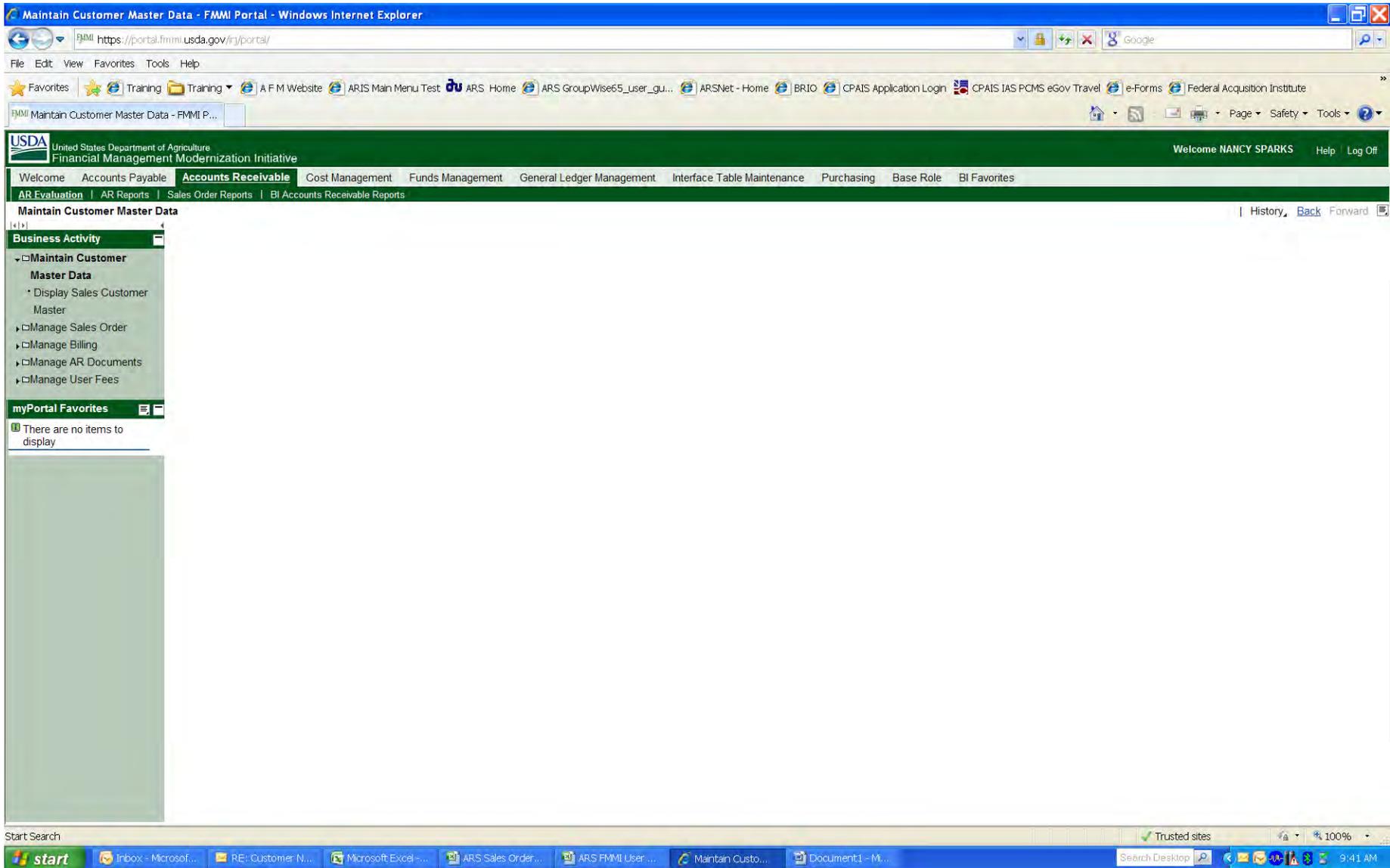


# How to look up a Customer in FMMI (someone from whom we receive money)

Go to **Accounts Receivable** → **AR Evaluation** → **Maintain Customer Master Data**



Select **Display Sales Customer Master**

Display Sales Customer Master - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/fm/portal/

