

RESOURCE

INFORMATION

BOOK

BRINGING TOGETHER

IDEAS AND

TECHNIQUES

AN MWA SUPPLEMENT TO THE FROG

2004 UPDATE

RIBBIT TABLE OF CONTENTS

Fundamentals of FFIS

 <u>Overview of FFIS</u>	6-7
 <u>Roles and Responsibilities</u>	7-8
 <u>FFIS ACCS</u>	8
 <u>Defining Fiscal Year</u>	8
 <u>Defining Budget Fiscal Year</u>	8
 <u>Sign on and Login</u>	9-14
 <u>NFC Password Life Expectancy</u>	14

Documents

 <u>Budget Execution</u>	16-17
 <u>Documents –Direct Entered</u>	18
 <u>Command, Status Codes and Errors</u>	19-20
 <u>Document Types</u>	20-22
 <u>Document ID's</u>	22
 <u>ARS Spending Documents Numbering Scheme</u>	23-25
 <u>Budget Execution Clone Document (BL) for Allotments</u>	26-28
 <u>Standard Voucher Document (B2)</u>	28-32
 <u>Indirect Program Support Costs (IPSC)</u>	33
 <u>YE Documents</u>	34-36
 <u>Carry Forward Balances for NO Year Funds</u>	37
 <u>Budget Requirements for Closed Appropriation</u>	37
 <u>Accounting Adjustments</u>	38
 <u>Sale of Assets</u>	38

Tables

 <u>Reference Tables</u>	41
 <u>Inquiry Tables</u>	41
 <u>Data Entry Tables</u>	42
 <u>Navigating through Tables</u>	43
 <u>Table Maintenance Responsibilities</u>	44
 <u>Frequently Used Tables</u>	44
 <u>Entering Accounting Codes in FFIS</u>	45-50
 <u>Commonly Used FFIS Table</u>	50-52

Feeder System (Feeder Interface)

 <u>Payroll</u>	54
 <u>Travel and Transportation</u>	54
 <u>PCMS/FFIS Interface</u>	54-55
 <u>Researching Spending Documents</u>	55-57

 <u>SUSF Management</u>	
 <u>Document Suspense File Table (SUSF)</u>	59-62
 <u>SECI Codes used in the ARS FFIS Application</u>	62
 <u>Types of Errors</u>	63
 <u>ERRG Table</u>	63
 <u>Common Errors</u>	63
 <u>Feeder Document Rejects in SUSF</u>	64
 <u>PCMS Errors</u>	64
 <u>Potential PRCH Errors</u>	65
 <u>Potential TRVL Errors</u>	65

 <u>Vendors</u>	
 <u>What is a Vendor ID?</u>	67
 <u>Who has Access to add a Vendor?</u>	67
 <u>When to Search for Vendors</u>	67
 <u>Searching for Vendors by Name</u>	68
 <u>Preferred Method for Vendor Searches</u>	68
 <u>Research Vendor Information</u>	69-70
 <u>Wire Transfer</u>	71

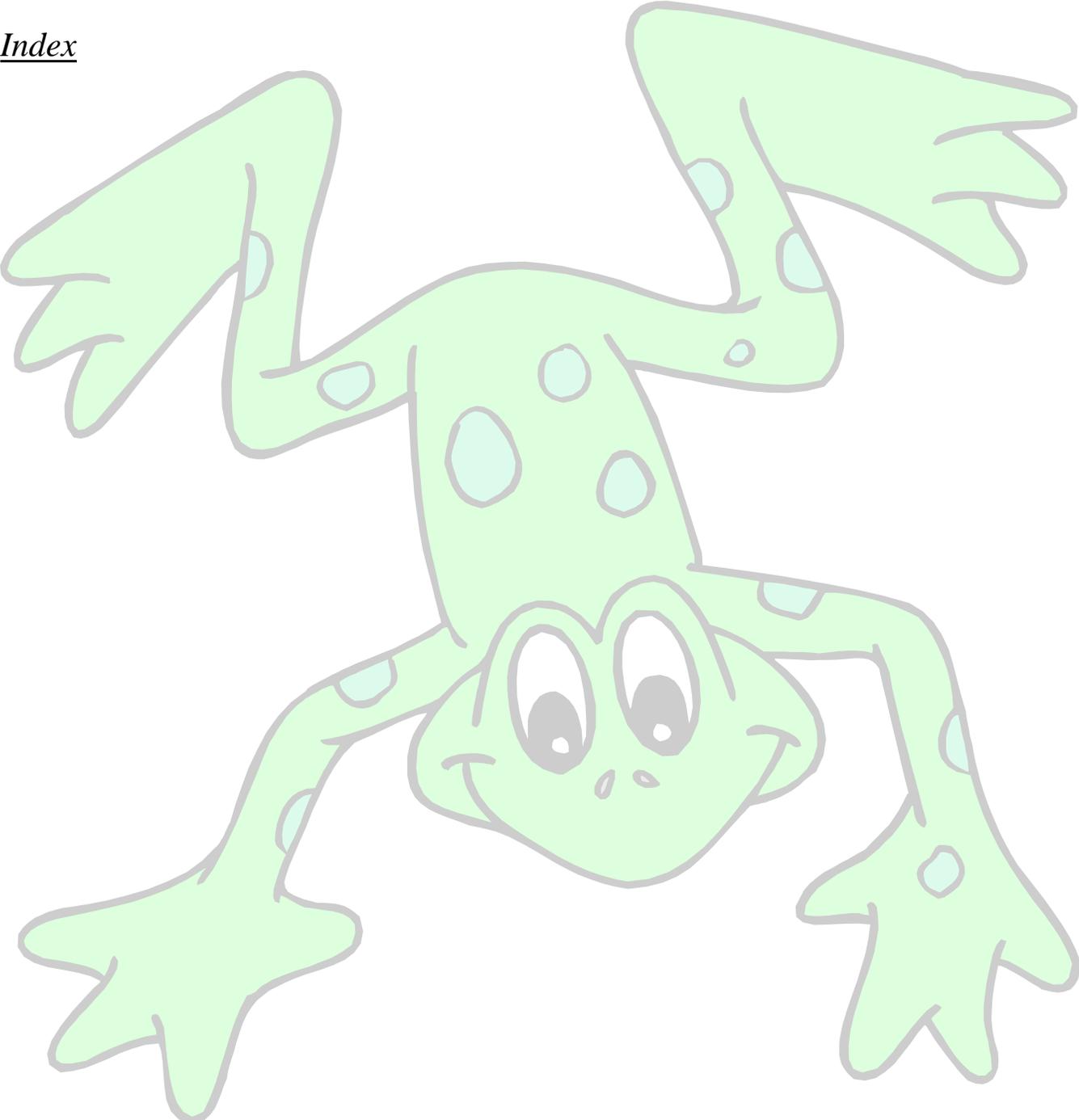
 <u>BRIO Reports</u>	
 <u>Logon</u>	73-75
 <u>TDL</u>	76-83
 <u>PDL</u>	84-90
 <u>OCR</u>	91-96
 <u>Open Item Summary Report</u>	97-102
 <u>PCMS</u>	103-109
 <u>BL History</u>	110-116
 <u>Contract & Agreements</u>	117-120

<u>Agreements</u>	
 <u>Billings and Collections Flow Chart</u>	122
 <u>MWA Collection Process in FFIS</u>	123
 <u>Closeouts</u>	124
 <u>Common Agreement Numbers (CAN)</u>	125-128
 <u>Billings and Collections Process for Incoming Reimbursable Funds</u>	129
 <u>Types of Agreements and Billing Procedures</u>	129-133
 <u>Instructions for Completion of Internet Billing Form (IBIL) Federal</u>	134-136
 <u>Debtor/Paying Agency Accounting Requirements</u>	137-138
 <u>Instructions for Completion of Internet Billing Form (IBIL) Non-Federal</u>	139-140
 <u>Specific Cooperative Agreements (SCA)</u>	141-143
 <u>Instructions for Completion of ARS-324 – Transmittal of Reimbursable and</u>	
• <u>Trust Fund Agreements</u>	144-146

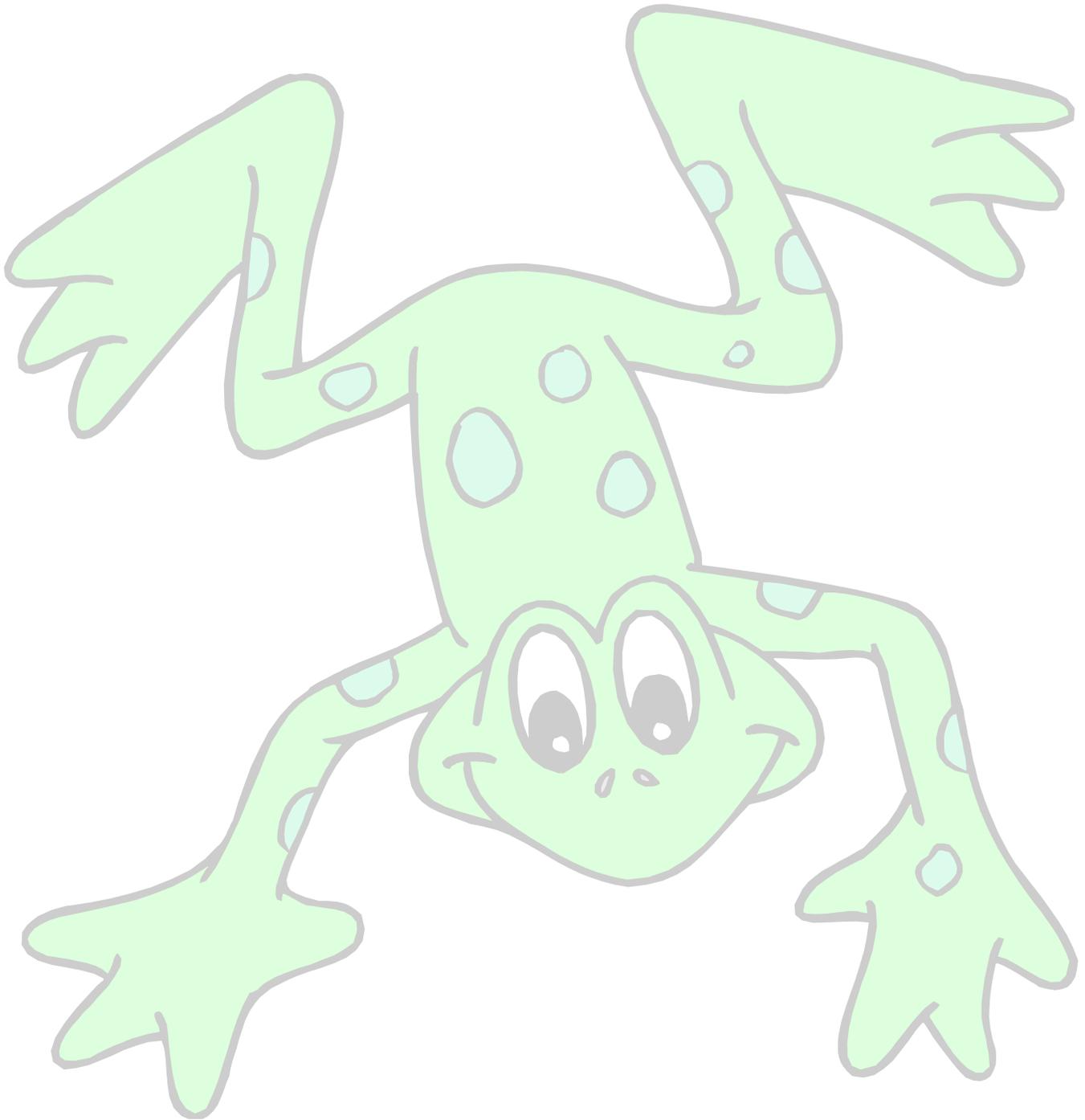
Salary Lapse 148

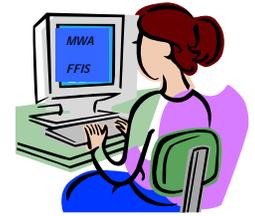
Year End Closeout Activities 150-152

Index



Fundamentals of FFIS





The Foundation Financial Information System (FFIS) is USDA's customized version of American Management Systems (AMS), Inc's FFS (Federal Financial System), a commercial off-the-shelf (COTS) software package. FFS was developed and subsequently implemented in 1985 to meet the financial requirements of Federal agencies. FFS is currently in use at over 40 organizations, including eight agencies with USDA (FS, FSIS, RMA, OCFO, APHIS, FSA, NRCS, and RD). It is compliant with the mandates outlined in the Joint Financial Management Improvement Program (JFMIP) and the CFO Act of 1990

FFIS runs on a mainframe system, which is housed at the National Finance Center (NFC) in New Orleans, Louisiana. It is a software package that is designed to meet stringent budget and funds control needs, as well as complex multi-fund accounting and reporting needs.

FFIS performs these primary functions:

- ✿ Maintains a standard general ledger from which a variety of external reports can be produced.
- ✿ Provides financial managers with timely and reliable information.

The FFIS database contains four major components:

- ✿ Documents
- ✿ Tables
- ✿ Journals
- ✿ Reports

The software is used to perform:

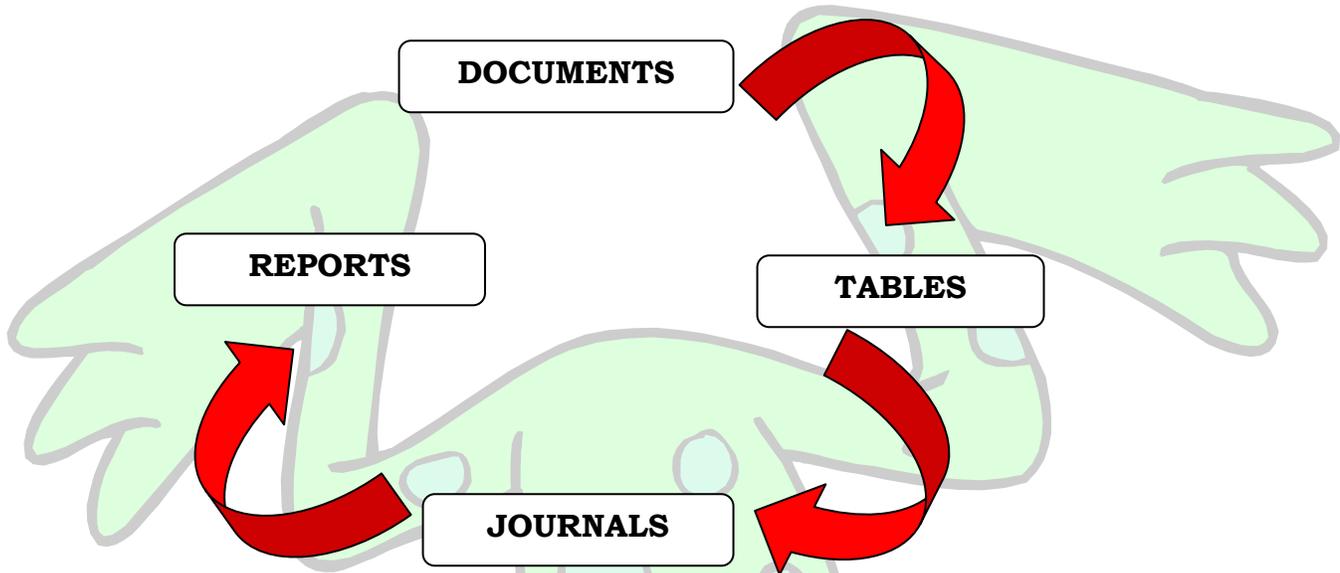
- ✿ Table and document processing functions
- ✿ Offline accounting processes
- ✿ System maintenance functions and reporting

The basic process of FFIS is as follows:

Step	Action
1.	Users enter financial transactions on documents.
2.	Information entered on documents is processed and maintained.
3.	Tables are updated with data entered on documents.
4.	Financial activity entered on documents is posted to journals.
5.	Users generate reports from the information maintained in tables and journals.

The following is a pictorial example of the fundamental FFIS elements and process flow:

Four Features of FFIS



Roles and Responsibilities:

In FFIS, roles and responsibilities are designated by ARS management.



Security Administrator

- Provides authorized personnel with access to FFIS to perform financial and technical duties. The assigned user ID determines the type of system access based on job responsibilities. This ensures that internal controls and separation of duties are in place and prevents unlawful activities such as unauthorized payment distributions.
- Serves as the contact person for the procedures required when a user's level of access changes due to reassignment.



- Functional Administrators
 - Serves as the contact person for system issues
 - Maintains FFIS reference tables
 - Develops and maintains cycle processes including nightly, weekly, monthly, annual, and payroll
 - Runs reports on a regular basis and as needed

FFIS Accounting Code Classification Structure Configuration (ACCS)

Basic Concepts:

- In FFIS, the ACCS will provide a framework for :
 - Establishing budget structures
 - Aggregating Spending information from lower levels
 - Producing ARS and Department-wide reports
- Each Component of the ACCS can define an FFIS level of budget and/or spending.
- FFIS uses spending documents to record the entire ACCS, including budget and spending elements. Based on these elements, FFIS performs the following processing:
 - Validates the funds availability at each level of the budget and updates the corresponding budget tables
 - Validates the ACCS elements to various reference tables
 - Records budget and spending elements of the ACCS on transactions in the FFIS General Journal

Defining Fiscal Year

Fiscal Year

- The twelve month period from October 1 to September 30 of the following year
- Indicates when a document (transaction) is entered into FFIS
- For example:
 - An accounting transaction in November 2003 takes place in month 2 of Fiscal Year 2004. this is coded as:

Fiscal Year	04
Accounting Period	02

Defining Budget Fiscal Year

Budget Fiscal Year (BFY)

- The twelve-month period for which funds are appropriated (available to incur obligations)
- Used in association with an appropriation or fund and is a **required** ACCS code
- The budget fiscal year (BFY) is a four-position code. For a multiyear appropriation, the first two characters represent the beginning BFY and the last two characters represent the ending BFY. For example:
 - Single year appropriation authorized in 2004:
BFY 04 (last 2 digits left blank)
 - Multi-year appropriation authorized in 2003 and ending in 2004:
BFY -03 04

Sign on and Login

Accessing FFIS –Requirements

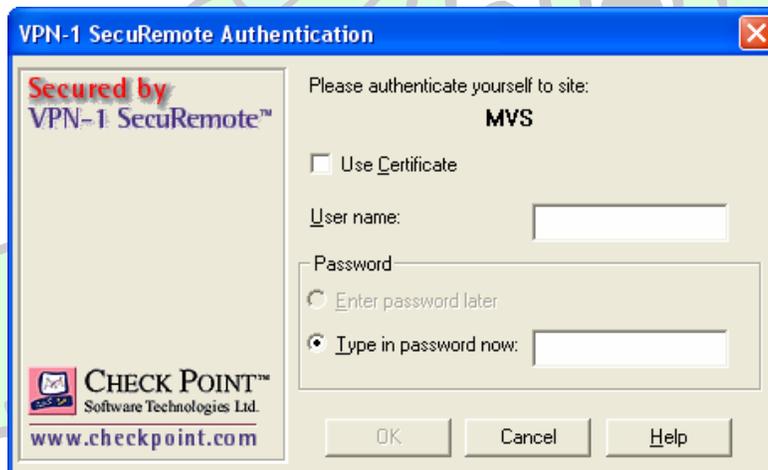
- ✿ Have authorized security clearance
- ✿ Use a terminal or personal computer that is connected through your telecommunication network to the mainframe computer located at National Finance Center (NFC)

Select the TN3270 Plus Icon  from your desktop or Task Bar. As an FFIS User, you are required to login with TN3270 Plus.Ink SecuRemote using both NFC-MVS and NFC-FFIS. Therefore, the following screen will be displayed. Enter the ID and password as displayed (in lower case):



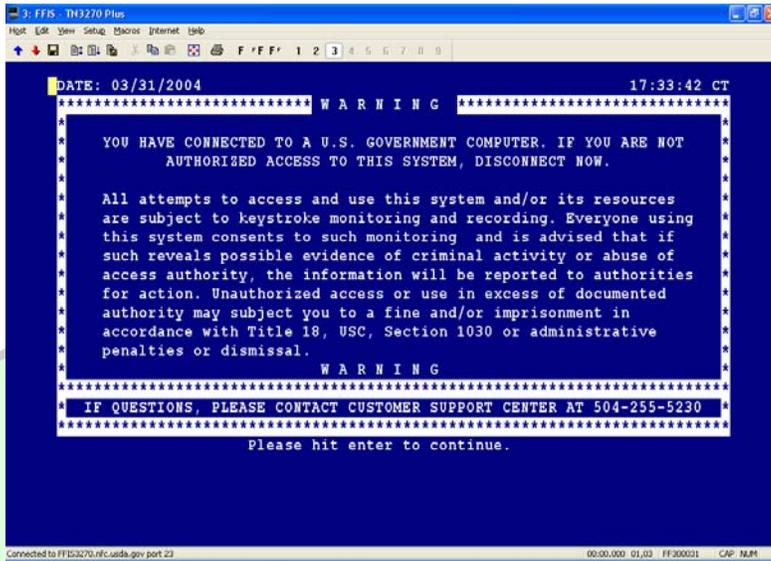
The screenshot shows a dialog box titled "VPN-1 SecuRemote Authentication". On the left, it says "Secured by VPN-1 SecuRemote™" and includes the Check Point logo and website. The main area contains the text "Please authenticate yourself to site: NFC-FFIS". There is a checkbox for "Use Certificate" which is unchecked. Below that are fields for "User name:" and "Password:". Under the password field, there are two radio buttons: "Enter password later" (unchecked) and "Type in password now:" (checked). A text input field is provided for the password. At the bottom are "OK", "Cancel", and "Help" buttons.

