer billing information is the agency location code (ALC) associated with the customer number. Also, ensure that the customer record is active, not flagged for deletion.

For additional information, refer to the FMMI online help procedure, "Display Customer Master" and also the COD website, FMMI processing, Vendor/Customer Maintenance information at http://cod.nfc.usda.gov/FMMI_Processing/VendorCustMaint.html. The USDA Vendor/Customer Master Codes-FMMI is especially useful when recording sales orders with a USDA customer.

For all Federal agencies, ensure the proper ALC is billed and **provide the unique accounting required by the customer** to minimize customer charge-backs and/or rejects.

To bill inter-governmental customers, ensure that the information is provided on the following tabs and fields for proper mapping to IPAC and/or the INTR (Intra-FMMI) process:

	Customer's System of Record		
Sales Order Field Required	FMMI	FFIS	Other
Order Data Tab:			
Sold-To-Party Purchase Order Number	PO	PO & Line, separated by "#" (e.g.,MO10354568#001)	Customer Accounting Information
Item Number	PO Line Item		
Ship-To-Party Purchase Order No.			Treasury Acct Symbol
Texts Tab (IPAC Bill Description)		Description of Charges	Description of Charges

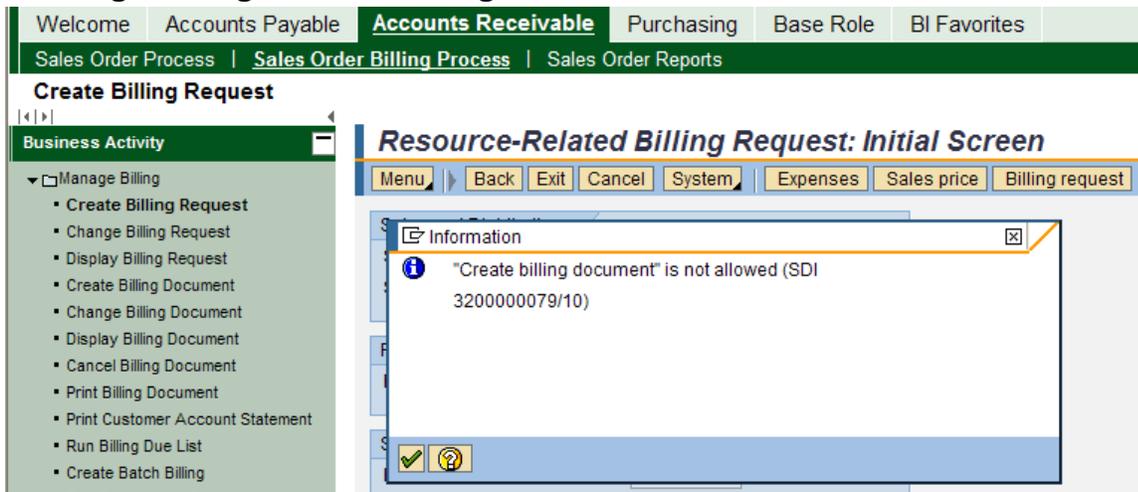
The customer number associated with a sales order may be changed if and only if billings have not occurred. See the FMMI online help procedure entitled, "Change Sales Order."

Billings after a sales order close:

Closing a sales order line item (reducing the order to total consumption) doesn't prevent billing as long as the obligations/accruals occurred prior to the sales order close. Use the Sales Order Report to see the "Earned Unbilled" which should be available for billing using the normal billing process.

To clarify, whether or not a sales order line item is fully expended doesn't matter to the sales order close, as the close is based upon availability (sales order amount less obligations). If the dollars were obligated, you may continue to expend and bill in subsequent periods.

Warning Message: Create Billing Document is not allowed:



Generally, this indicates that the sales order line item specified in the warning message has been blocked. Check the sales order. If there are other line items to bill, simply click the green check and proceed as usual. It's a warning letting you know that nothing will be requested for the specified line item.

Canceling a Billing Document (Debit Memo):

To cancel a billing document, use the Online Help Procedure entitled, "Cancel Billing Document." Item #5 explains that the Billing Date is required but doesn't display the input in the associated picture. Be sure to type the current date in the Billing Date field. Otherwise, the default date reverts back to the original billing date. If the related fiscal period isn't open, the document rejects and doesn't produce the accounting document.

Rejecting a Billing Request (Debit Memo Request):

In the event that amounts require re-billing, the original billing request must be rejected with the reason for rejection of "Reject Temporarily, Redetermine." By doing this, these amounts will revert back to \$0 as unbilled in the billing request calculator and show on the document flow for \$0.00. When the next billing request is processed, these dollars will be billed along with any other unbilled expenditures. Prior to rejecting a billing request, ensure that any associated billing documents have been canceled.