File Edit View Favorites Tools Help

United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome NANCY SPARKS Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Table Maintenance Purchasing Base Role BI Favorites

AR Evaluation AR Reports Sales Order Reports BI Accounts Receivable Reports

Display Sales Customer Master | History Back Forward

**Business Activity**

- Master Data
- Display Sales**
  - Customer Master**
    - Manage Sales Order
    - Manage Billing
    - Manage AR Documents
    - Manage User Fees

myPortal Favorites

There are no items to display

**Customer Display: Initial Screen**

Menu Back Exit Cancel System Select All Deselect All

Customer [Search Box]

Sales area

Sales Organization [Dropdown]

Distribution Channel AG USDA

Division AG USDA

All sales areas... Customer's sales areas...

PE1 (500)

start

Inbox - Microsoft... RE: Customer N... Microsoft Excel... ARS Sales Order... ARS FMMI User ... Display Sales Cu... Document1 - Mi...

Trusted sites 100% 9:43 AM

Click the search box located on the right side of the **Customer** box.

Click on the **Category** box, and you see the methods that can be used for a customer search.

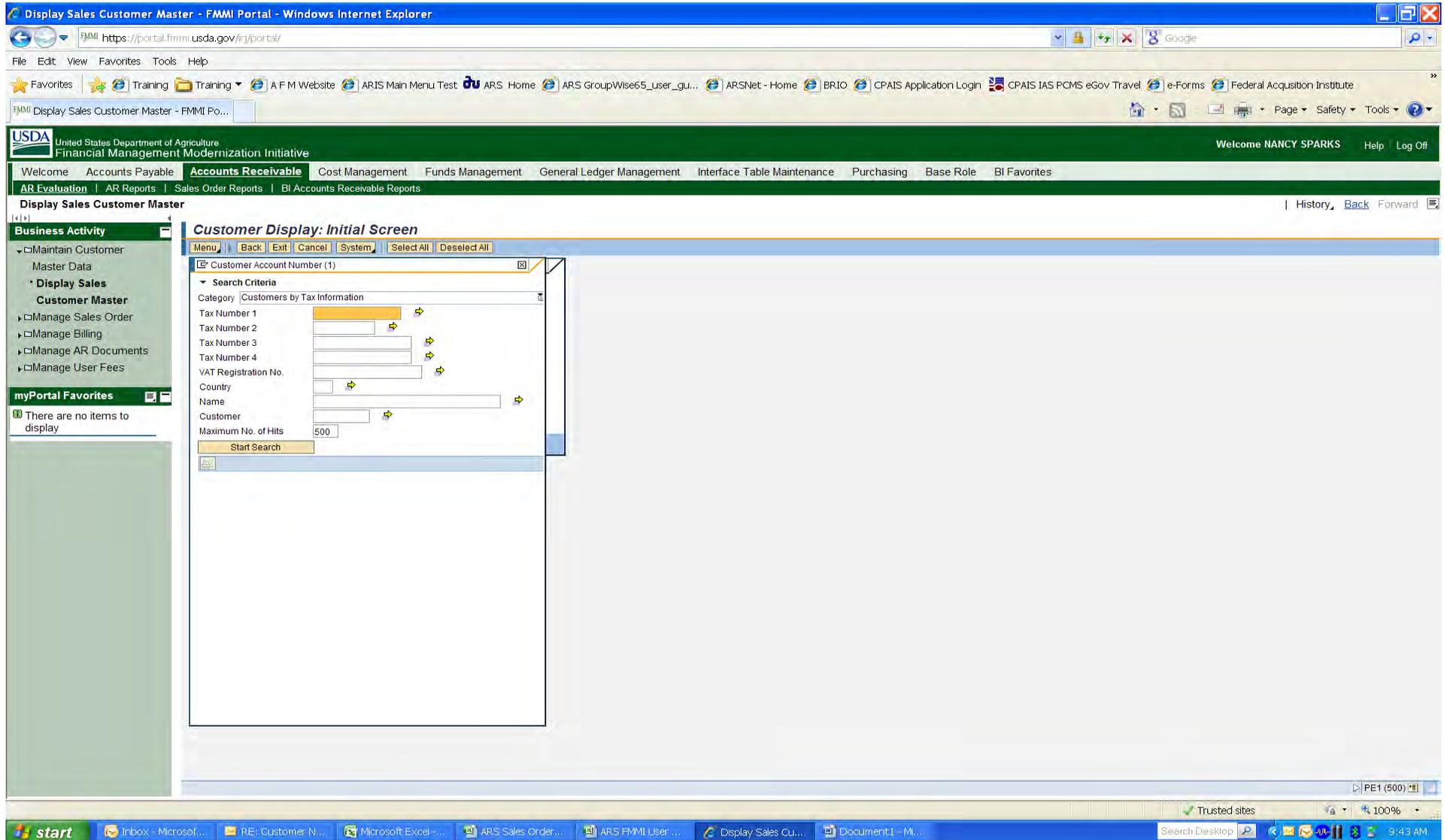
The screenshot shows a web browser window titled "Display Sales Customer Master - FMFI Portal - Windows Internet Explorer". The address bar shows the URL "https://portal.fmfi.usda.gov/fmfi/portal/". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar contains several favorite icons, including "Training", "A F M Website", "ARIS Main Menu Test", "ARS Home", "ARS GroupWise65\_user\_gu...", "ARSNet - Home", "BRIO", "CPAIS Application Login", "CPAIS IAS PCMS egov Travel", "e-Forms", and "Federal Acquisition Institute".