Next, the following screen will be displayed. Enter the ID and password as displayed (in upper case):

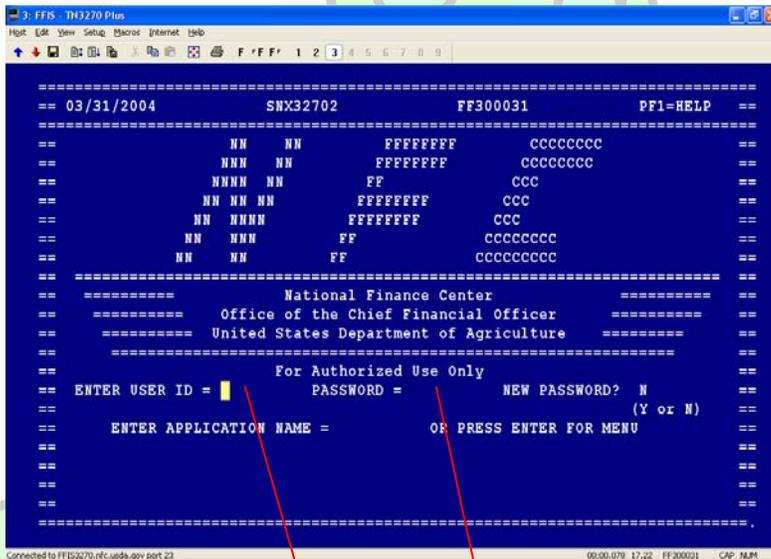


The screenshot shows a dialog box titled "VPN-1 SecuRemote Authentication". On the left, it says "Secured by VPN-1 SecuRemote™" and includes the Check Point logo and website. The main area contains the text "Please authenticate yourself to site: MVS". There is a checkbox for "Use Certificate" which is unchecked. Below that are fields for "User name:" and "Password:". Under the password field, there are two radio buttons: "Enter password later" (unchecked) and "Type in password now:" (checked). A text input field is provided for the password. At the bottom are "OK", "Cancel", and "Help" buttons.

The following screen will be displayed:



Hit the "Enter" key to continue from the warning screen to the NFC Banner Screen.



Sign on as usual by typing in your User ID and Password

Hit "Enter"

Main Menu for SuperSession

```

FFIS - TH3270 Plus
-----
Actions Options Commands Features Help
-----
KLSVSEL1          CL/SUPERSESSION Main Menu          More: +

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID  Description                      Type      Status
  -----
  ABCOINQ    Admin Billings & Coll Inq             Multi
  BRCHFOC5   FOCUS Batch Rptg USDA                 Multi
  CADI       Central Accounting Database Inq       Multi
  CULPRT5    P/P Reports Gen USDA                 Multi
  EOSEVT1    EOSEVT1                               Multi
  FF00-P15   Common Production                     Multi
  FF03-P19   ARS Production                         Multi      Active
  FF03-Q65   ARS CRD                               Multi
  FF39-D8    Agency Training Application           Multi
  FF70-P21   ARS Conversion                         Multi      Unavailable
  FOC5RPT5   FOCUS Reporting USDA                 Multi
  IRIS5     Info/Research Inq IDMS05             Multi

Command ==>
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action

SYSB/FF300031
-----
Connected to FFIS3270.rfc.usda.gov port 23          00:00:156 09:02 FF300031 CAP NLM
  
```

To active a session, move the cursor to FF03-P19 “ARS Production.”
Hit “Enter”

```

FFIS - TH3270 Plus
-----
**\ **\ ****\ ****\ ****\ ****\ ****\ ****\ ****\ ****\ ****\
**\ **\ ****\ ****\ ****\ ****\ ****\ ****\ ****\ ****\
**\ **\ |||**\ **\ |||**\ **\ |||**\ **\ |||**\ **\ |||**\
**\ **\ **\ **\ **\ **\ **\ **\ **\ **\ **\ **\
**\ **\ ****\ **\ **\ ****\ * ****\ ****\ **\ ****\
**\ **\ |||**\ **\ **\ ****\ **\ ****\ ****\ **\ |||**\
**\ **\ **\ **\ **\ **\ **\ **\ **\ **\ **\ **\
****\ ****\ ****\ ****\ **\ **\ **\ **\ ****\ ****\
****\ ****\ ****\ ****\ **\ **\ **\ **\ ****\ ****\
|||| ||| ||| ||| ||| ||| ||| ||| ||| ||| |||

YOU HAVE CONNECTED TO A US GOVERNMENT COMPUTER. IF YOU ARE NOT AUTHORIZED TO
HAVE ACCESS TO THIS SYSTEM, DISCONNECT NOW. THIS COMPUTER APPLICATION CONTAINS
SENSITIVE FINANCIAL AND PRIVATE INFORMATION THAT IS PROTECTED UNDER THE PRIVACY
ACT OF 1974 AND THE COMPUTER FRAUD AND ABUSE ACT OF 1986. UNAUTHORIZED USE OF
THIS COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION.

SELECT BY NUMBER: 1. TABLE INQUIRY/UPDATE (MTI)
                  X. EXIT

COMMAND:
  USERID:
  NEW PASSWORD:
  PASSWORD:
  VERIFICATION:
  FFIS VERSION 5.5

Connected to FFIS3270.rfc.usda.gov port 23          00:00:109 21:17 FF300009 NLM
  
```

Select #1

Enter User ID

Enter Password

Hit “Enter”

```
2: FFIS TH3270 Plus
-----
Host:  Edit  View  Setup  Macros  Internet  Help
-----
F F F F 1 2 3 4 5 6 7 8 9
-----
ACTION: S TABLEID: FFS1 USERID: ULRO

THE FEDERAL FINANCIAL SYSTEM
AMERICAN MANAGEMENT SYSTEMS, INC.

THIS COMMERCIAL COMPUTER SOFTWARE IS DELIVERED WITH RESTRICTED RIGHTS TO THE
GOVERNMENT, USE, REPRODUCTION, OR DISCLOSURE IS SUBJECT TO THE RESTRICTIONS SET
FORTH IN THE FAR, DFAR, OR OTHER LICENSE PROVISIONS REFERENCED IN THE CONTRACT.

TYPE AN "X" NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN MENU ( ) GENERAL MESSAGES ( ) DIVISION MESSAGES

Connected to FFE3270.rfc.usda.gov port 23 00:00:125 01:10 FF300254 NUM
```

You are now in and free to move about...



To Exit:

```
2: FFIS TH3270 Plus
-----
Host:  Edit  View  Setup  Macros  Internet  Help
-----
F F F F 1 2 3 4 5 6 7 8 9
-----
ACTION: E TABLEID: FFS1 USERID: ULRO

THE FEDERAL FINANCIAL SYSTEM
AMERICAN MANAGEMENT SYSTEMS, INC.

THIS COMMERCIAL COMPUTER SOFTWARE IS DELIVERED WITH RESTRICTED RIGHTS TO THE
GOVERNMENT, USE, REPRODUCTION, OR DISCLOSURE IS SUBJECT TO THE RESTRICTIONS SET
FORTH IN THE FAR, DFAR, OR OTHER LICENSE PROVISIONS REFERENCED IN THE CONTRACT.

TYPE AN "X" NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN MENU ( ) GENERAL MESSAGES ( ) DIVISION MESSAGES

Connected to FFE3270.rfc.usda.gov port 23 00:00:125 01:21 FF300254 NUM
```

Type in "E" and hit "Enter"


```

2: FFIS TN3270 Plus
-----
Actions Options Commands Features Help
-----
KLSVSELI          CL/SUPERSESSION Main Menu          More: +

Select sessions with the ENTER key or use a "/"
to display an action code.

Session ID  Description                      Type  Status
-----
ABCOINQ    Admin Billings & Coll Inq                Multi
BTCHFOC5   FOCUS Batch Rptg USDA                    Multi
CADI       Central Accounting Database Inq           Multi
-----
KLSXIT1     Exit Menu
-----
Type a selection number or position the
cursor on a line and press ENTER.

1. Exit (X)
2. Resume (R)

Command ==>
Enter F1=Help F12=Cancel                      SYSB/FF300254
9=Retrieve F10=Action
-----
Connected to FFIS3270.nfc.usda.gov port 23
00:00:425 18,06 FF300254 NLM

```

Put the cursor on #1 and hit "Enter" to exit.

```

2: FFIS TN3270 Plus
-----
DATE: 04/21/2004                                09:47:15 CT
-----
*****
* YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU ARE NOT *
* AUTHORIZED ACCESS TO THIS SYSTEM, DISCONNECT NOW. *
* *
* All attempts to access and use this system and/or its resources *
* are subject to keystroke monitoring and recording. Everyone using *
* this system consents to such monitoring and is advised that if *
* such reveals possible evidence of criminal activity or abuse of *
* access authority, the information will be reported to authorities *
* for action. Unauthorized access or use in excess of documented *
* authority may subject you to a fine and/or imprisonment in *
* accordance with Title 18, USC, Section 1030 or administrative *
* penalties or dismissal. *
* *
*****
* IF QUESTIONS, PLEASE CONTACT CUSTOMER SUPPORT CENTER AT 504-255-5230 *
*****
Please hit enter to continue.
-----
Connected to FFIS3270.nfc.usda.gov port 23
00:00:547 01,03 FF300254 NLM

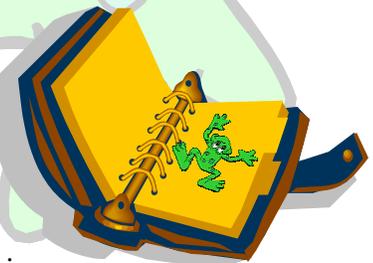
```

Disconnect from TN3270 Plus.

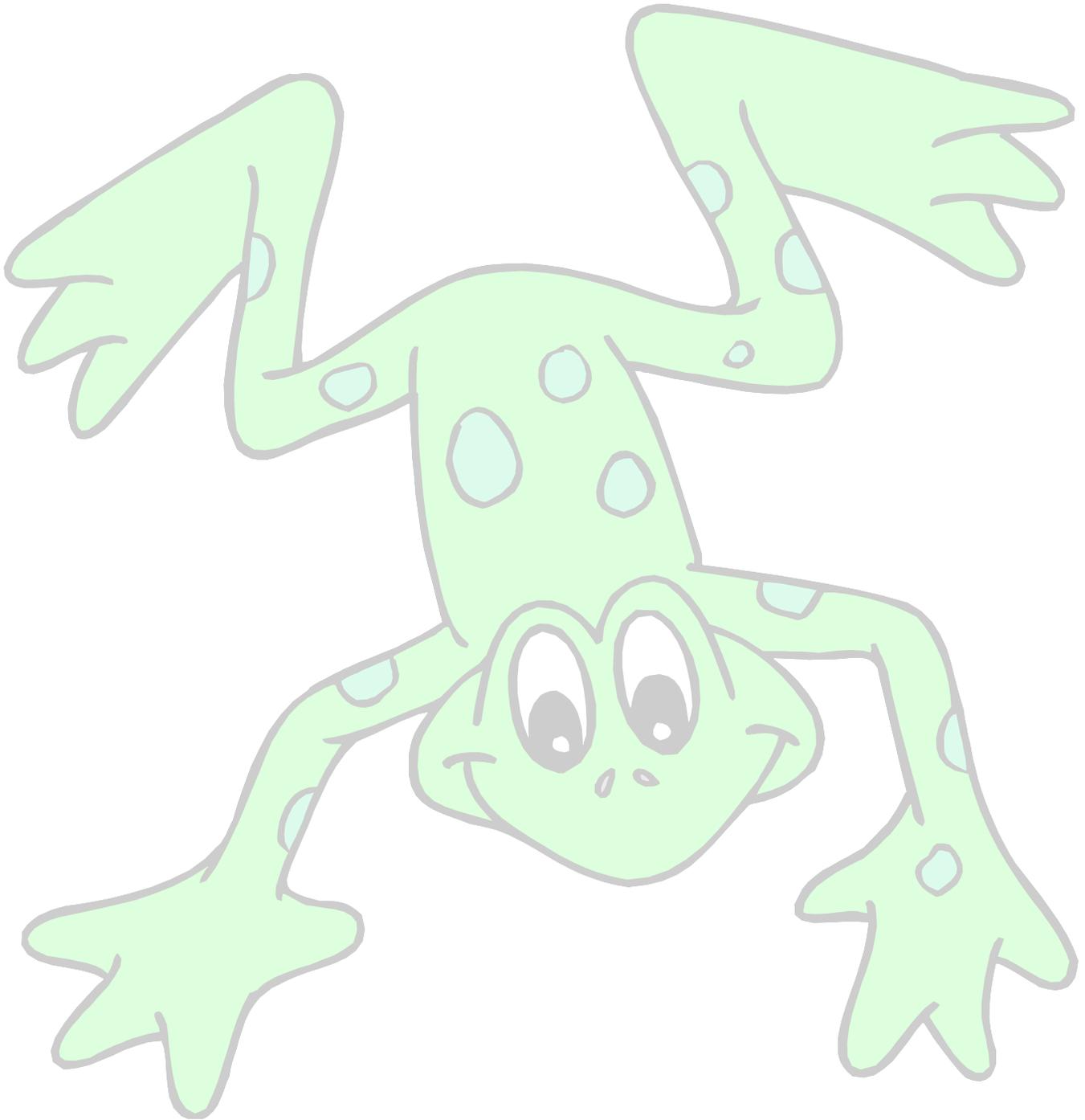
NFC Password Life Expectancy

The following are the different NFC ID's we use and their life expectancy:

- 🐸 AR####, i.e., AR999 - valid for 90 days
- 🐸 FFIS, i.e., UXYZN01 - valid for 35 days (MUST have 8 characters, a number is not required)
- 🐸 FDW, i.e., UXYZN01 - valid for 45 days (MUST have 8 characters, 1 of which is a numeric value)
- 🐸 PCMS, i.e., AR999 - valid for 90 days



Documents



Budget Execution



The Budget Execution subsystem in FFIS automates the budget execution process by recording financial authority associated with the ARS budget. These activities include distributing single-year, multi-year, no-year, reimbursable, and trust funds to ARS Area/NAL/Headquarters and monitoring the spending activity against these funds at all budget levels. Activities in Budget Execution include:

- 🌿 Creating budget levels
- 🌿 Distributing funds
- 🌿 Setting limits
- 🌿 Monitoring the spending and receipt of funds

An FFIS “fund” can represent an appropriation or portion of an appropriation (treasury symbol). FFIS calculates the amount available for a fund differently depending on certain system option settings and the status of the fund (for example, expired and unexpired).

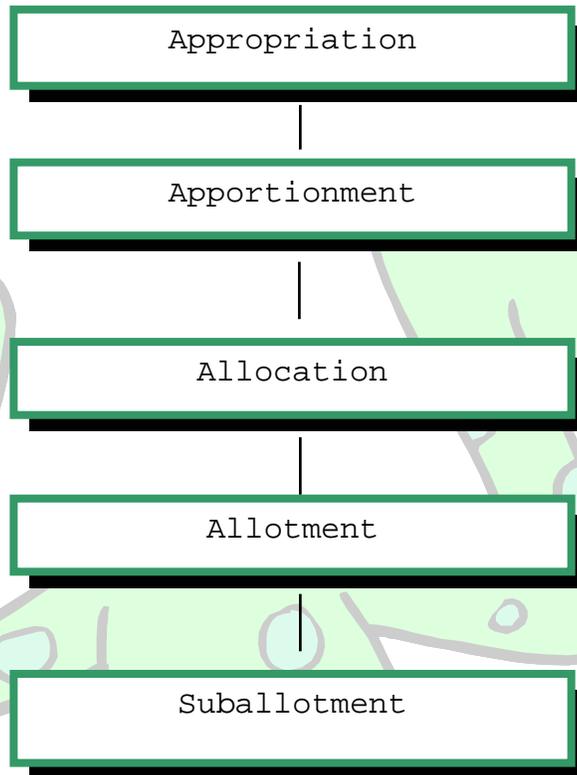
The FFIS Budget Execution module supports multiple levels of funds distribution and spending controls. Budget levels provide a means to delegate responsibilities for portions of given funds. Federal reporting requirements for appropriated funds specify that the appropriation and apportionment levels must be used; all other budget levels are optional. The specific levels used depend on how an agency chooses to distribute funds.

ARS requires that budgets be entered down to the allotment (program) level. Suballotment (BOC) is optional. Funds managers may view the status of activity against budgeted dollar amounts, for both Fiscal Year and Budget Fiscal Year (any of the years in which an appropriation was/is active), through the FFIS Budget Execution Inquiry tables.

Every budget level:

- 🌿 Represents a budget distribution hierarchy
- 🌿 Must include the budget elements of the level above it

**Congress and OMB
mandate Level and
fund amounts**



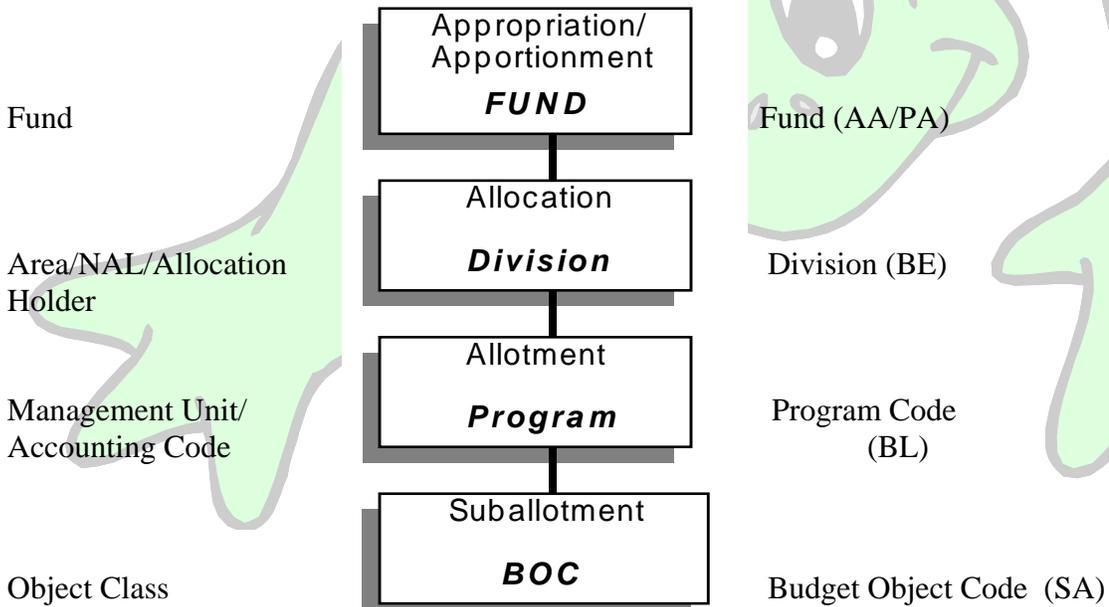
**ARS implements
Level and fund
amounts**

The following diagram shows ARS' budget distribution for each level including the FFIS document type:

ARS Term

ARS Budget Distribution

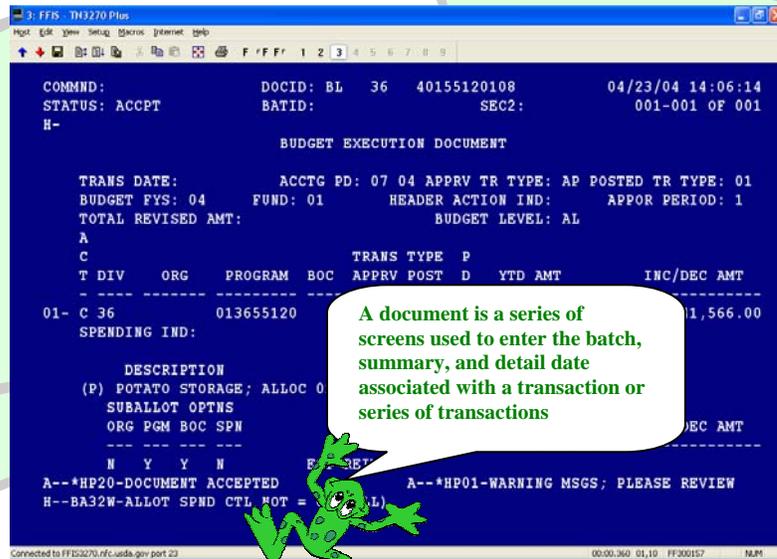
FFIS Term





Documents *(Direct Entered)*

In FFIS, documents are records that contain information for a specific type of financial transaction.



Each document:

- 🌿 Contains a header screen
- 🌿 Contains at least one line screen
- 🌿 May have up to 999 lines of information
- 🌿 Is temporarily stored on a separate database file (SUSF)
- 🌿 Updates various tables and journals, when processed
- 🌿 Has a unique document ID (DOCID)

Navigation

The following is a list of keys commonly used to navigate within FFIS:

<p>ARROW KEYS</p>		Used to move the cursor to the next field		+		Used to move the cursor to the previous field.
	(Num Lock)		Used to execute an action.			Used to erase the character prior to the cursor.
			Moves the cursor to the Action or Command field			Used to erase the character under the cursor

Moves cursor from character to character
(You cannot use the mouse)

Document Commands, Status Codes and Errors

The following tables should be used as a general reference in entering, reviewing, and correcting documents.

Commands

Common Document Commands	Action Performed
E	Edits a document
F or End	Exits a document
<Enter>	From a document header screen: Moves user to the first line screen From a line screen: Moves user to the next line After entering a letter command: Processes the command
New	A new document screen appears
P_<Table Name>	Pause to a specified table. Use E to exit the table and return from a pause back to the document
R	Runs or processes a document
Z ("Zoom")	Holds a user's place on a specific record on a table, allowing the user to move to other tables. User is allowed up to five zooms before needing E to return to held tables.
<	Back-the preceding screen will be displayed.
A	Approves a document with status of PEND. This action code may only be used by those with proper authority.
B or BD	Displays the last screen of the document
Delete Doc	Deletes the document
DL	Deletes a line of the document
EB	Edits a batched group of documents
HD	Holds the document and prevents it from being processed by the offline process
IL	Inserts a new line in the document
RB	Runs/processes a batched group of documents
SAVE	Save the current document
Schedule Doc	Schedules a document for processing after it has been held
T	Moves the user from the line screen back to the header screen
UD	Undelete a document that was inadvertently deleted
Ctrl F5	Remove Key Error
Ctrl F10	Clear

Status Codes

Status Code	Definition	Action that Resulted in this Status
ACCPT	Accepted-Document is accepted	A document has been run
REJCT	Rejected-Document is rejected. It will not be processed until corrections are made and the document passes the edit phase.	A document has been edited or run
SCHED	Scheduled-Document will be picked up by the offline processing utility or manually run.	A document has been edited
HELD	Held-Document is being held by a user. It cannot be processed by either the offline utility or online until it is returned to scheduled status.	A user has placed a hold on the document from within the document itself or from SUSF
DELET	Deleted-Document has been deleted.	A user has deleted the document from within the document itself or from SUSF
PEND	Pending-Document is held, pending the next level of approval authority.	A user has edited the document and requires approval from the next level of authority

Errors

Error (Last character of error code)	Definition
Warning Error W	<ul style="list-style-type: none"> ✿ Advises you of situations that may need further attention. ✿ These errors do not prevent you from completing the processing of the document (accepted status).
Overrideable Error O	<ul style="list-style-type: none"> ✿ Advises you of situations requiring special attention. ✿ These errors do prevent you from processing successfully. ✿ An individual with the proper authority may override the error, allowing the document to be completed and accepted.
Hard Error E	<ul style="list-style-type: none"> ✿ Indicates that something is wrong (e.g., an invalid code was entered or a required field was left blank) ✿ These messages do prevent you from processing successfully. In receiving this error message, you must correct the problem or the document will be rejected.

A list of warning errors and messages are found online in the Error Guide (Table ERRG).

Financial transactions can be entered directly into FFIS or information can be transferred to FFIS via an interface. In this section we will be covering the following direct entered documents:

- ✿ BL
- ✿ B2
- ✿ YE

Document Types

The following table shows the different document types used in FFIS:

<i>FFIS Document Type</i>	<i>Document Name</i>
AA	Appropriation/Apportionment
BE	Allocation Budget Execution
PA	Apportionment/Approval
TA	Transfer
TC	Transfer Approval
B2	Standard Voucher
RQ	Commitment
YE	Standard Voucher
CX	Cancellation
DD	Direct Disbursement
NC	No Check
O2	Standard Voucher
RN	Recertification
WR	Write Off

ND	Direct Disbursement
M1	Miscellaneous Order
PV	Payment Voucher
BL	Allotment Budget Execution
SA	Suballotment
A0	ABCO Standard Voucher - Standard Voucher Document
A1	ABCO Billing Document - Billing Document
A2	ABCO Cash Receipt Document - Cash Receipt
A3	ABCO Voluntary Collection - Cash Receipt Document
A5	ABCO Refunds - Payment Voucher
A6	ABCO OPAC Reversal - Standard Voucher Document (SV)
A8	ABCO Suspense Postings - Standard Voucher Document
A9	ABCO Unapplied Postings - Standard Voucher Document
AG	ABCO History/Closed - Standard Voucher Document (SV)
DF	FTSP OPAC Disbursement
DM	MPOL OPAC Disbursement
DV	PROP Standard Voucher
FO	FEDS Obligation
FV	FEDS Payment Voucher
KA	PRCH Type 40 OPAC Disbursement
KB	PRCH Type 41 OPAC Disbursement
KD	PRCH Type 43 OPAC Disbursement
OD	FEDS OPAC Disbursement
RV	PRCH Foreign Currency Payment Voucher
OS	OTRS Standard Voucher Document
SF	FEDS Standard Voucher
SP	PRCH Standard Voucher
VF	FTSP Accrual/Suspense
VM	MPOL Suspense
WR	ABCO Write Off Document – Write Off Document
V2	PCMS Payment Voucher
SU	UTVN Accrual Document – Standard Voucher Document
SW	CAPS Payment Voucher – Payment Voucher Document
UV	UTVN Payment Vouchers - Payment Voucher Document
V5	PCMS Standard Voucher - Cardholder Modification
GW	PACS Default Accounting for Withholding
GX	PACS Liability for Employee Withholding
MP	PACS Self Reversing for M-cycles
MS	PACS Self Reversing for M-cycles
MT	PACS Self Reversing for M-cycles
MW	PACS Self Reversing for M-cycles

PY	PACS Standard Voucher
TW	PACS Liability for Employee Withholding
YA	PACS End of Period Accruals
EA	PRCH Type 40 Receiver
GA	PRCH Type 40 Obligation
GB	PRCH Type 41 and 41P Obligation
GC	PRCH Type 42 Obligation
GD	PRCH Type 43 Obligation
VA	PRCH Type 40 Payment Voucher
VB	PRCH Type 41 Payment Voucher
VC	PRCH Type 42 Payment Voucher
VD	PRCH Type 43 Payment Voucher
VE	PRCH Type 45 Payment Voucher
SE	TELE Accrual
VT	TELE Payment Voucher
G1	GVTS Payment Vouchers - Payment Voucher Document
G2	GVTS Travel Invoice - Travel Invoice Document
G3	GVTS Standard Voucher - Standard Document
XG	TRVL Guest Treasury Symbol Voucher
XN	TRVL Standard Voucher
XO	TRVL Travel Order
XP	TRVL Payment Voucher (Relo)
XT	TRVL Travel Voucher (TDY)
XV	TRVL Travel Voucher (Relo)
XW	TRVL Withholding Tax Voucher
XZ	TRVL Payroll Zap
T1	TRAN Invoice
T2	TRAN Third Party Payment Voucher

Document ID's

Every document entered in FFIS has a document ID which is made up of three components:

- 🌿 Transaction code
- 🌿 Sec 1 code (DVSN)
- 🌿 Document number (Up to an 11-digit alphanumeric unique number)

Each is assigned a document ID by the user, or is system-generated if it comes into FFIS through a feeder system. All ARS documents directly entered in FFID will have a user-entered document ID, except for Standard Vouchers, for which the user will prompt FFIS for a system-generated number. (FYI: Standard Voucher are entered at ARS OPS).

ARS Spending Document Numbering Scheme

Type of Payment	FFIS Documents Used	Document Number
Contracts	RQ, MO, M1, PV, NO	<p>Position 1 - 2: Contract Type (see following table in this appendix for contract type codes)</p> <p>Positions 3 – 6: GSA Activity Address Code (Issuing Office)</p> <p>Position 7: FY</p> <p>Positions 8 – 11: User Defined Contract No (4 digit, last two digits are 00)</p> <p>Example: 53 3K15 2 1400</p>
Indefinite Quantity Contracts	RQ, MO, M1, PV, NO	<p>Position 1 - 2: Contract Type (see following table in this appendix for contract type codes)</p> <p>Positions 3 – 6: GSA Activity Address Code (Issuing Office)</p> <p>Position 7: FY</p> <p>Positions 8 – 9: Contract No (2 digit)</p> <p>Positions 10 – 11: Task Order No</p> <p>Example: 53 3K15 2 1403</p>
Purchase Order Type 45	RQ, MO, M1, PV	<p>Position 1 - 2: Type 45 PO</p> <p>Positions 3 – 6: GSA Activity Address Code (Issuing Office)</p> <p>Position 7: FY</p> <p>Positions 8 – 11: User Defined Sequential No (4 digit)</p> <p>Example: 45 3K15 2 0001</p>
Agreements	RQ, MO, M1, PV, ND, NO	<p>Position 1 - 2: Agreement Type (see following table in this appendix for contract type codes)</p> <p>Positions 3 – 6: Location Mode Code</p> <p>Position 7: FY</p> <p>Positions 8 – 11: User Defined Sequential No (4 digit)</p> <p>Example: 58 1907 2 0056</p> <p>Foreign: 58 3625 2 F028</p>

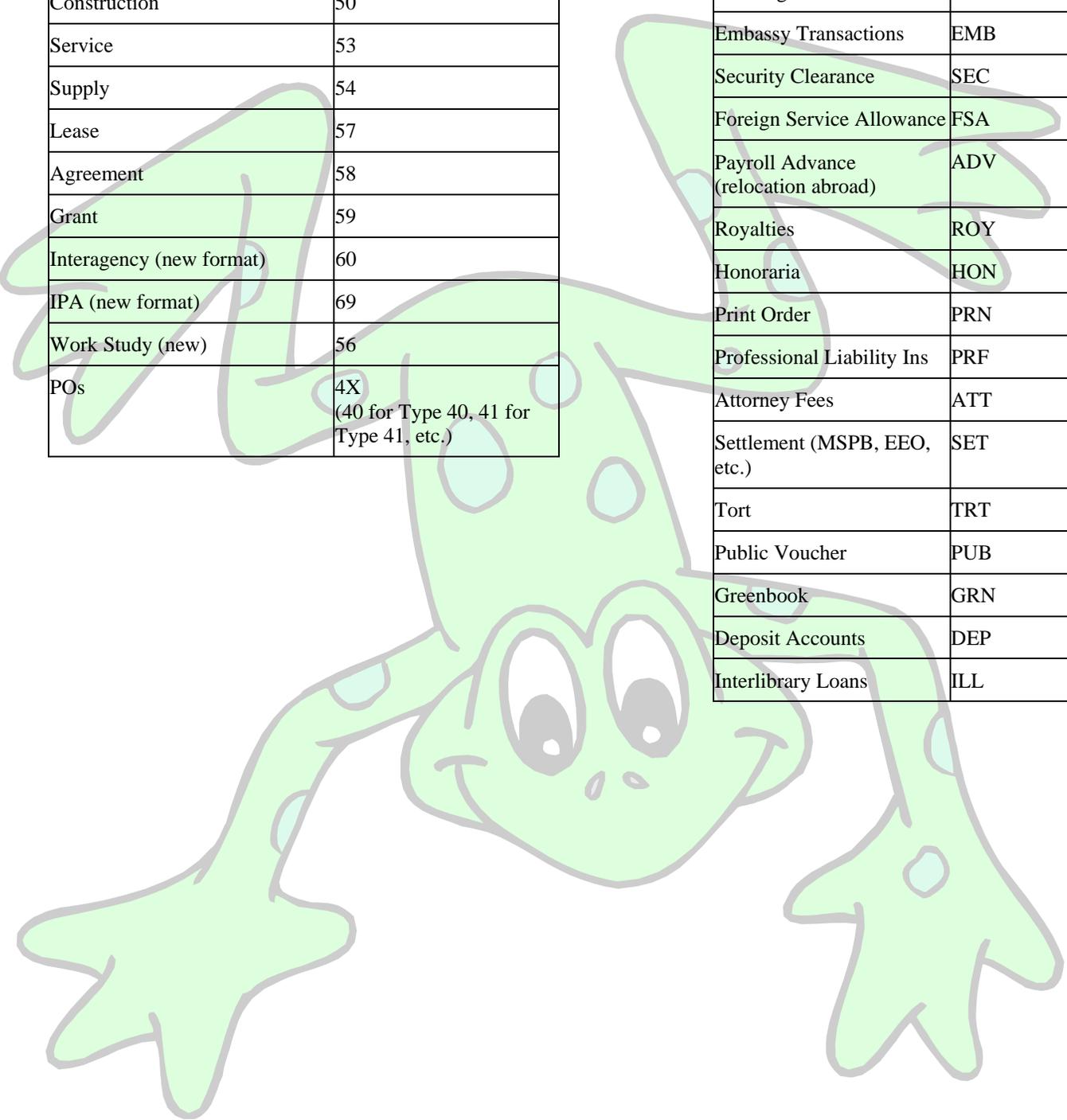
Type of Payment	FFIS Documents Used	Document Number
Research Support Agreement Task Orders	RQ, MO, M1, PV, ND, NO	Position 1: T (Task Order) Position 2: FY Positions 3 – 6: Location Mode Code Position 7-10: User Defined Sequential No (4 digit) Example: T 2 5310 0089
Miscellaneous Spending	RQ, MO, M1, PV, ND, NO, DD, D2	Position 1 - 3: Spending Type (3 alpha characters, see last table in this appendix for spending type codes) Positions 4 – 7: Location Mode Code Positions 8: FY Positions 9 – 11: User Defined Sequential No (3 digit) Example: TRG 6402 2 056
Recurring Payment Vouchers	REPV, PV, NO	Position 1 - 2: Contract/Agreement Type (see following table in this appendix for contract/agreement type codes) Positions 3 – 6: GSA Activity Address Code (Issuing Office) Position 7: FY Positions 8 – 9: User Defined Sequential No (2 digit) Example: 53 3K15 2 01
Standard Voucher Documents	SV, B2, YE	Position 1 - 4: Location Mode Code Positions 5 – 11: System Generated Sequential No (type # to enact) Example: 6402 0000001
All Batch Documents		Position 1 – 3: User's Initials Positions 4 – 6: User Defined Sequential No (3 digit) Example: LBA001

The following **contract/agreement types** will be used in ARS' document numbering scheme.

Contract/Agreement Type	Code
Construction	50
Service	53
Supply	54
Lease	57
Agreement	58
Grant	59
Interagency (new format)	60
IPA (new format)	69
Work Study (new)	56
POs	4X (40 for Type 40, 41 for Type 41, etc.)

The following **spending types** will be used in ARS' document numbering scheme.

Spending Type	Code
Training	TRN
Embassy Transactions	EMB
Security Clearance	SEC
Foreign Service Allowance	FSA
Payroll Advance (relocation abroad)	ADV
Royalties	ROY
Honoraria	HON
Print Order	PRN
Professional Liability Ins	PRF
Attorney Fees	ATT
Settlement (MSPB, EEO, etc.)	SET
Tort	TRT
Public Voucher	PUB
Greenbook	GRN
Deposit Accounts	DEP
Interlibrary Loans	ILL



Budget Execution Clone Document (BL) for Allotments

FFIS uses this document to post year-to-date budget authority directly, without the need to enter pending and approving documents. It also allots funds to the program code (accounting code).

The BL document updates the following tables:

- 🌿 Appropriation Table (APPR)
- 🌿 Apportionment Table (APOR)
- 🌿 Allocation Table (ALOC)
- 🌿 Allotment Inquiry Table (ALLT)
- 🌿 Fiscal Year Appropriation Table (FAPR)
- 🌿 Fiscal Year Allotment Table (FALT)
- 🌿 General Ledger Balance Table (GLBL)
- 🌿 General Ledger Detail Balance Table (GLDB)
- 🌿 Monthly Summary General Ledger Balance Table (MSGL)

```

3: FFIS - TH3270 Plus
-----
COMMND:          DOCID: BL   36   40155120108      04/23/04 14:06:14
STATUS: ACCPT    BATID:          SEC2:          001-001 OF 001
H-

          BUDGET EXECUTION DOCUMENT

TRANS DATE:      ACCTG PD: 07 04 APPRV TR TYPE: AP POSTED TR TYPE: 01
BUDGET FYS: 04   FUND: 01   HEADER ACTION IND:  APPOR PERIOD: 1
TOTAL REVISED AMT:          BUDGET LEVEL: AL

A
C
T DIV  ORG  PROGRAM  BOC  APPRV POST  D  YTD AMT      INC/DEC AMT
-----
01- C 36          013655120          1          241,566.00
SPENDING IND:          2
                  3
                  4

DESCRIPTION
(P) POTATO STORAGE; ALLOC 02
SUBALLOT OPTNS
ORG PGM BOC SPN          TR TYPE      REVISED
-----          AMOUNT      INC/DEC AMT
N Y Y N          EST REIM:
A--*HP20-DOCUMENT ACCEPTED          A--*HP01-WARNING MSGS; PLEASE REVIEW
H--BA32W-ALLOT SPND CTL NOT = C (FULL)

Connected to FFIS3270.nrc.usda.gov port 23
00:00:360 01:10 FF300157 NUM
  
```

To Create a BL

Type "L" in Action
(from any FFIS
table screen)

Type "BL"

Then hit "Enter"

```

3: FFIS - TH3270 Plus
-----
ACTION:          SCREEN:          USERID: JLDRO          DOCUMENT SUSPENSE INDEX 1
FUNCTION:          SEC2:

-----BATCH ID----- ----DOCUMENT ID-----
SEL TRAN SECI NUMBER TRAN SECI NUMBER STAT APPRV DATE USER DATE
-----
00-
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-

Connected to FFIS3270.nrc.usda.gov port 23
00:00:094 01:34 FF300157 NUM
  
```

From within a Document:

- Type NEW in the COMMND field of a document
- Tab to the TRANS CODE field and type BL
- Tab to the SEC 1 code and type division code (36)
- Tab to the next field, and type the document number
- Press "Enter"

Header/Line Screen Required Fields for BL Documents

```

3: FFRS TH3770 Plus
-----
COMMND:          DOCID:          1          04/23/04 14:36:20
STATUS:          BATID:          SEC2:          000-000 OF 000
H-
                BUDGET EXECUTION DOCUMENT

TRANS DATE:          ACCTG PD:  2  APPRV TR TYPE: 3  POSTED TR TYPE: 4
BUDGET FYS:  5  FUND:  6  HEADER ACTION IND:  APPOR PERIOD: 7
TOTAL REVISED AMT:          BUDGET LEVEL: 8
A
C
T DIV  ORG  PROGRAM  BOC  APPRV  POST  D  YTD AMT  INC/DEC AMT
-----
01- 9 10          11          1          12
SPENDING IND:          2
                3
DESCRIPTION          4
                13
SUBALLOT OPTNS
ORG PGM BOC SPN          TR TYPE  REVISED  INC/DEC AMT
-----
N Y Y N          EST REIM:
A--*HD37-TYPE BATID/DOCID & PRESS ENTER
    
```

#	Field Name	Data
1	DOCID	Trans Code: BL (Type of Document) Sec 1 Code: Division Code (36) Document # FY+Fund+Location Code+ BAS#+Alteration
2	ACCTG PD	4 -digit Acctg +FY (e.g. 09 04)
3	APPRV TR TYPE	AP
4	POSTED TR TYPE	01
5	BUDGET FYS	2-digit Budget Fiscal Year
6	FUND	Valid Fund Code from FUND table
7	APPOR PERIOD	1
8	BUDGET LEVEL	AL= allotment
9	ACT	A for Add C for Change, or D for Deactivate
10	DIV	Valid division code from the DVSN table
11	PROGRAM	Valid program code from the PGMT table
12	INC/DEC AMT PD1	🌿 Total appropriation, if this is an Add, or 🌿 Signed amount of the increase/decrease, if this is a Change
13	DESCRIPTION	Short description of the action
	SUBALLOT OPTION ORG	N
	SUBALLOT OPTION PGM	Y
	SUBALLOT OPTION BOC	Y
	SUBALLOT OPTION SPN	N

To check for errors and process

Press the HOME key and type E in the COMMND field

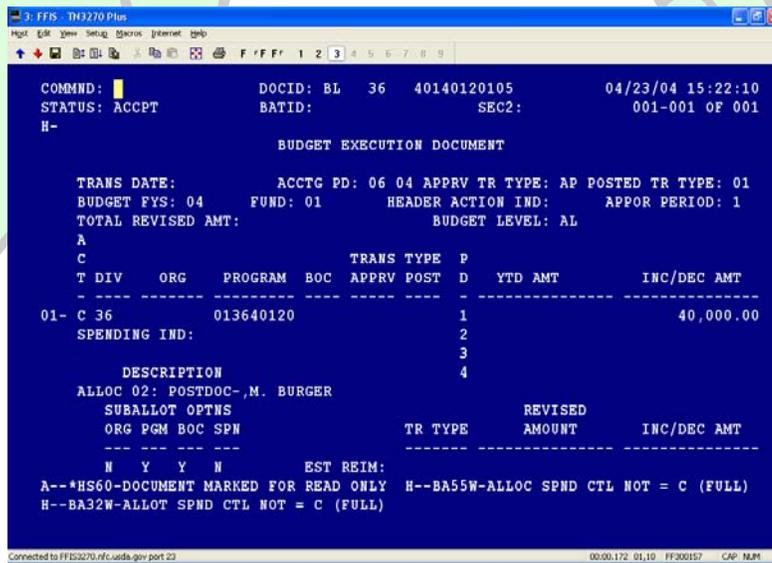
Press "ENTER"

If there are no error messages and the document status is "SCHED", press HOME key, and type "R" in the COMMND field

Press "ENTER"

If there are error messages at the bottom of the screen, the document status is "REJCT". If there are no errors, the status is "ACCPT"

Below is an example of an "ACCPT" BL



```
3: FFIS - TH3270 Plus
COMMND:
STATUS: ACCPT
H-
DOCID: BL 36 40140120105 04/23/04 15:22:10
BATID: SEC2: 001-001 OF 001

BUDGET EXECUTION DOCUMENT

TRANS DATE: ACCTG PD: 06 04 APPRV TR TYPE: AP POSTED TR TYPE: 01
BUDGET FYS: 04 FUND: 01 HEADER ACTION IND: APPOR PERIOD: 1
TOTAL REVISED AMT: BUDGET LEVEL: AL
A
C
T DIV ORG PROGRAM BOC APPRV POST D YTD AMT INC/DEC AMT
-----
01- C 36 013640120 1 40,000.00
SPENDING IND: 2
3
4
DESCRIPTION
ALLOC 02: POSTDOC-.M. BURGER
SUBALLOT OPTNS
ORG PGM BOC SPN TR TYPE REVISED AMOUNT INC/DEC AMT
-----
N Y Y N EST REIM:
A--*HS60-DOCUMENT MARKED FOR READ ONLY H--BA55W-ALLOC SPND CTL NOT = C (FULL)
H--BA32W-ALLOT SPND CTL NOT = C (FULL)

Connected to FFIS3270.nrc.usda.gov port 23 00:00:172 01:10 FF300157 CAP: NUM
```

Standard Voucher Document (B2)

FFIS uses this document for

-  Expenditure/Revenue adjustments
-  Zero balance adjustments
-  Transfers between program codes

The B2 updates the following tables

-  Journal Voucher and Standard Journal Table (JVLT)
-  Budget Execution tables (ALOC, SAIN, ALLT, etc.)
-  Cross-Reference tables (VXRF, DXRF, etc.)
-  General Ledger tables (GLDB, GLBL, etc.)

The B2 also has the following characteristics:

- 🌿 Requires an approval other than the person who entered the B2:
- 🌿 The approving official must validate the accounting adjustment is for expenditures.
- 🌿 The approving official must verify that the adjustment is for specific documents and transactions
- 🌿 Backup or supporting documentation supporting the adjustment must be kept on file
- 🌿 B2 document must balance to \$0.00; therefore, the document total on the header must equal \$0.00
- 🌿 Records adjustments between accounting lines
- 🌿 Must consist of a minimum of two lines

Processing a B2

The following provides details for completing the B2 document.

Accounting Technician

Step	Action
1	Print screen the ALLT for the accounting codes involved in the B2 transfer.
2	Based on the TDL or notification by Fundholder, enter the B2 document ensuring that the sum of the adjustments equal zero.
3	Screen print a copy of the B2 and pass it with supporting documentation to the approver (LAO/other accounts maintenance personnel) to apply the approval of the B2 directly in FFIS. Note: In the event there is only one fiscal person at the location, the B2 with supporting documentation must be forwarded to the SBFO for online approval.
4	Access the ALLT table to ensure the adjustments are properly reflected in FFIS.
5	Maintain the B2 documentation in accordance with established records retention schedules.