The application header features the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". A navigation bar includes "Welcome NANCY SPARKS" and "Help Log Off". Below this is a menu with "Accounts Receivable" selected, and other options like "Cost Management", "Funds Management", "General Ledger Management", "Interface Table Maintenance", "Purchasing", "Base Role", and "BI Favorites".

The main content area is titled "Display Sales Customer Master" and "Customer Display: Initial Screen". A search criteria dialog box is open, showing a list of search methods. The "Category" dropdown is highlighted, showing a list of options: "Customers by Tax Information", "Customers (general)", "Customers (by company code)", "Customers by country/company code", "Customers by country", "Customers by personnel number", "Customers by Tax Information", and "Customers by Address Attributes". The "Customers by Tax Information" option is selected. Below the list, there are input fields for "Customer" and "Maximum No. of Hits" (set to 500), and a "Start Search" button.

The bottom of the browser window shows the Windows taskbar with the Start button and several open applications: "Inbox - Microsof...", "RE: Customer N...", "Microsoft Excel...", "ARS Sales Order...", "ARS FMFI User...", "Display Sales Cu...", and "Document1 - M...". The system tray shows the time as 9:53 AM.

If you know the SSN, TIN, or FFIS vendor number, you can look by **Customers by Tax Information**:



Here you can enter one of the following:

- **Tax Number 1** SSN
- **Tax Number 2** TIN -- you may need to add a \* at the end,
- **Tax Number 3** not used
- **Tax Number 4** FFIS vendor code

Display Sales Customer Master - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/fm/portal/

File Edit View Favorites Tools Help

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Welcome NANCY SPARKS Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Table Maintenance Purchasing Base Role BI Favorites

AR Evaluation AR Reports Sales Order Reports BI Accounts Receivable Reports

Display Sales Customer Master | History Back Forward

**Business Activity**

- Maintain Customer Master Data
- Display Sales Customer Master**
- Manage Sales Order
- Manage Billing
- Manage AR Documents
- Manage User Fees

myPortal Favorites

There are no items to display

### Customer Display: Initial Screen

Customer Account Number (1)

Menu Back Exit Cancel System Select All Deselect All

Search Criteria

Category Customers by Tax Information

Tax Number 1	<input type="text"/>
Tax Number 2	<input type="text"/>
Tax Number 3	<input type="text"/>
Tax Number 4	<input type="text" value="364058506"/>
VAT Registration No.	<input type="text"/>
Country	<input type="text"/>
Name	<input type="text"/>
Customer	<input type="text"/>
Maximum No. of Hits	<input type="text" value="500"/>

Start Search

No values for this selection

PE1 (500)

start

Inbox - Microsof... RE: Customer N... Microsoft Excel... ARS Sales Order... ARS FMMI User ... Display Sales Cu... Document1 - Mi...