Approving Official (LAO/Funds Control Personnel)

Step	Action
1	Upon receipt of the screen print of the B2 and supporting documentation, access in FFIS and approve the transactions.
2	After the B2 document has been accepted in FFIS, screen-print the document.
3	Return the documentation and screen print of the accepted B2 to the Accounting Technician for the official record.

Entering a B2

Type "L" in Action
(from any FFIS
table screen)

Type "B2"

Then hit "Enter"

```

FFIS TH3270 Plus
-----
ACTION:  SCREEN:  USERID:  UURO  DOCUMENT SUSPENSE INDEX 1
FUNCTION:  SEC2:

-----BATCH ID-----  -----DOCUMENT ID-----
SEL  TRAN  SEC1  NUMBER  TRAN  SEC1  NUMBER  STAT  APPRV  DATE  LAST  LAST  PROCESS
-----
00-
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-

Connected to FFIS3270.nrc.usda.gov port 23 00:00:09# 01/34 FF300157 NMM
  
```

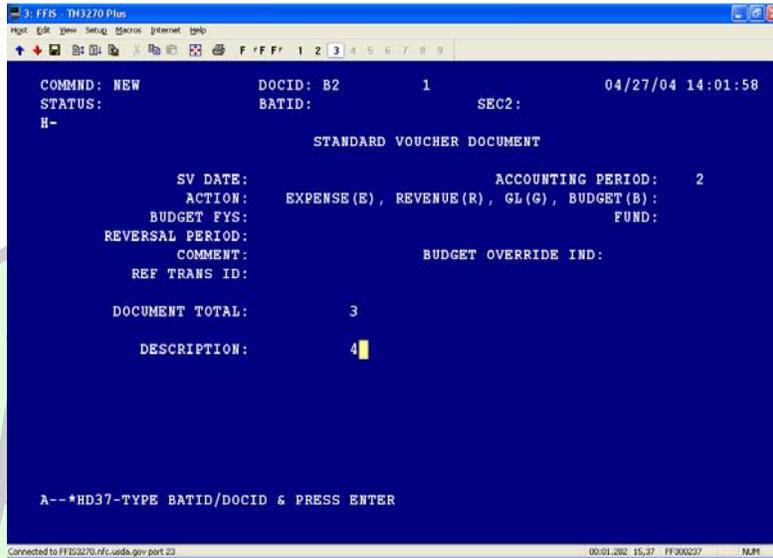
From within a Document:

- Type NEW in the COMMND field of a document
- Tab to the TRANS CODE field and type B2
- Tab to the SEC 1 code and type division code (36)
- Tab to the next field, and type the document number
- Press "Enter"

The table below shows the required field for the B2 document header screen.

#	FIELD	DATA
1	DOCID	Trans Code: B2 (Type of Document) Sec 1 Code: Division Code (36) Document # : Location Code+ System generated sequential number
2	Accounting Period	Two digit fiscal month and two-digit fiscal year of the transaction(e.g. 09 04 for June 20, 2004)
3	Document Total	Total amount of the payment. The B2 is a zero balance adjustment. Therefore, you must enter 0.00 for the Document total.
4	Description	Short description of the action

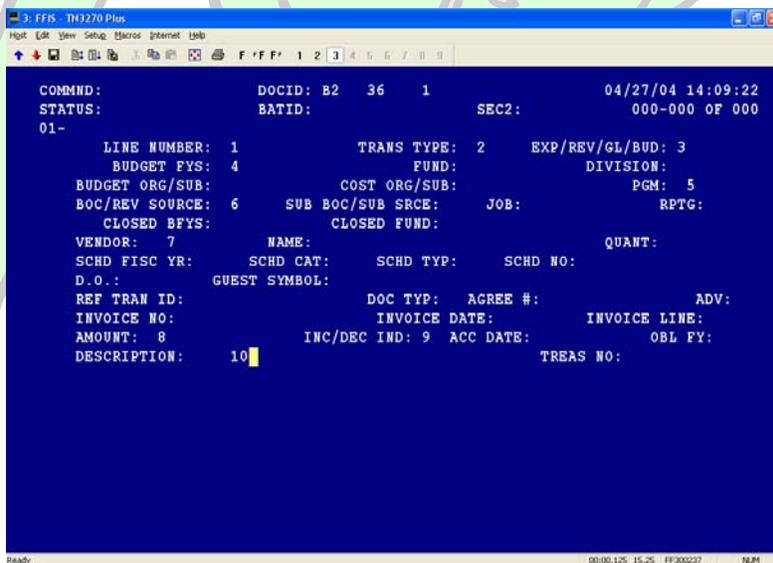
Below is an example of the B2 document header:



To enter a B2 document header screen, follow the steps outlined below:

Step	Action
1	Tab to the second field of the DOCID and type in the 2-digit SEC1 (36)
2	Tab to the next field, and type in the document number.
3	Press "Enter" This is a very important step-You must press enter at this point before continuing.
4	Tab to Accounting Period , enter accounting period.
5	Tab to Document Total and type in 0.00 for total amount.
6	Press "Enter" and the B2 line screen will appear.

Below is an example of the B2 document line screen:



The table below describes required fields for the B2 document line screen.

#	Field	Data
1	Line Number	Different 3-digit number for each line from 001-999
2	Trans Type	TO for expenditure or FI for sales revenue
3	EXP/REV/GL/BUD	E for expense or R for revenue
4	Budget FYS	Budget fiscal year
5	PGM	Program code
6	BOC/REV Source	Budget object code for expense Revenue Source Code for revenue
7	Vendor	Vendor Code
8	Amount	Total amount of this line item
9	Inc/Dec Ind	I if the entered amount is an increase, D if the amount is a decrease.
10	Description	Short description of the action

To enter a B2 document line screen, follow the steps below:

Step	Action
1	In Line Number, type in a 3-digit number for each line from 001 to 999
2	Tab to Trans Type and type the appropriate transaction type TO (Expense Adjustments) or FI (Sales Revenue).
3	Tab to EXP/REV/GL/BUD and type E for Expense or R for Revenue
4	Tab to Budget FYS and type in the budget fiscal year
5	Tab to PGM and type the program code.
6	Tab to BOC/REV Source, and type in the budget object code or a revenue source code. A budget object code is required for expenditures and a revenue source code is used for revenue.
7	Tab to Vendor and type in Vendor Code .
8	Tab to Description and add remarks (optional)
9	Tab to Amount, and type in the total amount for the line.
10	Repeat steps 1-9 for remaining lines. B2 documents must have at least two lines.
11	Tab to INC/DEC IND, and enter I if the entered amount is an increase, D if the amount is a decrease.
12	Press Home key and type E in COMMND
13	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is PEND1.
14	The document must now be Approved (by either LAO or ABFO)
15	Press Home key and type A in COMMND
16	Press Enter to Approve document
17	Type R in COMMND to run the document. If there are error messages at the bottom of the screen, document status is REJCT; if no errors the status is ACCPT.

Indirect Program Support Costs (IPSC)

ARS has established the following policy on the IPSC assessment on Reimbursable Agreements to implemented as of October 1, 2002

Assessment of the IPSC on Single-Year Agreements:

The entire IPSC amount chargeable to the Agreement will be assumed initially as being available for that year and must be so recorded on Form ARS-324 for obligation in FFIS. The IPSC must be adjusted and revisions to the Forms ARS-324 and ARS-425 submitted when the agreed-upon dollar level for the Agreement changes due to increased or decreased funding.

Assessment of the IPSC on Multi-Year Agreements:

The amount of IPSC chargeable to the Agreement in any fiscal year is dependent upon the work performed. Work is measured in terms of obligation in FFIS. The following procedures should be followed: Record only that portion on Form ARS-324 as IPSC (for obligation in FFIS) which represents the best estimate of IPSC.

As reimbursable agreements are executed, the administrative costs associated with establishing individual agreements are incurred and expended. Therefore, it is appropriate to generate a B2 document once an agreement is awarded to transfer IPSC from the current BFY and program code (X010101929) to the program code assigned to the agreement.

NOTE: IPSC on Trust Fund and Technology Transfer (CRADA) agreements is based on the amount of the check(s) received by ARS, not the amount of the executed agreement.

The following is an example of a B2 document transferring IPSC:

```
COMMED: DOCID: B2 36 3620 CG756 04/27/04 14:14:15
STATUS: ACCPT BATID: SEC2
*
STANDARD VOUCHER DOCUMENT
SV DATE: ACCOUNTING PERIOD: 07 04
ACTION: EXPENSE (E), REVENUE (R), GL (G), BUDGET (B):
BUDGET FY: FUND:
REVERSAL PERIOD: COMMENT:
REF TRANS ID: BUDGET OVERRIDE ID:
DOCUMENT TOTAL: 0.00
DESCRIPTION: IPSC CHARGES 858-3K95-4-1022
A---#860-DOCUMENT MARKED FOR READ ONLY
```

```
COMMED: DOCID: B2 36 3620 CG756 04/27/04 14:15:41
STATUS: ACCPT BATID: SEC2 002-002 OF 002
01-
LINE NUMBER: 002 TRANS TYPE: TO EXP/REV/GL/BUD: E
BUDGET FY: 04 FUND: DIVISION:
BUDGET ORG/SUB: COST ORG/SUB: FOM: 813420491
ROC/REV SOURCE: 2570 SUB ROC/SUB SRC: JOB:
CLOSED BFYS: CLOSED FBUD:
VERDOR: 12400300F F NAME: USDA, ARS NWA
SCHED FISC YR: SCHED CAT: SCHED TYP: SCHED NO:
D.O.: GUEST SYMBOL:
REF TRAN ID: DOC TYP: AGRE #: ADV:
INVOICE NO: INVOICE DATE: INVOICE LINE:
AMOUNT: 2500.00 INC/DEC IND: 1 ACC DATE: OBL FY:
DESCRIPTION: IPSC CHARGES 858-3K95-4-1022 TREAS NO:
```

```
COMMED: DOCID: B2 36 3620 CG756 04/27/04 14:15:14
STATUS: ACCPT BATID: SEC2 001-001 OF 002
01-
LINE NUMBER: 001 TRANS TYPE: TO EXP/REV/GL/BUD: E
BUDGET FY: 04 FUND: DIVISION:
BUDGET ORG/SUB: COST ORG/SUB: FOM: 810101929
ROC/REV SOURCE: 2570 SUB ROC/SUB SRC: JOB:
CLOSED BFYS: CLOSED FBUD:
VERDOR: 12400300F F NAME: USDA, ARS NWA
SCHED FISC YR: SCHED CAT: SCHED TYP: SCHED NO:
D.O.: GUEST SYMBOL:
REF TRAN ID: DOC TYP: AGRE #: ADV:
INVOICE NO: INVOICE DATE: INVOICE LINE:
AMOUNT: 2500.00 INC/DEC IND: 5 ACC DATE: OBL FY:
DESCRIPTION: IPSC CHARGES 858-3K95-4-1022 TREAS NO:
```

YE Documents

The Standard Voucher (YE) document is used to:

- Record an estimate for undelivered orders or accrued expenditures
- Generate self-reversing entries based on the information entered in the Reversal Period field on the Header
- Update the Self-Reversing Journal Voucher Table(RVJV) and the Journal Voucher Line Table (JVLT)
- The YE document updates the following tables:
 - Journal Voucher and Standard Journal Table (JVLT)
 - Budget Execution tables (ALOC, SAIN, ALLT, etc.)
 - Cross-Reference tables (VXRF, DXRF, etc.)
 - General Ledger tables (GLDB, GLBL, etc.)

The table below shows the required fields for the YE document header screen:

#	Field Name	Data
1	DOCID	Trans Code: YE (Type of Document) Sec 1 Code: Division Code (36) Document #: Location Code+ system generated sequential number
2	ACCTG PD	4 –digit Acctg +FY (e.g. 09 02)
3	REVERSAL PERIOD	2-digit fiscal month and 2-digit fiscal year in which the transaction will be automatically reversed
4	Document Total	Total amount of payment
5	Description	Add Remarks (optional)

Below is an example of the YE document header screen:

```

3: FFIS - IN3270 Plus
-----
COMMAND: NEW          DOCID: YE      1          04/27/04 14:23:14
STATUS:              BATID:          SEC2:
H-
STANDARD VOUCHER DOCUMENT

SV DATE:              ACCOUNTING PERIOD: 2
ACTION: EXPENSE (E) , REVENUE (R) , GL (G) , BUDGET (B) :
BUDGET FYS:          FUND:
REVERSAL PERIOD: 3
COMMENT:              BUDGET OVERRIDE IND:
REF TRANS ID:

DOCUMENT TOTAL: 4
DESCRIPTION: 5

A--*HD37-TYPE BATID/DOCID & PRESS ENTER
    
```

To enter a YE document header screen, follow the steps below:

Step	Action
1	Type L in Action (from any FFIS table screen)
2	In TABLEID field type YE
3	Press the spacebar twice to clear possible remaining data
4	Press "Enter" The Standard Voucher header screen appears. You will see the prompt at the bottom of the screen: "TYPE BATID/DOCID AND PRESS ENTER"

In the header screen...

5	Tab to the second field of DOID and type in the 2-digit SEC1 (36)
6	Tab to the next field, and type in the document number
7	Press "Enter" This is a very important step-You must press enter at this point before continuing.
8	Tab to Accounting Period, and enter the accounting period.
9	Tab to Reversal Period and enter the 2 digit fiscal month and 2-digit fiscal year in which the transaction will be automatically reversed. All period end estimates require a reversal period.
10	Tab to Document Total, and type in the document total after calculating the line amounts)
11	Tab to Description Remarks may be added (optional)
12	Press "Enter" and the YE line screen appears.

Below is an example of the YE document line screen:

```

3: FFIS - D43270 Plus
-----
COMMAND:          DOCID: YE 36 TEST          04/27/04 14:26:44
STATUS:           BATID:                   SEC2:          000-000 OF 000
01-
  LINE NUMBER:    1          TRANS TYPE: 2    EXP/REV/GL/BUD: 3
  BUDGET FYS:    4          FUND:                   DIVISION:
  BUDGET ORG/SUB:  COST ORG/SUB:          PGM: 5
  BOC/REV SOURCE: 6        SUB BOC/SUB SRCE:  JOB:          RPTG:
  CLOSED BFYS:    CLOSED FUND:
  VENDOR:        7          NAME:                   QUANT:
  SCHD FISC YR:  SCHD CAT:    SCHD TYP:    SCHD NO:
  D.O.:          GUEST SYMBOL:
  REF TRAM ID:   DOC TYP:    AGREE #:          ADV:
  INVOICE NO:    INVOICE DATE:    INVOICE LINE:
  AMOUNT:        8          INC/DEC IND: 9  ACC DATE:    OBL FY:
  DESCRIPTION:   10
  TREAS NO:
  
```

Connected to FFIS3270.nrc.usda.gov port 23 00:00:264 15:23 FF300237 N.M

To enter a YE document line screen, follow the steps outlined below:

Step	Action
1	In Line Number, type in a 3-digit number for each line from 001 to 999
2	Tab to Trans Type and type the appropriate transaction type: DE-Estimates for delivered orders UN-Estimates for undelivered orders
3	Tab to EXP/REV/GL/BUD and type E for Expense
4	Tab to Budget FYS and type in the budget fiscal year
5	Tab to PGM and type the program code.
6	Tab to BOC/REV Source, and type in the budget object code. A budget object code is required for expenditures.
7	Tab to Vendor and type in MWA's vendor code of 12400300F F.
8	Tab to Description and add remarks (optional)
9	Tab to Amount, and type in the total amount for the line.
11	Tab to INC/DEC IND, and enter I if the entered amount is an increase, D if the amount is a decrease.
12	Press Home key and type E in COMMND
13	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if nor errors the status is PEND1.
14	The document must now be Approved (by ABFO)
15	Press Home key and type A in COMMND
16	Press "Enter to Approve document
17	If there are no error messages at the bottom of the screen, type R in COMMND to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.



Accounting Adjustments

Year End Estimates (Undelivered Orders and Accrued Expenditures)

At the close of each fiscal year, federal statutes require all agencies to record all valid obligations for that fiscal year. These obligations are required to accurately reflect the financial status of the agency relative to its appropriated and non-appropriated funds. Obligations reflected in the records maintained by NFC must be accurate as of the end of the fiscal year.

When the feeder system and direct-entered documents are not received and entered at FORB, ARS OPS, the pilot Areas, or Facilities/Financial Management Division, period end estimates must be used to record those documents and transactions on YE documents into FFIS.

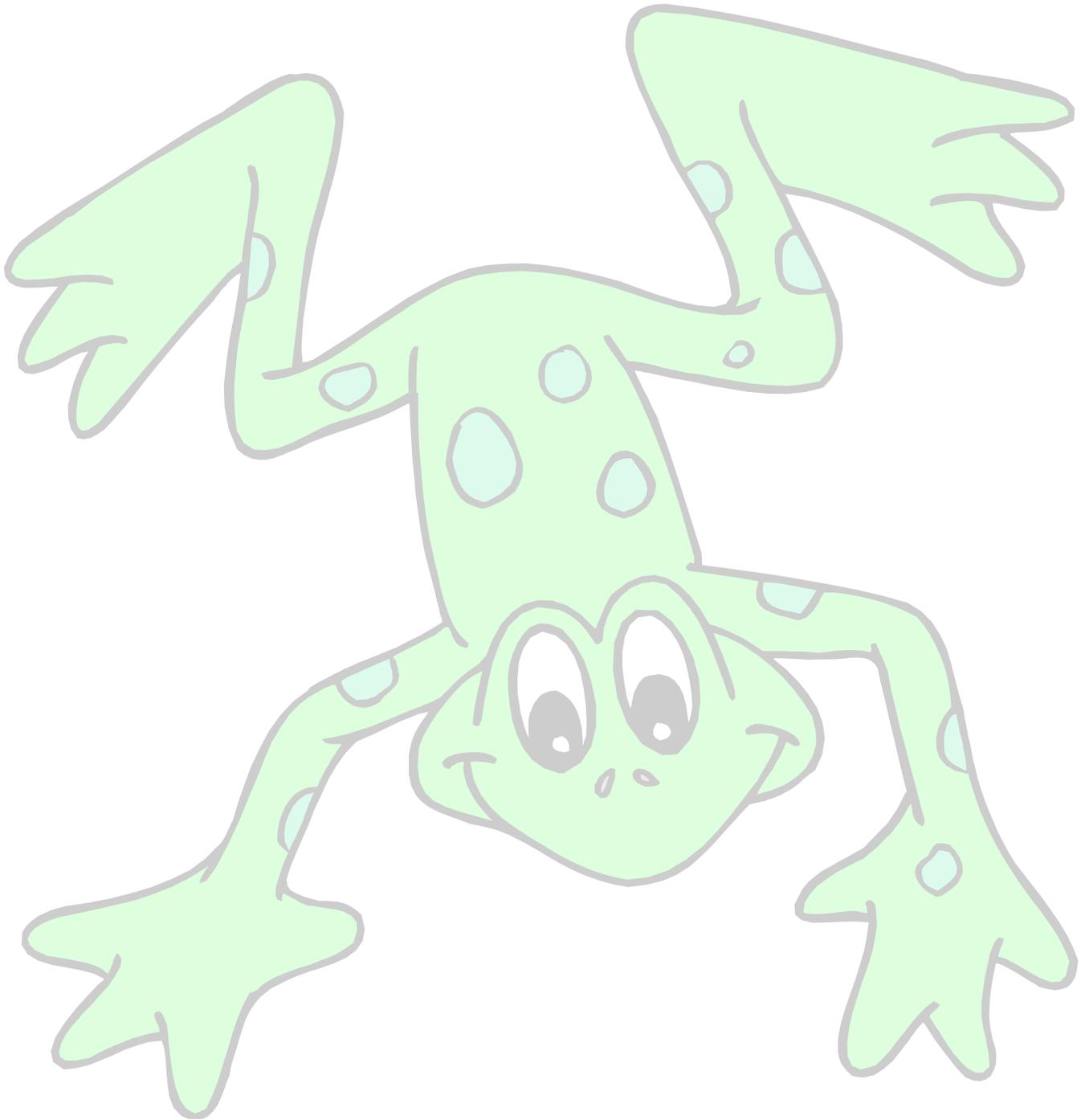
Period End Estimates use two transactions types: UN, estimate for undelivered orders, and DE, estimate for accrued expenditures. The YE/UN transaction code/transaction type is used to record unliquidated obligations (undelivered orders) such as training, purchase orders, contracts etc., and the YE/DE transaction codes is used to record accrued expenditures such as salaries and utilities.

Sale of Assets

Processing sale of asset transactions continues to be processed in accordance with the Financial Management Manual dated March 1990, Chapter 2400, Section 2470. The only exception to these procedures is that since AD-742's, Transfer and Adjustment Vouchers, can no longer be used in the FFIS environment, FORB, ARS OPS will be executing SV documents on behalf of ARS. On a quarterly basis, the following actions must occur:

Step	Action
1	Accounting maintenance personnel sends a screen shot of the ALLT table to FORB, ARS OPS, noting that the transactions charged to the X08 account have been validated
2	FORB, ARS OPS enters a SV document to transfer revenue from the x94 accounts to the x08 account

TABLES



Tables

Tables in FFIS are groupings of functionally-related records. For example, the Vendor Table (VEND) contains records for all vendors defined in the system.

The screenshot shows a terminal window displaying the Vendor Reference Table. The screen is annotated with five callouts:

- 1. Action Line:** Points to the first line of the table: `ACTION: S TABLEID: VEND USER`.
- 2. Table Name:** Points to the second line: `VENDOR REFERENCE TABLE`.
- 3. Key Line:** Points to the third line: `KEY IS VENDOR CODE`.
- 4. Table Data:** A bracket indicates the main body of the table containing various fields like `VENDOR CODE`, `VENDOR NAME`, `SECI`, `DUNS/PLUS4`, `CAGE CODE`, `ADDR LINE 1`, `VEND TYPE`, `VEND TYPE CAT`, `CONTACT`, `GRP BILLS`, `GROUP DUNNING`, `COMMENTS`, `ARTYPE`, `ACTIVE VENDOR`, `AR CONTACT`, `VEND/PROV CODE`, `HOME ORG`, `CUST REF #`, `CUST ACCT`, `CUST TYPE`, `CREDIT CARD`, `PAYMNT HOLD`, `PAY LAG`, `ACH PRENOTE IND`, `ACH PAY FORMAT`, `PPAY TYPE`, `LAST PAY DATE`, `TIN TYPE`, `TIN VERIFIED IND`, `CALENDAR YTD DISB`, `TIN VALIDATION DATE`, `TAXPAYER ID #`, `PAYMENT CAT`, `1099 VEND`, `1099 NAME/ADDRESS`, `OFFSET ELIGIBILITY`, `VENDOR NAME XREF`, `SECI`.
- 5. System Messages:** Points to the bottom section: `-- BANK INFORMATION --`, `BET FLAG: BANK NAME: BANK ACCT TYPE: BANK NUMB:`, `ACCT NUMB: STATE: ZIP CODE: CORR BANK NUMB:`, `CITY:`.

The elements of a table in FFIS are:

Elements	Description
1. Action Line	The first line of a table. It contains two fields which require data: ACTION -Enter an action code to direct the system to where you want to go, or what you want to do. TABLEID -Enter a four-character identifier to display a new table or display the table currently in use.
2. Table Name Line	The second line of a table. It displays the title of the table you are currently in.
3. Key Line	The key line displays important (key) fields of the table. These are the fields that the user can search on.
4. Table Data	Basic information about the table or transaction on the table.
5. System Messages	At the bottom portion of each FFIS screen are system messages. Messages have three parts: tag, message code and message text.

In FFIS, there are three types of tables:

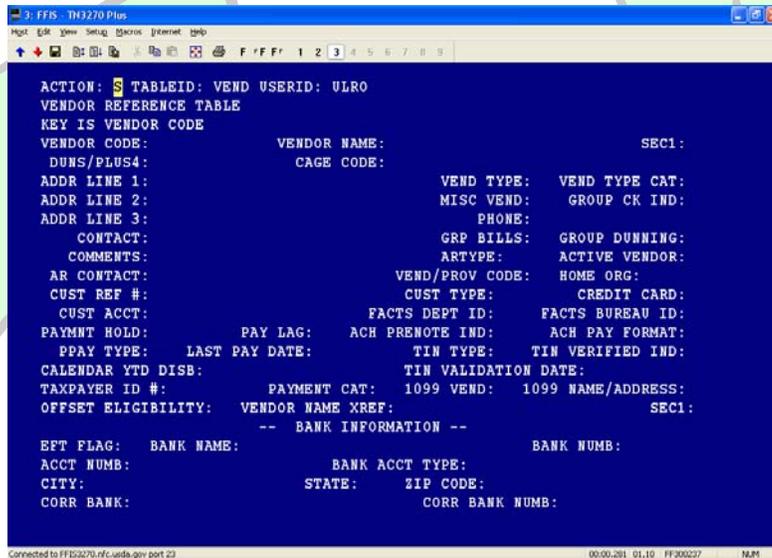
-  Reference tables
-  Inquiry tables
-  Data entry tables

Reference Tables

FFIS reference tables supply general information for use on documents by defining valid data elements. Reference tables:

- 🌿 Maintain reference data in FFIS
- 🌿 Maintain system options in FFIS
- 🌿 List valid codes and values used by the system for editing or control purposes

Example:



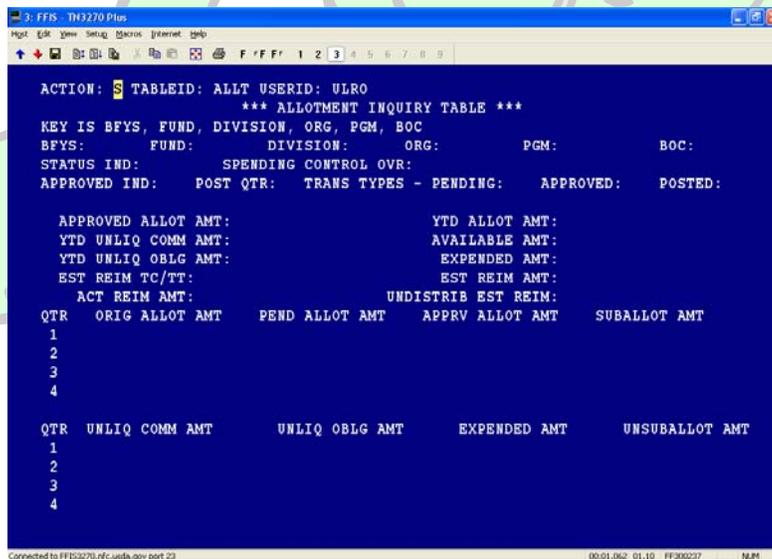
```

3: FFIS TH3270 Plus
-----
ACTION: S TABLEID: VEND USERID: ULRO
VENDOR REFERENCE TABLE
KEY IS VENDOR CODE
VENDOR CODE:          VENDOR NAME:          SEC1:
DUNS/PLUS4:          CAGE CODE:
ADDR LINE 1:          VEND TYPE:      VEND TYPE CAT:
ADDR LINE 2:          MISC VEND:    GROUP CK IND:
ADDR LINE 3:          PHONE:
CONTACT:              GRP BILLS:    GROUP DUNNING:
COMMENTS:             ARTYPE:       ACTIVE VENDOR:
AR CONTACT:           VEND/PROV CODE: HOME ORG:
CUST REF #:           CUST TYPE:    CREDIT CARD:
CUST ACCT:            FACTS DEPT ID: FACTS BUREAU ID:
PAYMNT HOLD:         PAY LAG:      ACH PRENOTE IND:  ACH PAY FORMAT:
PPAY TYPE:           LAST PAY DATE: TIN TYPE:         TIN VERIFIED IND:
CALENDAR YTD DISB:   TIN VALIDATION DATE:
TAXPAYER ID #:       PAYMENT CAT:  1099 VEND:      1099 NAME/ADDRESS:
OFFSET ELIGIBILITY:  VENDOR NAME XREF:          SEC1:
-- BANK INFORMATION --
EFT FLAG:  BANK NAME:          BANK NUMB:
ACCT NUMB:          BANK ACCT TYPE:
CITY:              STATE:      ZIP CODE:
CORR BANK:         CORR BANK NUMB:
    
```

Inquiry Tables

- 🌿 Show results of documents entered into FFIS
- 🌿 Maintain data entered and processed on FFIS documents for query purposes
- 🌿 Contain system-maintained fields that cannot be changed.
- 🌿 Are updated automatically when a documents is processed

Example:



```

3: FFIS TH3270 Plus
-----
ACTION: S TABLEID: ALLT USERID: ULRO
*** ALLOTMENT INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS:      FUND:      DIVISION:  ORG:      PGM:      BOC:
STATUS IND: SPENDING CONTROL OVR:
APPROVED IND:  POST QTR:  TRANS TYPES - PENDING:  APPROVED:  POSTED:

APPROVED ALLOT AMT:          YTD ALLOT AMT:
YTD UNLIQ COMM AMT:        AVAILABLE AMT:
YTD UNLIQ OBLG AMT:        EXPENDED AMT:
EST REIM TC/TT:            EST REIM AMT:
ACT REIM AMT:              UNDISTRI B EST REIM:
QTR  ORIG ALLOT AMT  PEND ALLOT AMT  APPRV ALLOT AMT  SUBALLOT AMT
1
2
3
4

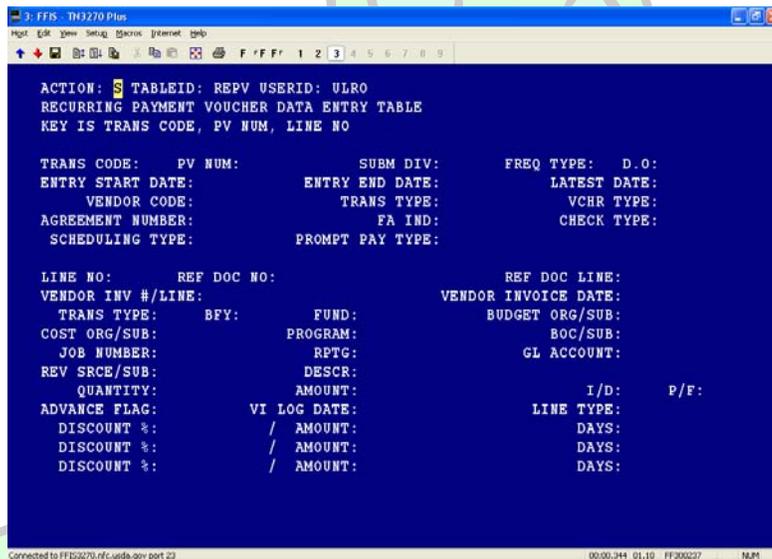
QTR  UNLIQ COMM AMT  UNLIQ OBLG AMT  EXPENDED AMT  UNSUBALLOT AMT
1
2
3
4
    
```

Data Entry Tables

FFIS data entry tables show particular types of transaction data:

- ✿ The information entered on a data entry table does not have any accounting significance at the time of entry.
- ✿ The information entered does not directly update the journals.
- ✿ The system does use this data to build documents (such as obligation documents) at a later date.
- ✿ These data entry tables create documents that have an accounting impact. When used in this way, the data entry tables store information to create documents.

Example: Recurring Payment Voucher Data Entry Table (REPV)-Used to automatically create payment voucher transactions on a regular basis.



```
3: FFIS - TM3270 Plus
Host Edit View Setup Macros Internet Help
F F F 1 2 3 4 5 6 7 8 9
ACTION: S TABLEID: REPV USERID: ULRO
RECURRING PAYMENT VOUCHER DATA ENTRY TABLE
KEY IS TRANS CODE, PV NUM, LINE NO

TRANS CODE:   PV NUM:       SUBM DIV:       FREQ TYPE:   D.O:
ENTRY START DATE:  ENTRY END DATE:  LATEST DATE:
VENDOR CODE:     TRANS TYPE:     VCHR TYPE:
AGREEMENT NUMBER: FA IND:         CHECK TYPE:
SCHEDULING TYPE:  PROMPT PAY TYPE:

LINE NO:       REF DOC NO:       REF DOC LINE:
VENDOR INV #/LINE:  BFY:             FUND:          BUDGET ORG/SUB:
TRANS TYPE:       PROGRAM:         BOC/SUB:
JOB NUMBER:       RPTG:           GL ACCOUNT:
REV SRCE/SUB:     DESCR:
QUANTITY:         AMOUNT:         I/D:          P/F:
ADVANCE FLAG:     VI LOG DATE:    LINE TYPE:
DISCOUNT %:     / AMOUNT:      DAYS:
DISCOUNT %:     / AMOUNT:      DAYS:
DISCOUNT %:     / AMOUNT:      DAYS:

Connected to FFIS3270.nrc.usda.gov port 23 00:00:344 01_10 FF300227 N.M
```

Navigating through Tables

You will always begin your work from the FFIS title screen. The first field is ACTION. To move from table to table, or to change elements of records in tables use the following types of table action codes:

Action	Code	Description
Add	A	Adds a record to the table When lines are successfully added, the system displays a message at the bottom of the screen: L030 ALL LINES ADDED
Backward Leaf	B	Leafs back to the last table viewed prior to leafing to the current table
Change	C	Changes a data field in the table. Only the values in those fields that are not key fields can be modified with the change action. When all changes have been made, the system edits the values entered in the data fields. When lines are successfully changed, the following message appears at the bottom of the screen: LO31 ALL LINES CHANGED
Delete	D	Deletes a record from the table. When the entries are successfully deleted, the system displays the following message: LO32 ALL LINES DELETED
End/Exit	E	Performs three functions (depending on where a user is in FFIS): Exits the system Returns to the document when the user's previous action was a pause action Exits out of zoo mode and returns to the previous document of table
Get	G	Gets a record based on the key field value entered
Leaf/Leap	L	Moves the user from one table to another table that contains corresponding KEY Data If related entries are not found in the new table, the following messages are displayed: L008 END OF FILE OR L004 LINE NOT FOUND You may use the leaf command up to five consecutive times.
More	M	Lists additional error messages. If an action results in more messages than can be displayed on the screen, the system automatically changes the action to M
Next/New	N	Moves to the table specified in the TABLEID field, and displays that table screen with the data fields blank
Refill	R	Refills the table with the table entries that directly follow the entries currently displayed on the screen. FFIS defaults to "R" after the Scan or Top
Scan	S	Scans the table for a record with the full or partial key indicated
Top	T	Displays the very first entry in a table
Zoom	Z	Toggles between the tables without loss of data. FFIS freezes the current screen data, allows the user to go to another table, modify or display data in other tables, and return to the first screen, which is unchanged. You may use the zoom command up to five consecutive times.
Previous Screen	<	Steps back through the previous four screens mostly recently viewed for the current table with the scan and refill actions
Next Screen	>	Steps forward through screens most recently viewed with the previous screen action.

Table Maintenance Responsibilities

The primary role of the Functional Administrator (FA) is to maintain the ARS tables within FFIS. Certain tables, however, have been delegated to the SBFO for maintenance. They are:

- 🌿 PGMT – SBFOs are allowed full access to this table (Add, Delete, and Modify capabilities)
- 🌿 DVAL – SBFOs are allowed Add only capability to this table
- 🌿 ACXT – SBFOs are allowed Add only capability to this table

Any changes/deletes required on DVAL or ACXT must be referred to the FA.



Frequently Used Tables

The following are the most frequently used tables when working with ACCS:

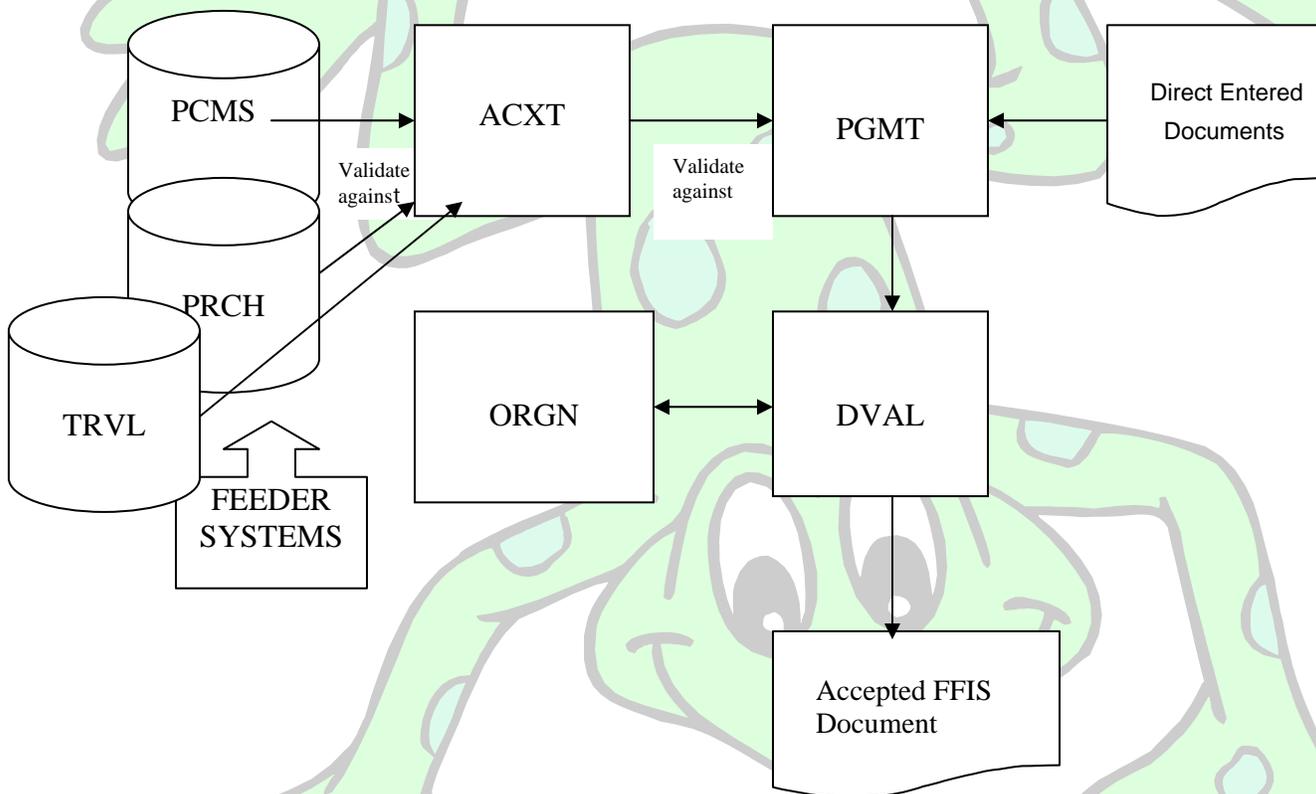
- 🌿 View Fiscal Year - FSYR
- 🌿 View funds – FUND, FUN2
- 🌿 View fund types -FTYP
- 🌿 View programs – PGMT
- 🌿 View program types – PTYP
- 🌿 View program class – PCLS
- 🌿 View sub objects – SOB
- 🌿 View reporting categories - RPTG
- 🌿 View budget object codes – BOCT
- 🌿 View revenue source codes – RSRC
- 🌿 View sub-revenue source codes – SREV
- 🌿 View organizations – ORGN
- 🌿 View sub organization - SORG
- 🌿 View divisions – DVSN
- 🌿 View general ledger accounting – GLBL, GLDB
- 🌿 View trans code/trans type entries – ACED
- 🌿 View accounting entries – ACEN
- 🌿 View default accounting – DVAL

Entering Accounting Codes in FFIS

The role of table update in FFIS normally is delegated to the Functional Administrator. ARS has made a decision to delegate the update of tables Program Management (PGMT), Default Values Table (DVAL) and Accounting Cross-Walk Table (ACXT) to the area offices, NAL and FMD-FOB.

This function is similar to the accounting code maintenance function you formerly did in the Central Accounting System when you updated MASC. However, instead of updating one table (AD-729C), three tables are now required to successfully use an accounting code in FFIS.

Relationship of Tables



Program Reference Table - PGM T

ACTION: R TABLEID: PGM T USERID: FRED						
PROGRAM REFERENCE TABLE						
KEY IS BUDGET FISCAL YEAR, PROGRAM						
BUDGET						
FISCAL	PROGRAM	PROGRAM	PROGRAM	PROGRAM	ALLOTMENT	
YEAR	PROGRAM	CLASS	CATEGORY	TYPE	GROUP	PROGRAM

01-	02	011935100	81	011935100		
		PROGRAM NAME: HIDES, LEATHER & WOOL			SHORT NAME:	
02-	02	011935101	81	011935101		
		PROGRAM NAME: ENGINEERING SCI			SHORT NAME:	
03-	02	011935102	81	011935102		
		PROGRAM NAME: FOOD SAFETY RES			SHORT NAME:	
04-	02	011935103	81	011935103		
		PROGRAM NAME: MICROBIO FOOD SAFETY			SHORT NAME:	
05-	02	011935104	81	011935104		
		PROGRAM NAME: MILK COMPONENTS RES			SHORT NAME:	
06-	02	011935105	81	011935105		
		PROGRAM NAME: POULTRY FOOD SAF RES			SHORT NAME:	
07-	02	011935106	81	011935106		
		PROGRAM NAME: PLANT & SOIL BIO PP			SHORT NAME:	

The PGM T table defines the Budget Fiscal Year and Program Code in FFIS. To enter a value in PGM T, do the following at any FFIS screen.

ACTION: Enter **N**.
TABLEID: Enter **PGM T**. Press <Enter>

You are presented with a blank PGM T screen. To add a record, continue with the following commands:

ACTION: Enter **A**.
 Tab to line 01 and enter:

BUDGET FISCAL YEAR: Enter the BFY for the accounting strip you wish to add. Normally, this is the current fiscal year (e.g. FY 2002 is **02**).

PROGRAM: Enter the 9 digit program code. The program code is identical to the last 9 digits of our current CAS accounting code.

PROGRAM CLASS: Program Class is used to tie major construction accounts together. For a list of valid program classes, see table **PCLS**. Values in PCLS may be entered only by the Functional Administrator staff.

PROGRAM CATEGORY: Leave blank. This field has no meaning in ARS' FFIS implementation.

PROGRAM TYPE: Enter the two digit Program Type. Program Type is identical to the Account Type field in CAS. For a list of valid Program Types, see table **PTYP**. Values in PTYP may be entered only by the Functional Administrator staff.

ALLOTMENT Leave blank. FFIS will automatically add this value.

PROGRAM NAME: Enter the Program Name. For incoming soft funds, ARS requires that the first 11 characters of Program Name be the Vendor Code of the entity providing the funds to ARS. After skipping a space, enter the month and year when the agreement expires. Skip a space and then enter the in last 13 characters the provider's name. This will enable NFC to bill the cooperator. For all other programs, describe the program.

SHORT NAME: Enter the program short name. For incoming agreements, contracts, etc. (soft funds), enter the agreement number, contract number, etc. in the Short Name field. For all other program codes, this field is optional.

You may enter more than one Program Code on a PGMT screen. To enter more than one code, tab to the next line and repeat the above entry instructions. When done, press <Enter> and the values that you put on the screen will be edited. If there are errors, the error message will be shown on the bottom of the screen. The message "**ALL LINES ACCEPTED**", indicates successful processing.

PGMT will roll over from one fiscal year to the next.

Default Values Table - DVAL

ACTION: R TABLEID: DVAL USERID: FRED			
DEFAULT VALUES REFERENCE TABLE			
KEY IS CODED ELEMENTS			
01- ----- CODED ELEMENTS -----			
FISC YR: 02	H/L: L	TRANS CODE:	TRANS TYPE:
BFYS: 02	FUND:	DIV:	BUDGET ORG/SUB:
COST ORG/SUB:	PGM: 011935100	BOC/SUB:	
REV SRCE/SUB:	JOB:	RPTG:	
----- DERIVED ELEMENTS -----			
BFYS: 02	FUND: 01	DIV: 19	BUDGET ORG/SUB: 1935700
COST ORG/SUB:	PGM:	BOC/SUB:	
REV SRCE/SUB:	JOB:	RPTG:	
GL ACCOUNT:	OFFSET GL ACCOUNT:	VENDOR:	

DVAL ties a Program Code to the rest of the Accounting Classification Code Structure (ACCS) in FFIS. It defines BFY + Program Code to a particular fund, division and organization.

To access DVAL, do the following steps:

From any FFIS Table enter:

ACTION: Enter **N**.
TABLEID: Enter **DVAL**. Press <Enter>.

An empty DVAL screen is shown. To add entries, do the following steps:

ACTION: Enter **A**.
Tab down to FISC YR and begin entry.

FISC YR: Enter the **CURRENT FISCAL YEAR**. If you are in Fiscal Year 2002, enter 02.

H/L: Enter **L**.

BFYS: Enter the **Budget Fiscal Year** of the Program Code (see PGM).