Trusted sites 100%

Search Desktop 9:54 AM

Click **Start Search**

Display Sales Customer Master - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/fmj/portal/

File Edit View Favorites Tools Help

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Financial Management Modernization Initiative

Welcome NANCY SPARKS Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Table Maintenance Purchasing Base Role BI Favorites

AR Evaluation AR Reports Sales Order Reports BI Accounts Receivable Reports

Display Sales Customer Master | History Back Forward

**Business Activity**

- [-] Maintain Customer Master Data
  - [-] Display Sales
    - Customer Master**
    - [-] Manage Sales Order
    - [-] Manage Billing
    - [-] Manage AR Documents
    - [-] Manage User Fees
- myPortal Favorites
  - There are no items to display

**Customer Display: Initial Screen**

Menu Back Exit Cancel System Select All Deselect All

Customer Account Number (1)

Search Criteria

Tax Number 1	Tax No. 2	Tax Number 3	Tax Number 4	VAT Registration No.	Cty Name 1	Customer
*****	*****	384058506	A		US SMITHBUCKLIN	3219682

1 Entry found

PE1 (500)

start | Inboxes - Microsof... | RE: Customer N... | Microsoft Excel... | ARS Sales Order... | ARS FMMI User ... | Display Sales Cu... | Document1 - Mi... | Trusted sites | Search Desktop | 9:57 AM

Select the customer record that you want to see and click the Green Check

Display Sales Customer Master - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/fj/portal/

United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome NANCY SPARKS Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Table Maintenance Purchasing Base Role BI Favorites

AR Evaluation AR Reports Sales Order Reports BI Accounts Receivable Reports

Display Sales Customer Master | History Back Forward

**Business Activity**

- Maintain Customer Master Data
- Display Sales Customer Master**
  - Manage Sales Order
  - Manage Billing
  - Manage AR Documents
  - Manage User Fees

myPortal Favorites

There are no items to display

**Customer Display: Initial Screen**

Menu Back Exit Cancel System Select All Deselect All

Customer Display: Initial Screen

Customer 0219682

Sales area

Sales Organization

Distribution Channel AG USDA

Division AG USDA

All sales areas... Customer's sales areas...

Trusted sites 100%

start Inbox - Microsof... RE: Customer N... Microsoft Excel... ARS Sales Order... ARS FMMI User ... Display Sales Cu... Document1 - Mi... Search Desktop 9:58 AM

Enter AR00 in the **Sales Organization** field and click the Green Check

Display Sales Customer Master - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/fj/portal/

File Edit View Favorites Tools Help

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Welcome NANCY SPARKS Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Table Maintenance Purchasing Base Role BI Favorites

AR Evaluation AR Reports Sales Order Reports BI Accounts Receivable Reports

Display Sales Customer Master | History, Back Forward

**Business Activity**

- Maintain Customer Master Data
- Display Sales Customer Master**
- Manage Sales Order
- Manage Billing
- Manage AR Documents
- Manage User Fees

myPortal Favorites

There are no items to display

### Display Customer: General Data

Customer: 3219682 SMITHBUCKLIN CHESTERFIELD

Menu Back Exit Cancel System Other Customer Display -> Change Sales Area Data Display next tab page US Federal Government

Address Control Data

Preview

Name  
Title  
Name SMITHBUCKLIN

Search Terms  
Search term 1/2 SMITHBUCKL

Street Address  
Street/House number 16305 SWINGLEY RIDGE ROAD  
Postal Code/City 63017 CHESTERFIELD  
Region MO Missouri

PO Box Address  
PO Box  
Postal code

Communication

Telephone 314-757-9158 Extension Other communication...  
Mobile Phone  
Fax Extension  
E-Mail  
StandardComm.Mtd  
Data line

PE1 (500)

Trusted sites 100%

start Inbox - Microsof... RE: Customer N... Microsoft Excel... ARS Sales Order... ARS FMMI User ... Display Sales Cu... Document1 - Mi... Search Desktop 9:59 AM

To look for a vendor by name, select **Category – Customer (general)**

The screenshot shows a web browser window titled "Display Sales Customer Master - FMMI Portal - Windows Internet Explorer". The address bar shows the URL "https://portal.fmmi.usda.gov/portal/". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. 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 such as "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", "Interface Table Maintenance", "Purchasing", "Base Role", and "BI Favorites". The main content area is titled "Customer Display: Initial Screen" and features a search form. The search criteria are as follows:

- Category: Customers (general)
- Search term: (empty)
- Postal Code: (empty)
- City: (empty)
- Name: \*crop improve\*
- Customer: (empty)
- Maximum No. of Hits: 500

A "Start Search" button is located below the search criteria. The left sidebar contains a "Business Activity" menu with options like "Maintain Customer", "Display Sales", and "Customer Master". The bottom of the screen shows the Windows taskbar with several open applications and the system clock displaying 10:23 AM.

Enter the name with \*, which is the FMMI wildcard, and click **Start Search**

Display Sales Customer Master - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/fj/portal/

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Financial Management Modernization Initiative

Welcome NANCY SPARKS Help Log Off

Accounts Receivable

Display Sales Customer Master

Customer Display: Initial Screen

Customer Account Number (1)

Search Criteria

SearchTerm	PostalCode	City	Name 1	Customer
AZCROPIMPR	85719-1522	TUCSON	AZ CROP IMPROVEMENT ASSOC	3031995
GEORGIAACRO	30605	ATHENS	GEORGIA CROP IMPROVEMENT	3093139
HAWAIIACROP	96753	HIHEI	HAWAII CROP IMPROVEMENT	3007809
IDAHOACROPI	83642	MERIDIAN	IDAHO CROP IMPROVEMENT AS	3026252
ILLINOISCR	61826	CHAMPAIGN	ILLINOIS CROP IMPROVEMENT	3027015
INDIANACRO	47909	LAFAYETTE	INDIANA CROP IMPROVEMENT	3027941
IOWACROPIM	50014-6228	AMES	IOWA CROP IMPROVEMENT ASS	3030441
KANSASCROP	66502	MANHATTAN	KANSAS CROP IMPROVEMENT A	3124901
KANSASCROP	66502	MANHATTEN	KANSAS CROP IMPROVEMENT	3124900
MICHIGANCR	48909	LANSING	MICHIGAN CROP IMPROVEMENT	3199621
WASTATECRO	99164-6420	PULLMAN	WA STATE CROP IMPROVEMENT	3170989

11 Entries found

start | Inboxes - Microsof... | RE: Customer N... | Microsoft Excel... | ARS Sales Order... | ARS FMMI User ... | Display Sales Cu... | Document1 - Mi... | Search Desktop | 10:15 AM

Then select the one you want and click the Green Check. As in the previous example, enter AR00 in the Sales Organization field and click the Green Check.

Display Sales Customer Master - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/fm/portal/

File Edit View Favorites Tools Help

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Welcome NANCY SPARKS Help Log Off

Welcome Accounts Payable **Accounts Receivable** Cost Management Funds Management General Ledger Management Interface Table Maintenance Purchasing Base Role BI Favorites

AR Evaluation AR Reports Sales Order Reports BI Accounts Receivable Reports

Display Sales Customer Master | History, Back Forward

**Business Activity**

- Maintain Customer Master Data
- Display Sales Customer Master**
- Manage Sales Order
- Manage Billing
- Manage AR Documents
- Manage User Fees

**myPortal Favorites**

There are no items to display

**Display Customer: General Data**

Menu Back Exit Cancel System Other Customer Display -> Change Sales Area Data Display next tab page US Federal Government

Customer: 3030441 IOWA CROP IMPROVEMENT ASSN AMES

Address Control Data

Preview

Name  
Title  
Name: IOWA CROP IMPROVEMENT ASSN

Search Terms  
Search term 1/2: IOWACROPIM

Street Address  
Street/House number: 4611 MORTENSEN RD STE 101  
Postal Code/City: 50014-6228 AMES  
Region: IA Iowa

PO Box Address  
PO Box  
Postal code

Communication  
Other communication...

Telephone: 999-999-9999 Extension  
Mobile Phone  
Fax Extension  
E-Mail  
StandardComm.Mtd  
Data line

PE1 (500)

Trusted sites 100%

start Inbox - Microsof... RE: Customer N... Microsoft Excel... ARS Sales Order... ARS FMMI User ... Display Sales Cu... How to look up ... Search Desktop 10:27 AM