Tab to PGM:

PGM: Enter the Program Code you entered in PGM.

Derived Elements are the ACCS elements that are inferred from the BFY, and Program Code values entered on an FFIS document.

BFYS: Enter the Budget Fiscal Year previously entered in the line items.

FUND: Enter the Fund Code associated with the Program Code. The Fund Code is the 1st two digits of the Program Code.

DIV: Enter the Area that has ownership of this code. DIV generally is derived from positions 3 and 4 of the Program Code.

ORGN: Enter the Organization Code that “owns” the Program Code. The ORGN codes are found in table ORGN. Values in ORGN are entered by the Functional Administrator staff.

Once completed, press <ENTER>. The data entered is edited by FFIS. If there are errors, error messages will be displayed. If the message “**ALL LINES ACCEPTED**” is displayed, then processing was successful.

Table DVAL can be rolled over at year end.

Accounting Structure Code Cross Reference Table - ACXT

ACTION: R TABLEID: ACXT USERID: FRED
ACCOUNTING STRUCTURE CODE CROSS-REFERENCE TABLE
KEY IS FY, AGENCY, ACCOUNTING STATION, ASC1

FY: 02 AGENCY: 03
ACCOUNTING STATION:
-----ACCOUNTING STRUCTURE CODE-----
ASC1: 2011935100
ASC2:
USER-ENTERED RECORD?:

-----FFIS ACCS-----
SEC1: 19
BFYS: 02 FUND: DIVISION:
BUDGET ORG/SUB: COST ORG/SUB:
PROGRAM: 011935100 JOB: RPTG:
SUB BOC: SUB REV SRC:
CLOSED BFYS: CLOSED FUND:

Table ACXT is used to relate feeder system accounting codes to an FFIS accounting code. Feeder system accounting codes are 10 or 14 digits in length. FFIS “accounting codes” are either 11 or 15 digits in length.

To access table ACXT, enter the following at any FFIS table:

ACTION: Enter **N**.
TABLE ID: Enter **ACXT**. Press <Enter>.

A blank ACXT table is displayed. To add a value, do the following:

ACTION: Enter **A**.
Tab to FY.

FY: Enter the **Current Fiscal Year**.

AGENCY: Enter **03**. Tap the <Tab> key

ASC1: Enter the Feeder System Accounting Code (i.e. 2013625310). Press <Tab> until you get to the SEC1 field.

SEC1: Enter your 2 digit Area Code.

BFYS: Enter the 2 digit Budget and Fiscal Year (i.e. 02).

PROGRAM: Enter the Program Code (i.e. 013625310).

RPTG: If the **ASC1** field had 14 digits, then enter the Reporting Category that corresponds to the last 4 characters of ASC1.

Once completed, press <ENTER>. The data entered is edited by FFIS. If there are errors, error messages will be displayed. If the message “*ALL LINES ACCEPTED*” is displayed, then processing was successful.

Organization Reference Table - ORGN

```
ACTION: R TABLEID: ORGN USERID: FRED
ORGANIZATION REFERENCE TABLE
KEY IS BFY, ORGANIZATION
01-
    BFY: 02 ORGANIZATION: 1935700 DIVISION: 19
    ORG NAME: HIDES, LIPIDS, & WOOL RESEARCH SHORT NAME:
    ORG MANAGER: LEVEL IND: 2
    PROGRAM: APPROVAL: N ALLOT STATUS IND: N
    ALLOTMENT ORG: 1935000 REVENUE BUDGET ORG:
    BUDGET/COST ORG: E DECENTRAL TRAVEL ORDER: N

    REPORTING ORGANIZATIONS
    -----
    ORG 1: 1935000 ORG 2: ORG 3: ORG 4:
    ORG 5: ORG 6: ORG 7: ORG 8:
```

ORGN is the FFIS Organization Table. It is similar to the MODE (Organization Structure) Code formerly used in CAS and ARS systems. Values in ORGN are entered by the Functional Administrator Staff.

The fields in ORGN are:

BFY Budget Fiscal Year

ORGANIZATION: The seven-digit code that represents the organization. The first four digits of the Organization Code represent the Location's MODE Code. The last three digits combine MODE Code levels 4 and 5 into 3 digits.

ORG NAME: The Organization's name.

SHORT NAME: A shorter name, usually an abbreviation, for the organization.

ORG MANAGER: Optional and not used in the ARS FFIS implementation.

LEVEL IND: The Organizational level. Level 1 is a location, level 2 is an MU or Lab and level 3 is an MU under a lab.

REPORTING ORGANIZATIONS:

Represent the organizational hierarchy that the particular organization reports to.

Every Org. Level 2 and 3 must have a reporting organization

Commonly Used FFIS Tables

Accounts Receivable:

Viewing Billing Documents	ARHT, ARLT, ARL2
View Cash Receipt Documents	CRHT, CRLT
View Outstanding Bills	OBDT
View Account History for a BD and the CR's which reference it	ARCL
View Account Statement Summary	ASUM
View text printed on bills	ARTX, TXTP, CLTX
View Vendor Remittance & Customer Remittance Information	ARAT
View Installment Bills	INBT
View Bills on Appeal	APPL
View Bills written off	WROT
View Accounts referred for outside collection	AREF
View Deposits and Over-Collections	DOCT
View Fund/Program combinations that can retain finance charges	FCDT

Spending:

View Obligation Documents	OBLH, OBLL
View Payment Voucher Documents	PVHT, PVLT
View Treasury Schedule	TSCH, TSCL
View Checks	CHKH, CHKL
View EFT's	EFTH, EFTL
View Cancelled checks/eft's	CXLT

Document Inquiries:

View documents	SUSF
View a document and all documents related to it (i.e., referencing, cancellation and modification documents)	DXRF
View error message guide	ERRG
View an interface record cross walked to an FFIS document	GIDT
View a Travel Interface record crosswalked to an FFIS document	TIDT

Vendor Inquiries:

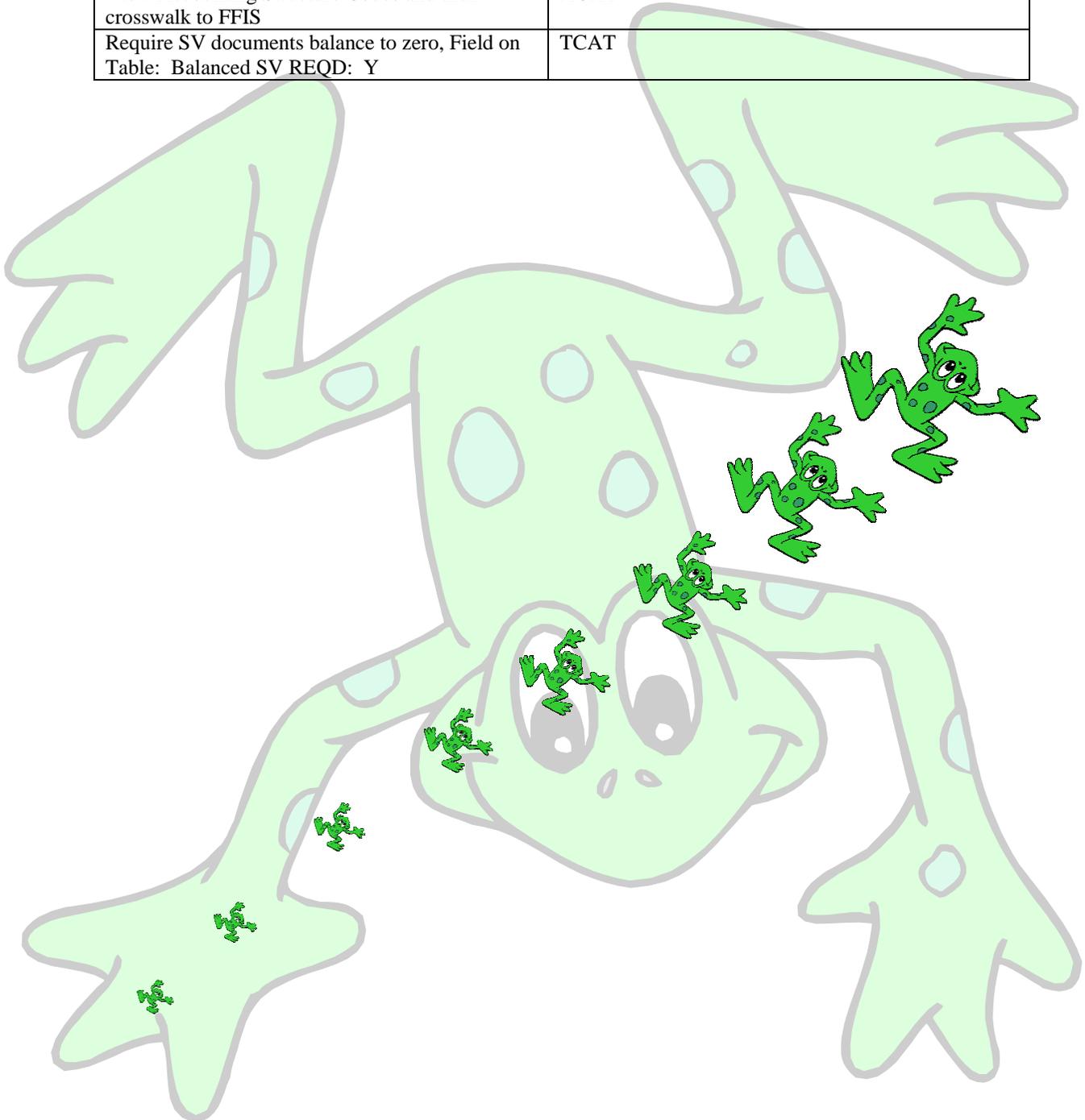
View Vendor Information	Vend
Find Vendor Code from the Vendor name	VNAM
View all bills for a vendor	VXRF
View all invoices, payment vouchers, checks, and EFTs for a vendor	IVCH
View payment vouchers and treasury numbers for a vendor	VXDD
View invoices and payment vouchers for an accounting strip	SPDX
Missing or Lost Checks	Contact your Area Budget Office

Accounting:

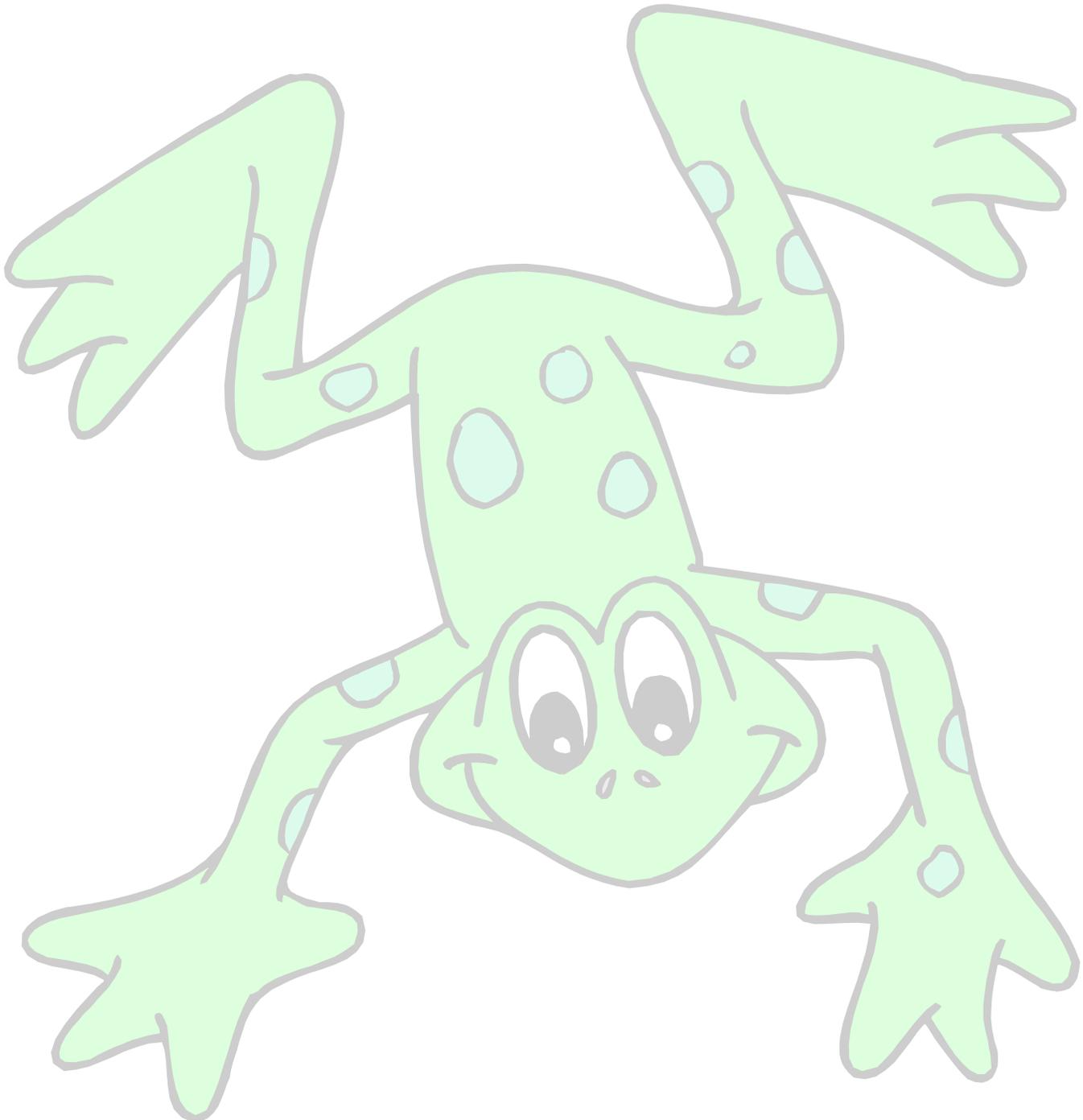
View funds	FUND, FUN2
View Programs	PGMT
View Budget Object Codes	BOCT
View Revenue Source Codes	RSRC
View Sub Revenue Source Codes	SREV
View Organizations	ORGN
View Divisions	DVSN
View General ledger accounting	GLBL, GLDB
View Trans Code/Trans Type entries	ACED
View accounting entries	ACEN
View Default Accounting	DVAL
View Accounting Structure Codes and their crosswalk to FFIS	ACXT

PCMS Tables

View V2 documents	GSCH
View V8 documents	GSCL
View Accounting Structure Codes and their crosswalk to FFIS	ACXT
Require SV documents balance to zero, Field on Table: Balanced SV REQD: Y	TCAT



Feeder Systems (Feeder Interface)



Feeder Systems (Feeder Interface)

Payroll

Summarized records are loaded to FFIS and processed in full and disbursed from PACS system. Detailed accounting records are loaded directly to FDW from the PACS system. All detailed reporting of payroll is handled through FDW.

Travel and Transportation

FFIS data related to Travel and Transportation is processed through the TRVL, MPOL, TRAN, and GVTS systems.

- ✿ Data from the spending activities of Travel Advances, and Travel Vouchers is processed through TRVL.
- ✿ Data from the Gasoline/Motor Pool spending activity is processed through MPOL.
- ✿ Data from the Government Bill of Lading spending activity is processed through TRAN.
- ✿ Data from Government Transportation of People spending activity is handled through GVTS.

PCMS/FFIS Interface

The following describes the PCMS process and the interface to FFIS:

Cardholder

Cardholders can only purchase on behalf of one agency using one purchase card or associated convenience checks. Any cardholder purchasing on behalf of multiple agencies, must have individual purchase cards and associated convenience checks for each agency serviced. This is required, because each agency has a separate FFIS application. If an FFIS document is created and the accounting has different agency codes, it will cause the document to reject in FFIS.

Monday through Friday new transactions from the bank are loaded into PCMS between 11:30 am and 12:00 pm CST. Once a transaction is loaded, the cardholder has seven calendar days to reconcile it before it is sent to FFIS. It is very important that cardholders reconcile transactions weekly; it is recommended that one day be selected to routinely reconcile on a weekly basis.

Reconciliation involves the following:

- ✿ Accepting the profile accounting code and budget object code (2670) as is, or changing the code(s), and;
- ✿ Inputting a Document Control Number for each transaction into the "Agency Reference Number" field of PCMS to enable the Servicing Budget and Fiscal Officer (SBFO) to validate PCMS transactions that appear on the Agency's FFIS Transaction Detail Listing. Use of the Agency Reference Number (ARN) was previously optional, but is now mandatory. In order to be consistent in assigning the Document Control Number, the cardholder will input their first initial, last name, followed by their sequentially assigned document control number; e.g., D Jones 0001. Only the first 20 characters of the ARN will be passed to FFIS.

Cardholders can run the cardholder report in PCMS, which has been updated to include the accounting status that indicates whether the transactions are locked. The following alpha characters are used to indicate the accounting status: O = Obligated; P = Paid by FFIS; L = Locked; N = New (not obligated and not paid).

PCMS Interface to FFIS

- ❧ After a new transaction has been in PCMS seven days, the interface runs that sends it to FFIS to be paid. The interface locks every transaction sent to FFIS to prevent further changes and possible out-of-balance situations. When a cardholder tries to change the accounting on a locked transaction, the following message appears: “Accounting changes cannot be made until this transaction completes the FFIS/PCMS reconciliation.”
- ❧ When transactions have been accepted by FFIS, they are sent back to PCMS and PCMS unlocks the transactions. Thus, the cardholder could change the accounting on the transactions, if required. The account description field next to the accounting will say “Accepted by FFIS.” During a normal cycle where a file is passed to FFIS and FFIS returns a file to PCMS, the transactions would be locked until the next day. If a file is passed from PCMS to FFIS and FFIS does not process the file, the file will not be picked up until the following day. The transactions would remain locked until they are successfully processed and accepted by FFIS. Bottom line is it could be between 36 and 48 hours or more depending upon the completion of the FFIS processing before the transaction is unlocked and available for reconciliation or adjustment by the cardholder.
- ❧ If the transaction rejects in FFIS, the transaction will remain locked until the SBFO clears the rejected status and FFIS subsequently sends the acknowledgment back to PCMS. Cardholders (non-SBFO staff) do not “fix” rejected transactions in PCMS. Cardholders may need to provide information about the transaction to the SBFO if required to make the correction. The name of the cardholder is part of the transaction file that passes to FFIS.

Researching Spending Documents

The following inquiry tables are the most frequently used when researching spending activities:

- ❧ View Obligation Documents – OBLH, OBLL
- ❧ View Payment Voucher Documents – PVHT, PVLV
- ❧ View treasury schedule – TSCH, TSCL
- ❧ View checks – CHKH, CHKL
- ❧ View EFTs – EFTH, EFTL
- ❧ View cancelled checks/EFTs – CXLT
- ❧ View all documents processed for a Vendor – VXRF
- ❧ View all documents associated with a specific document – DXRF

There are several different ways to look up information regarding Vendor Payments. Below are a few examples of the quickest way to find information on general vendor inquiries.

Begin by accessing FFIS and placing an Action of “N” with table ID “**PVHT**” and hit enter. The Table will pop up blank and you need to enter the Vendor Code that was used and hit enter

See the example below.

```

ACTION: S TABLEID: PVHT USERID: ULRO
*** VOUCHER HEADER INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUM
01-
  VENDOR CODE:          TRANS CODE:          VOUCHER NO:
  NAME:                 TRAVEL ADVANCE NUM:
  ADDRESS:              NO CHECK DISB FLAG:
  :                     PROMPT PAY TYPE:
  :
  DESCRIPTION:          FA IND:
  VOUCHER TYPE:         CHECK TYPE:          D.O.:
  AGREEMENT # :        DISB RUN NUMBER:
  SCHD FISC YR:        SCHD CAT:          SCHD TYP:    SCHD NO:
  VOUCHER DATE:       VOUCHER AMT:
  SCHD DATE:          HOLDBACK AMT:
  CLOSED DATE:        CLOSED AMT:
  PAYMENT CAT:        OFFSET ELIGIBILITY:  OUTSTANDING AMT:
  AGENCY HEAD APRVL:  IN TRANSIT AMT:
  COMMENTS TO PRINT:
  INTR AGCY SYMBOL:    DIRECT DISB NUMBER:
  
```

Required Field:
Enter your VID

After entering the VID# hit "enter" and the table will populate with the first payment made to this VID# continue to hit "enter" you will go on to the next payment. After all the payments have been displaced for that particular vendor, the next sequential VID# will appear. This is a quick way to check for payment, (if you know the dollar amount). This Table will give all the relative information, such as: address sent to, amount of payment, date payment was made or is scheduled to be paid. The only information that is missing is the check number.

```

ACTION: R TABLEID: PVHT USERID: ULRO
*** VOUCHER HEADER INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUM
01-
  VENDOR CODE: 6DA03300PO P TRANS CODE: DD VOUCHER NO: 009561TKL01
  NAME: USDA, DA TRAVEL ADVANCE NUM:
  ADDRESS: 300 7TH STREET, SW NO CHECK DISB FLAG: N
  : ROOM 300 PROMPT PAY TYPE:
  : WASHINGTON DC 20250
  DESCRIPTION: FA IND:
  VOUCHER TYPE: 1 CHECK TYPE: D.O.: 08
  AGREEMENT # : DISB RUN NUMBER: 00000
  SCHD FISC YR: SCHD CAT: SCHD TYP: SCHD NO:
  VOUCHER DATE: 01 12 04 VOUCHER AMT: 36,281.04
  SCHD DATE: HOLDBACK AMT: 0.00
  CLOSED DATE: 01 12 04 CLOSED AMT: 36,281.04
  PAYMENT CAT: V OFFSET ELIGIBILITY: Y OUTSTANDING AMT: 0.00
  AGENCY HEAD APRVL: IN TRANSIT AMT: 0.00
  COMMENTS TO PRINT:
  INTR AGCY SYMBOL: DIRECT DISB NUMBER: 009561
  
```

This Payment has been paid.

```

ACTION: R TABLEID: PVHT USERID: ULRO
*** VOUCHER HEADER INQUIRY TABLE ***
KEY IS VENDOR CODE, TRANS CODE, VOUCHER NO, TRAVEL ADVANCE NUM
01-
  VENDOR CODE: 521436931 A TRANS CODE: VA VOUCHER NO: 04015A00201
  NAME: NEW ORLEANS MARRIOTT TRAVEL ADVANCE NUM:
  ADDRESS: 555 CANAL STREET NO CHECK DISB FLAG: N
  : NEW ORLEANS LA 70130 PROMPT PAY TYPE: 0
  DESCRIPTION: 4093M3336008 FA IND:
  VOUCHER TYPE: 1 CHECK TYPE: D.O.: 03
  AGREEMENT # : DISB RUN NUMBER: 00000
  SCHD FISC YR: SCHD CAT: T SCHD TYP: M SCHD NO:
  VOUCHER DATE: 04 05 04 VOUCHER AMT: 5,300.50
  SCHD DATE: 04 29 04 HOLDBACK AMT: 0.00
  CLOSED DATE: CLOSED AMT: 0.00
  PAYMENT CAT: V OFFSET ELIGIBILITY: Y OUTSTANDING AMT: 0.00
  AGENCY HEAD APRVL: IN TRANSIT AMT: 5,300.50
  COMMENTS TO PRINT: 40511440001 *3371602114 *0000
  INTR AGCY SYMBOL: DIRECT DISB NUMBER:
  
```

This has not but is scheduled.

🌿 If you look on PVHT and do not see a closed date, you WILL NOT be able to get the check/EFT# for the purchase order you are looking for.

There are two tables (VXRF & VXDD) were you can find more detailed information on a vendor.

The Vendor Document Cross Reference Inquiry Table (VXRF) will give a overview of all activity for a give Vendor ID.

```

ACTION: R TABLEID: VXRF USERID: ULRO
*** VENDOR DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS VENDOR, TRANS ID, ACCEPTANCE DATE

VENDOR: 521436931 A

      TRANS ID          ACCEPTANCE DATE          TOTAL
      -----          -
01- EA 04015A002      03 13 04              5,300.50
02- GA 04015A002      01 15 04              4,735.50
03- GA 04015A002      03 11 04                565.00
04- GD 03289A010      10 16 03             137,021.20
05- GD 03289A010      03 08 04             14,383.43
06- GD 03289A010      03 25 04                0.20
07- VA 04015A00201    04 05 04              5,300.50
08- VD 03289A01001    03 25 04            151,404.83
09-
10-
11-
09-*L009 HEADER CHANGE
  
```

The Disbursement Cross Reference Inquiry Table (VXDD) will give specific information on each payment.

- From here you can also go to TSCH (which will give you the Check Distr. Date) to TSCL (Check # etc.), with a Z (for zoom). This will save you from re-typing all the info again

```

ACTION: R TABLEID: VXDD USERID: ULRO
*** PAYMENT VOUCHER / LINE - DISB DOCUMENT CROSS REFERENCE INQUIRY TABLE ***
KEY IS VENDOR CODE, TC, NUMBER, TRAVEL ADVANCE NUM, LN, REC TYP, FY,
SCHEDULE NUMBER
VENDOR CODE: 521436931 A TC: VA NUMBER: 04015A00201 TRAVEL ADVANCE NUM:

      REC LN  SCHEDULE          TREAS POST POST   BACK
      TYP FY  NUMBER          ACT  TREAS DET EXP  OUT
      -----          -
01- 001 P 04 T M 030460122    5,300.50 N   N   N   N   N
02-
03-
04-
05-
  
```

```

ACTION: R TABLEID: TSCH USERID: ULRO
*** TREASURY SCHEDULE CONTROL HEADER TABLE ***
KEY IS FISCAL YEAR, SCHED CAT, SCHED TYPE, AGENCY SCHED #

01-
FISCAL YEAR: 04 SCHED CAT: T SCHED TYPE: M AGENCY SCHED #: 030460122
INDICATORS - TREAS ACT: N POST TREAS ACT: N POST DTLS: N EXP: N BACKOUT: N
DATE SUB: 04 26 04 CHK/REJ DATE: PRE-PRINTED NUMBER:
VOUCHERED AMT: 731,820.38 CONF/REJ AMT: 0.00
D.O: 03 CHK/EFT RNG: - NUMBER OF PAYMENTS: 0311
ACCT PERIOD:

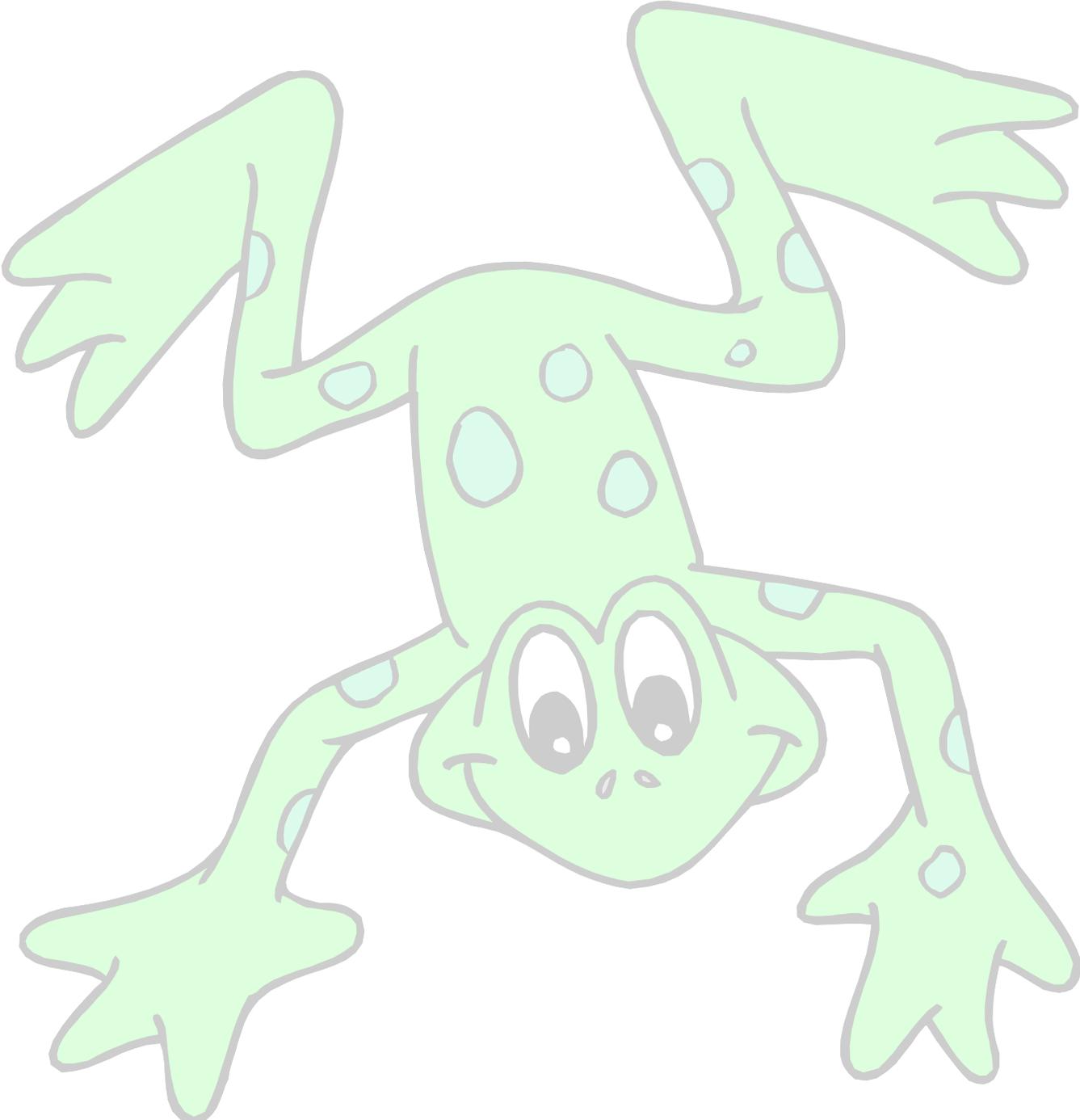
02-
FISCAL YEAR: SCHED CAT: SCHED TYPE: AGENCY SCHED #:
INDICATORS - TREAS ACT: POST TREAS ACT: POST DTLS: EXP: BACKOUT:
DATE SUB: CHK/REJ DATE: PRE-PRINTED NUMBER:
VOUCHERED AMT: CONF/REJ AMT:
D.O: CHK/EFT RNG: - NUMBER OF PAYMENTS:
ACCT PERIOD:

02-*L008 END OF FILE
  
```

```

ACTION: R TABLEID: TSCL USERID: ULRO
*** TREASURY SCHEDULE CONTROL LINE INQUIRY TABLE ***
KEY IS FY, SCHEDULE CAT, SCHEDULE TYPE, SCHEDULE NUMBER, PV VENDOR CODE,
PV TC, PV NUMBER, PV ADV NUM, PV LN, REC TYP

FY: 04 SCHEDULE CAT: T SCHEDULE TYPE: M SCHEDULE NUMBER: 030460122
INDICATORS - TREAS ACT: N POST TREAS ACT: N POST DETAILS: N EXP: N BACKOUT: N
P
O
C
S
H
-----PAYMENT VOUCHER----- REC   PAYMENT   CHK/EFT
VENDOR CODE TC  NUMBER  ADV NUM  LW  TYP  AMOUNT   NUMBER   T  K
-----
521436931 A VA 04015A00201 001 P 5,300.50 00000113 N
521471842 N VD 03184A02308 001 P 557.55 00000114 N
521653244 N VT 445606P0013 001 P 2,442.13 00000282 N
521653244 N VT 445606P0014 001 P 55.63 00000283 N
521653244 N VT 445606P0035 001 P 85.92 00000284 N
521697630 A VD 04055A00101 001 P 9,691.00 00000115 N
521735314 A VD 03303A01102 001 P 661.12 00000116 N
521735314 A VD 03303A01104 001 P 661.12 00000117 N
521746025 A VD 03281A04006 001 P 873.18 00000118 N
  
```



Document Suspense File table (SUSF)

All FFIS documents are stored on the Suspense File, **SUSF**. Rejected and Held documents never leave SUSF. Accepted documents are retained on SUSF for a brief period of time before being archived.

```

ACTION: R SCREEN: SUSF USERID: ULRO DOCUMENT SUSPENSE INDEX 1
FUNCTION: SEC2:

---- BATCH ID----- DOCUMENT ID-----
SEL TRAN SEC1 NUMBER TRAN SEC1 NUMBER STAT APPRV LAST LAST PROCESS
-----
00-
01-
02- A1 00 A10005 A1 00 37887600011 REJCT 00000 040331 UPAB
03- A1 00 A10013 A1 00 3C355900005 REJCT 00000 040331 UPAB
04- A1 40 GM0001 A1 40 36656800006 REJCT 00000 040427 UPAB
05- . . . BL 01 4010322910A REJCT 00000 040414 UCBA
06- . . . BL 01 4010501922C REJCT 00000 040423 UGTA
07- . . . BL 01 4010501923C REJCT 00000 040423 UGTA
08- . . . BL 53 4935344116 REJCT 00000 031022 UKMI
09- . . . B2 01 0101GLT4014 REJCT 00000 040419 UGTA
10- . . . B2 12 122500000065 REJCT 00000 040225 AJLA
11- . . . B2 53 4085305911 REJCT 00000 040318 UKMI
12- . . . B2 53 4935320412 REJCT 00000 040311 UKMI
13- . . . B2 53 530600000043 REJCT 00000 040309 UJDA
14- . . . B2 53 535400000071 REJCT 00000 040427 UKLI

Connected to FFIS2270.rft.usda.gov part 23 00:02:406 01:10 FF300090 NMM

```

The table below shows the definitions of the fields on SUSF.

Field	Value
ACTION	The primary field of input to move from table to table, or to change elements of records in tables.
TABLEID	A four-character identifier to distinguish individual tables
USERID	The system automatically assigns the first four characters of your FFIS User ID (with which you logged in) to the USERID field
FUNCTION	Used to specify special SUSF commands to: Begin data entry Correct a batch or document Process a batch or document Change the status of a batch or document
SEL	Specifies the batch or document to be processed by placing an X in the corresponding SEL (selection) field
BATCH ID & Document ID	The SUSF Table is keyed by unique BATCH ID and DOCUMENT ID field information Each ID is comprised of three elements: transaction code, SEC1 code, and batch or document number.
STAT	The processing STAT (status) code is five characters indicating the status of a document or batch ticket.
LAST DATE	Displays the last access date in YYMMDD format
LAST USER	Displays the first four digits of the user ID of the last person to access the document or batch
PROCESS DATE	Shows the date the document or batch was processed

THE STAT field on SUSF displays codes denoting the status of the document. The table below explains the status codes.

STATUS	DESCRIPTION
ACCPT	Document is accepted. Data entered on the document has updated the tables.
BHELD	Document is in held batch. It is neither deleted nor accepted.
BRJCT	Document is in a rejected batch. It is neither deleted nor accepted.
BSCHD	Document is batch scheduled for offline processing. It is neither deleted nor accepted.
DELET	Document is marked for deletion.
HELD	Document is on hold.
PEND1	Document is pending approval
REJCT	Document is rejected. It has errors and cannot be accepted as is.
SCHED	Document is scheduled for offline processing.

SUSF displays the contents of the Document Suspense File. SUSF can also be used to jump to document processing environments for any document or batch of documents stored in the Document Suspense File.

You may access a document from SUSF for several reasons:

- 🌿 To create a new document
- 🌿 To change a previously created document
- 🌿 To review an accepted document
- 🌿 To copy a document
- 🌿 To access a document in used by another user
- 🌿 To delete a document

The following table lists each function available on the SUSF table and its capability:

Function	Brief Description
NEW	Begin data entry of a new batch or document
ACCESS	View one document or batch
SCAN	View on document or batch in read-only mode
COPY	Copy an existing document or batch
FREE	Allow access to document in use

To create a new document from SUSF:

STEP	ACTION
1	Type NEW in the Function field
2	Type in the document ID
3	Press Enter (FFIS displays a blank document ready for data to be entered)

To access a previously created document or batch directly from SUSF, follow the steps below:

STEP	ACTION
1	Search for the documents in SUSF
2	Type S in the Action field
3	Type X in the SEL field for the document or batch that you wish to access or place the cursor on the document or batch you wish to access.
4	Press Enter

If you wish to process (i.e., through edit and update passes) a batch or a document without viewing the document, you may use the RUN function to process the document from SUSF.

To use the RUN function, follow the steps below:

STEP	ACTION
1	Search for the batch or document in SUSF
2	Type RUN in the FUNCTION field
3	Type x in the SEL field of the document or batch in which you wish to process.
4	Press Enter

If you previously deleted a batch or document, you may undelete the batch or document from SUSF, as long as the document or batch is still displayed in SUSF. To UNDELETE a batch or document without viewing the document without viewing the document or batch, you may use the UNDELETE function from SUSF.

To use the UNDELETE function, follow the steps below:

STEP	ACTION
1	Search for the batch or document in SUSF
2	Type UNDELETE in the FUNCTION field
3	Type x in the SEL field of the document or batch in which you wish to process.
4	Press Enter

If you wish to hold a document or batch to prevent further processing, you may use the HOLD function from SUSF.

STEP	ACTION
1	Search for the batch or document in SUSF
2	Type HOLD in the FUNCTION field
3	Type x in the SEL field of the document or batch in which you wish to process.
4	Press Enter

The **Document Suspense File (SUSF)** stores and maintains all documents entered in FFIS at all stages of their life cycle, including:

- 🌿 Held and pending documents for further data entry, processing or approval
- 🌿 Rejected documents maintained for correction or approval
- 🌿 Deleted documents
- 🌿 Accepted documents not yet archived

All transactions entered in the feeder systems (PCMS, PRCH, TRVL, etc.) as well as those direct-entered into the FFIS application will go through a series of edits at various levels of transition before they are successfully shown in FFIS. As a result, transactions that are generated may result in an error or a “reject” status within the feeder, in the feeder-to-FFIS interface, or directly in the FFIS application. All administrative offices have a role and responsibility for ensuring transactions entered in feeder systems or directly into the FFIS application, either by administrative office personnel or another office on their behalf, such as ARS OPS through edits at these various levels.

This section provides guidance on roles and responsibilities for correcting errors in the feeder systems, the feeder systems to FFIS interface, and within the FFIS Document Suspense File (SUSF) for both feeder-system generated and direct-entered documents. The originating office is determined by the type of spending activity (agreements, training, construction, purchase orders, travel, etc.) and business processes within each SEC1 code.

Note: For the purpose of this guide, the originating office is defined as the office that enters documents/transactions either in a feeder system or directly into the ARS FFIS application.

SUSF Management

On a daily basis, the SBFO will monitor all documents shown in a “reject” status on SUSF. They will work with the locations and administrative offices (procurement, travel, personnel, contracting, etc.) to ensure all documents within their SEC1 code are processed in a timely manner

SEC1 Codes Used in the ARS FFIS Application

The following is a list of SEC1 codes used in the FFIS application:

<u>SEC1 Code</u>	<u>Allocation</u>	<u>Responsible Office</u>
01	Program Management	FMD
03	Administrative and Financial Mgmt	FMD
40	International Research Programs	FMD
05	Salary Lapse	FMD
07	Special Projects	FMD
FD	Major Construction	FD/FMD
12	Beltsville Area	SBFO
19	North Atlantic Area	SBFO
36	Midwest Area	SBFO
53	Pacific West Area	SBFO
54	Northern Plains Area	SBFO
62	Southern Plains Area	SBFO
64	Mid South Area	SBFO
66	South Atlantic Area	SBFO
82	National Agricultural Library NAL	
R4*	n/a	ARS OPS
LOC	n/a	ARS OPS
MISC	n/a	ARS OPS

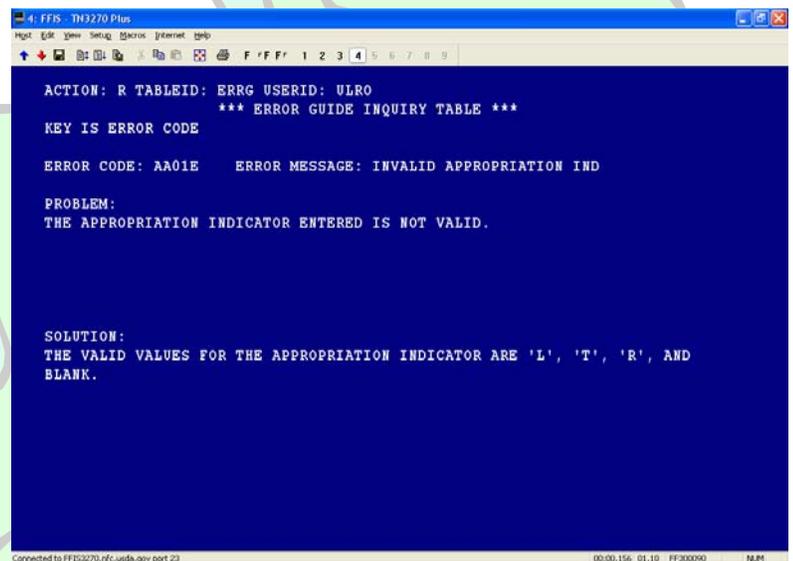
Types of Errors

Up to three types of error, codes may display on the bottom of the document screen. The letter in the *last* position of the code indicates what type of error occurred:

- Warning errors provide information about a possible problem but do not stop a document from processing (for example, AS01W)
- Overridable errors require approval before the document is accepted (for example, US18Q)
- Fatal errors must be resolved before the document can be accepted (for example (SC01E)

ERRG Table

The Error Guide (ERRG) table provides a detailed description of the errors encountered during processing of documents and data entry tables. Place your cursor on the error message and press <Enter> to access this table.



```
ACTION: R TABLEID: ERRG USERID: ULRO
*** ERROR GUIDE INQUIRY TABLE ***
KEY IS ERROR CODE
ERROR CODE: AA01E ERROR MESSAGE: INVALID APPROPRIATION IND
PROBLEM:
THE APPROPRIATION INDICATOR ENTERED IS NOT VALID.
SOLUTION:
THE VALID VALUES FOR THE APPROPRIATION INDICATOR ARE 'L', 'T', 'R', AND
BLANK.
Connected to FFIS0270.nrc.usda.gov port 23
00:00:156 01:10 FF300090 NLP
```

Common Errors

Common errors related to feeder-generated and direct entered transactions rejecting on SUSF include:

- Invalid Vendor Code - the Vendor Code populated on the transaction by the feeder/interface is not valid on the FFIS VEND table
- Invalid Accounting (Fund, DVSN, ORGN, etc.) - one or more of the accounting elements populated on the transaction by the feeder/interface is not valid on the related FFIS accounting reference tables
- Missing Vendor Code - the feeder/interface did not populate a vendor code on the document (this is not uncommon as some feeders do not require a vendor code)
- Accounting Period Closed – the transaction has been processed after the accounting period cited on the document
- Expired Appropriation – transaction cites a prior year BFY; requires an override
- Vend code doesn't match original document
- Organization not equal to organization inferred from original document

Feeder Document Rejects in SUSF

The originating office who enters transactions in the feeder systems, has the primary responsibility for ensuring transactions generated in a feeder system (PRCH, TRVL, PCMS) are accurately entered. The originating office is also responsible for verifying that batch files transmitted by PC-TRVL and PC-PRCH are received correctly by NFC. If transactions are posted to suspense accounts, NFC will research the error and make the necessary corrections. If they are unable to do so, they will contact the originating office or the designated point of contact to take the appropriate action. There are special circumstances when the originator may not be able to make the correction within the feeder system. For instance, if a PCMS transaction is locked due to invalid accounting data, the Servicing Budget Fiscal Office (SBFO) will work with the originating office to correct the program code in FFIS and a back feed will be generated during the nightly cycle to unlock the PCMS transaction.

PCMS Errors

PCMS validates the accounting before it sends the documents to FFIS, but the possibility exists that documents may still reject. A document may reject for the following reasons:

- ✘ Invalid Accounting due to differences between the FFIS ACXT and the PCMS stored version of ACXT
- ✘ Missing or invalid ACED and ACEN table entries
- ✘ Missing ACXT entries
- ✘ Funds Control Issues

When correcting rejected PCMS documents:

ALWAYS...	DO NOT...
<ul style="list-style-type: none"> ✘ Research the accounting intended to be on the document ✘ Change the User's profile accounting when receiving rejects for a particular user ✘ Delete and Add only for ACXT records that must be changed ✘ Require on Transaction Category Table (TCAT) that the documents balance to zero ✘ Use a four-position Budget Object Code (BOC) 	<ul style="list-style-type: none"> ✘ Change the Trans Type ✘ Change TCAT record for V5 or V8 to accept a non-zero balanced document ✘ Change an entry on ACXT with an Action of 'C' ✘ Repeat the first line of any document in lines 002 and higher ✘ Blank out the BFY Change dollar amounts ✘ Use a two-position or blank BOC for a non-clearing account line

Potential PRCH Errors

Documents from PRCH may reject for the following reasons:

- Invalid Accounting
- Funds Control Issues
- Missing Vendor Code
- Invalid Vendor Code
- Invalid referencing information

When correcting errors:

ALWAYS...	DO NOT...
<ul style="list-style-type: none">Research the accounting intended to be on the documentVerify amounts using PRCH Inquiry prior to adjusting amounts on the FFIS document	<ul style="list-style-type: none">Change the Trans TypeDelete the referencing information to get the document to process

Potential TRVL Errors

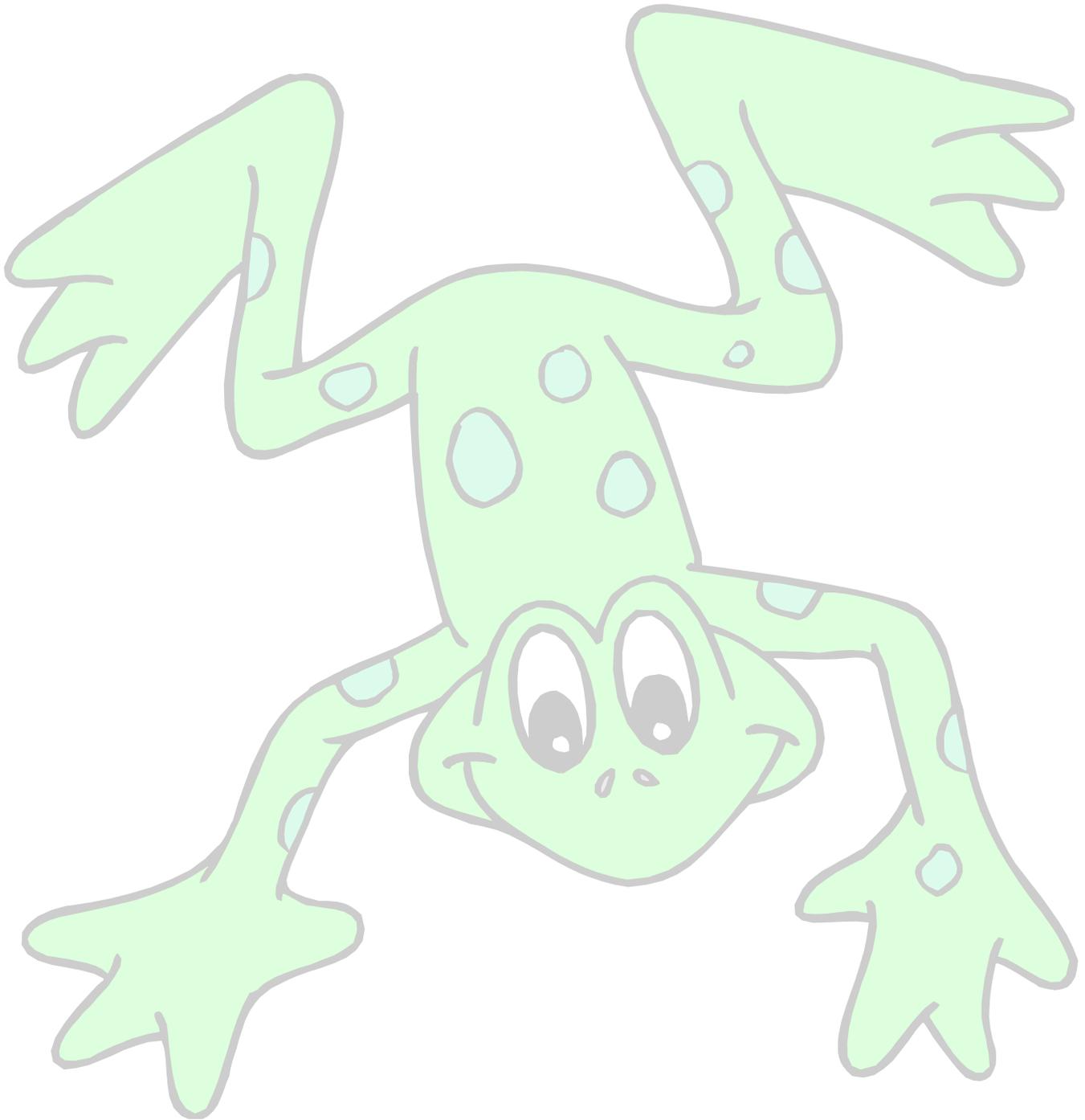
Travel documents may reject for the following reasons:

- Invalid Accounting
- Funds Control Issues
- Missing Vendor Code
- Invalid Vendor Code
- Invalid referencing information

When correcting errors, do not:

- Change the Trans Type
- Delete the referencing information to get the document to process
- Create a document to facilitate referencing (for example, if a payment document rejects because the obligation it references does not exist, do not create the obligation – research why the obligation did not make it to FFIS)

Vendor Information



Vendors

A vendor is any entity that has a financial transaction with ARS either by giving or receiving funds. Examples include Federal employees, commercial firms, universities, non-government individuals, or other federal agencies. In order to have any monetary transaction complete in FFIS, the vendor must have a valid remittance address in the VEND Table.

What is a Vendor ID?

The Vendor ID consists of eleven positions. For commercial vendors, the first nine positions (no spaces or dashes) are the vendor's Tax Identification Number (TIN). The 10th and 11th positions are suffixes. When establishing the initial record in VEND, position ten should be blank and position eleven, Alternate Address Code, should be 'A.' Different Alternate Address Codes B-Z (less alpha I and O) may be assigned if a single vendor requires multiple remittance addresses. This accommodates 33 additional addresses. If there are more than 34 addresses for a vendor, additional VIDs can be created by using a suffix in position ten.

For a Federal employee pay rolled by NFC, the vendor code consists of the Social Security Number (SSN) in the first 9 positions, an "E" in the 10th position. The address code in the 11th position can be an "S" for salary address, "R" for residence address, "T" for T&A contact points, "I" for payments requiring a 1099 income statement, or "Z" for travel EFT accounts reimbursements. Vendor codes for "S" and "R" addresses are already resident in the FFIS Vend Table. The others have to be added as needed. The vendor type for pay rolled employees is always "E".

Note: Adding Federal employees pay rolled by NFC can only be done by NFC-FOB. Requests must be sent through the COMT table.

Who has Access to add a Vendor?

Each Area Office has a Vendor Coordinator and designated back up.

When to Search for Vendors

Verify that a vendor is in the VEND table for each spending transaction involving outgoing and incoming funds including, but not limited to, procurement, contracts, grants, agreements, trust funds, and non-government travelers.

When preparing any supporting document for a spending activity, you must ensure that the vendor is reflected in the VEND table with appropriate remittance address.

You do not have to look up a vendor when using your Government Purchase Card. All Purchase Card transactions feed nightly into FFIS. All PCMS transactions have the Bank of America as the Vendor. Since FFIS recognizes the Bank of America as the vendor, and Bank of America already resides in the VEND Table, there is no need to look it up.

Searching for Vendors by Name

There are times when searching by vendor names is necessary. For instance, when searching for a Federal Agency and you do not have the VID. The VID entries for Federal Agencies are made up from their Agency Location Code (ALC). So federal agencies will have VIDs that are very similar (for a downtown location) and many that can be different (spread throughout the United States). Search for a Federal Agency by name using the VNAM table. The VNAM table brings up all the Agency's addresses for you to review. This can also be helpful for other types of vendors where you do not have the TIN and there are many addresses (for example, Federal Express). There are some drawbacks when using VNAM. The drawbacks are:

- ✿ If you search for a vendor by the vendor name (VNAM), you may have to search more than once, using different variations of the name (example: IBM, I.B.M., or International Business Machines).
- ✿ Unless you have been granted employee rights, your search in VNAM will show blanks in-between your vendors and an error message for those blank entries (error: "*S304 ACTION NOT AUTH FOR SEC1") at the bottom of the screen. These blanks are for employees in the system. In order to find the vendor name, you need to scroll through these to get to your vendor. For instance, if you start with "M" and you are searching for McDonald's, you need to scroll through all the vendors (alphabetically) and all the intermittent blank employee screens.
- ✿ When using VNAM, you still need the TIN to verify that you have the right vendor. Sometimes two companies can have the same name, but a different TIN. For example, there are many McDonald's, each independently franchised and each has a different TIN. Therefore, search using the VEND Table and the company TIN for the quickest and least frustrating method to find the VID. When you search and find your vendor, it is very important to verify the vendor's remittance address and TIN in the FFIS VEND Table.

Preferred Method for Vendor Searches

- ✿ The best way to search for a "commercial" vendor is in the VEND Table using the Taxpayer's ID (TIN). This calls up each remittance address available in the system for that vendor. When you search by the TIN, you only search once because TIN numbers are unique.
- ✿ A vendor may have more than one VID in the system. If a vendor has more than one remittance address, it will have more than one VID. Example: VID 123456789 A and/or VID 123456789 B. Select the VID for the remittance address associated with the transaction as noted by the vendor.

Researching Vendor Information

The table below provides detailed information on which table to use when searching for information.

If you know...	and want to know...	go to this FFIS Table...
Vendor Code, Remittance Address	Is the vendor in FFIS?	VEND
Vendor Name and Address	Vendor Code	VNAM
Vendor Code, Payment Voucher Document ID	Vendor Name, Address, Schedule Date, Closed Date, Vouchered Amount, Closed Amount (disbursed), In Transit Amount (submitted but not yet confirmed as paid by Treasury)	PVHT
Vendor Code, Payment Voucher Document ID, Line Number	Vendor Invoice, Invoice Date, Line Amount, Closed Amount (disbursed), Disbursed Amount, In Transit Amount (submitted but not yet confirmed as paid by Treasury), Reference Document ID, Transaction Type, Accounting Distribution	PVLT
Obligation Document ID	Payable Document ID, Amount	DXRF
Payable Document ID	Obligation Document ID, Amount	DXRF
Vendor Code	All documents entered against the selected vendor, Amount	VXRF
Check Number	Vendor Name, Payment Address, Check Total, Check Date	CHKH
Check Number	Payment Voucher Document IDs, Line Amounts, Check Date of all Payment Vouchers included on a specific check	CHKL
Fiscal Year, Schedule Category, Type, Number, Payment Sequence Number, Disbursing Office	Payee, Payment Amount, Payment Date, Bank Information	EFTH
Fiscal Year, Schedule Category, Type, Number, Payment Sequence Number, Disbursing Office	Payment Voucher, Travel Advance Number, Line Number, Record Type, Payment Amount	EFTL
Vendor Code, Vendor Invoice Number, Invoice Date	Document IDs and Check Numbers for all confirmed payment against a specific invoice	IVCH
Vendor Code, Document ID of Payment Voucher	Check Number associated with the voucher, Amount	VCHK
Vendor Code, Document ID, Line Number of a Payment Voucher or Travel Advance Line	Treasury Schedule Number, Amount, Confirmation Status, Interest and Discount amounts of all disbursements against a payment voucher	VXDD

If you know...	and want to know...	go to this FFIS Table...
Document ID	Where is a payment related transaction in the processing chain?	DXRF
Vendor Code, Document ID of Payment Voucher	What is the status of a payment document?	PVHT
Vendor Code, Document ID of Payment Voucher	Has a payment voucher been disbursed?	PVHT
Vendor Code, Document ID, Line Number of Payment Voucher	Has a payment voucher been disbursed, confirmed, or backed out?	VXDD
Payment Sequence Number	What vouchers were paid on a specific EFT payment?	EFTH
Payment Sequence Number	What was the dollar amount of each transaction included on a given EFT payment?	EFTL
Check Number	What vouchers were paid on a specific check?	CHKH
Check Number	What is the status of a check?	CHKL
Vendor Code, Vendor Invoice Number, Invoice Date	What are the Document IDs and Check Numbers for all confirmed payments against a specific invoice?	IVCH
Vendor Code, Document ID of Payment Voucher	What is the Check Number associated with the payment voucher and amount?	VCHK
Schedule Number	What is the amount being paid on a specific schedule?	TSCH
Schedule Number	What specific vouchers appear on the schedules?	TSCL
Schedule Number, Vendor Code, Document ID of Payment Voucher	What are the corresponding amounts and associated check numbers?	TSCL
Schedule Number, Vendor Code, Document ID of Payment Voucher	How do you find check numbers?	TSCL
Schedule Number, Check Number	What is the status of a canceled check?	CXLT
Calendar Year, Vendor Code	Where do you find the total disbursed amount for a 1099 vendor for a calendar year?	VPYA
Check Number	Has a check canceled for replacement been replaced yet?	REPL
Schedule Number, Payment Sequence Number	Has an EFT payment canceled for replacement been replaced yet?	ERPL

Wire Transfer/Electronic Transfer



Two methods can be used depending on the vendor. The vendor should give the information below to their bank...

1) Preferred method (electronic transfer)

Receiver FI: 021030004 TREAS NYC

Beneficiary: 12400001

Beneficiary Information: ARS 194-6402-921, J Bryson 662-686-5202 (example)

(This is made up of ARS plus the accounting code, plus the ARS contact person and phone#)

2) Second method (ACH transfer-Bank 1 in Chicago)

Receiver ABA: 071000013

Receiver Account: 1113305

Lock Box #: 70792

Sender Name: ChemQuest (example)

Invoice Information: ARS 194-6402-921, J Bryson 662-686-5202 (example)

(This is made up of ARS plus the accounting code, plus the ARS contact person and phone#)

SWIFT Code: FNBCUS33

Additional Info:

Bank One

300 S. Riverside

16th Floor

IL 10248

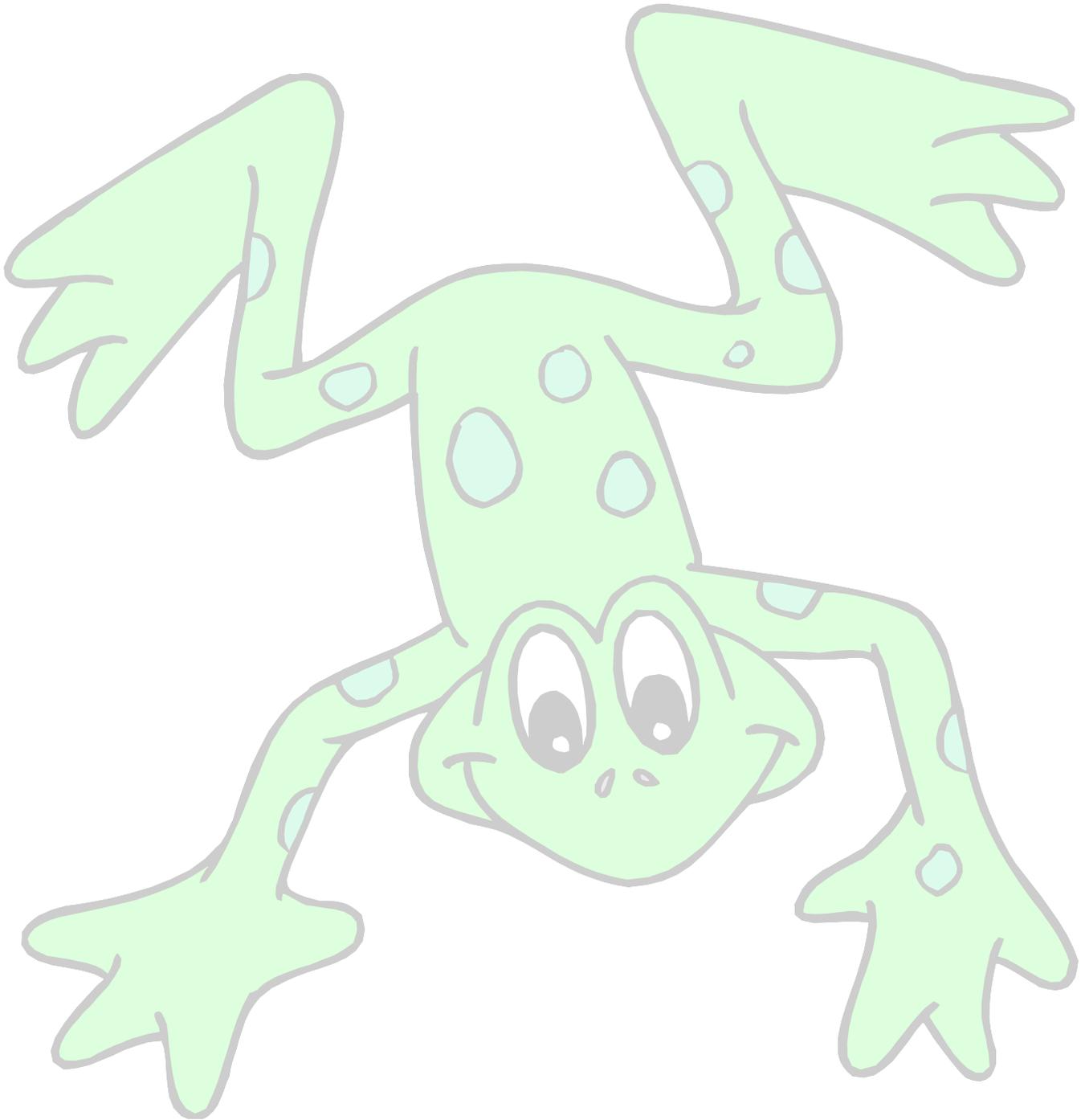
Chicago, IL 60606

Account name: U.S. Department of Agriculture, National Finance Center



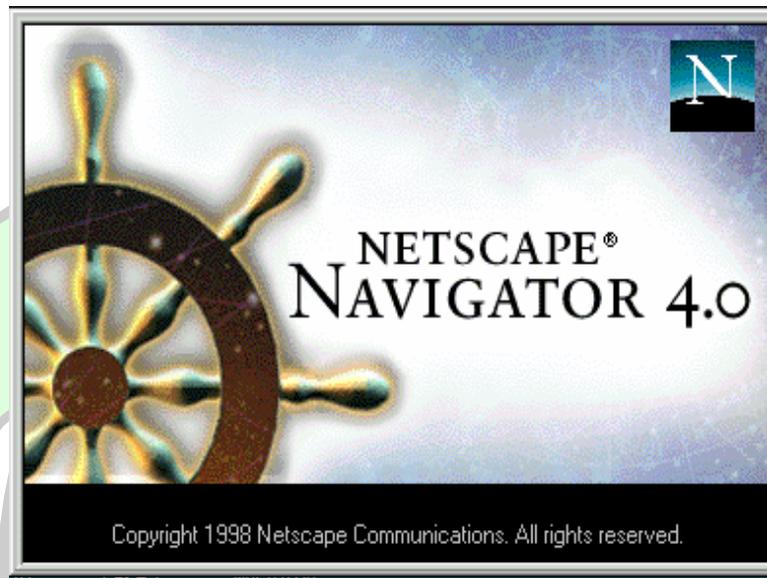
The sender should apprise us of when they do the electronic transfer. Then we will give NFC a call so they can be watching for it.

BRIO REPORTS



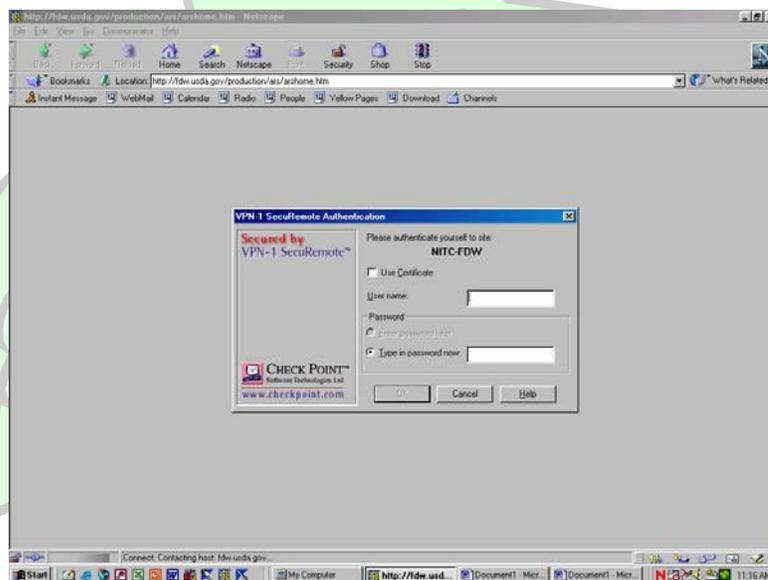
BRIO Logon

Either click on your Internet Explorer / Netscape and go to <http://FDW.USDA.GOV> or click the “FDW-BRIO” Icon to access the financial Data Warehouse (FDW).



The system will prompt you for your SecuRemote ID and Password to gain access to NITC-FDW (SecuRemote ID is your FFIS Userid (ID should be Uppercase)/Password is the same one used for access to NFC SecuRemote).

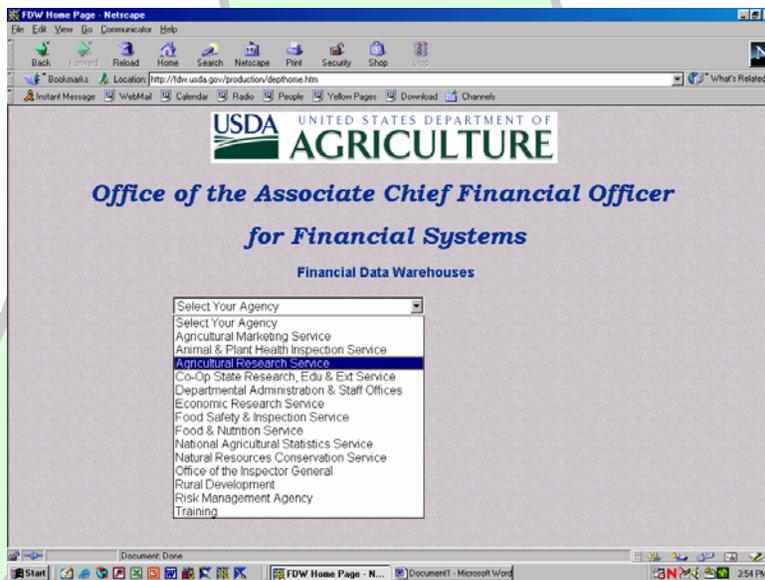
Enter your ID and Password then press “OK” button.



A message will appear informing you that the login was successful, hit “OK” button and a “Warning” message will appear. Read the warning message then click “OK” button.

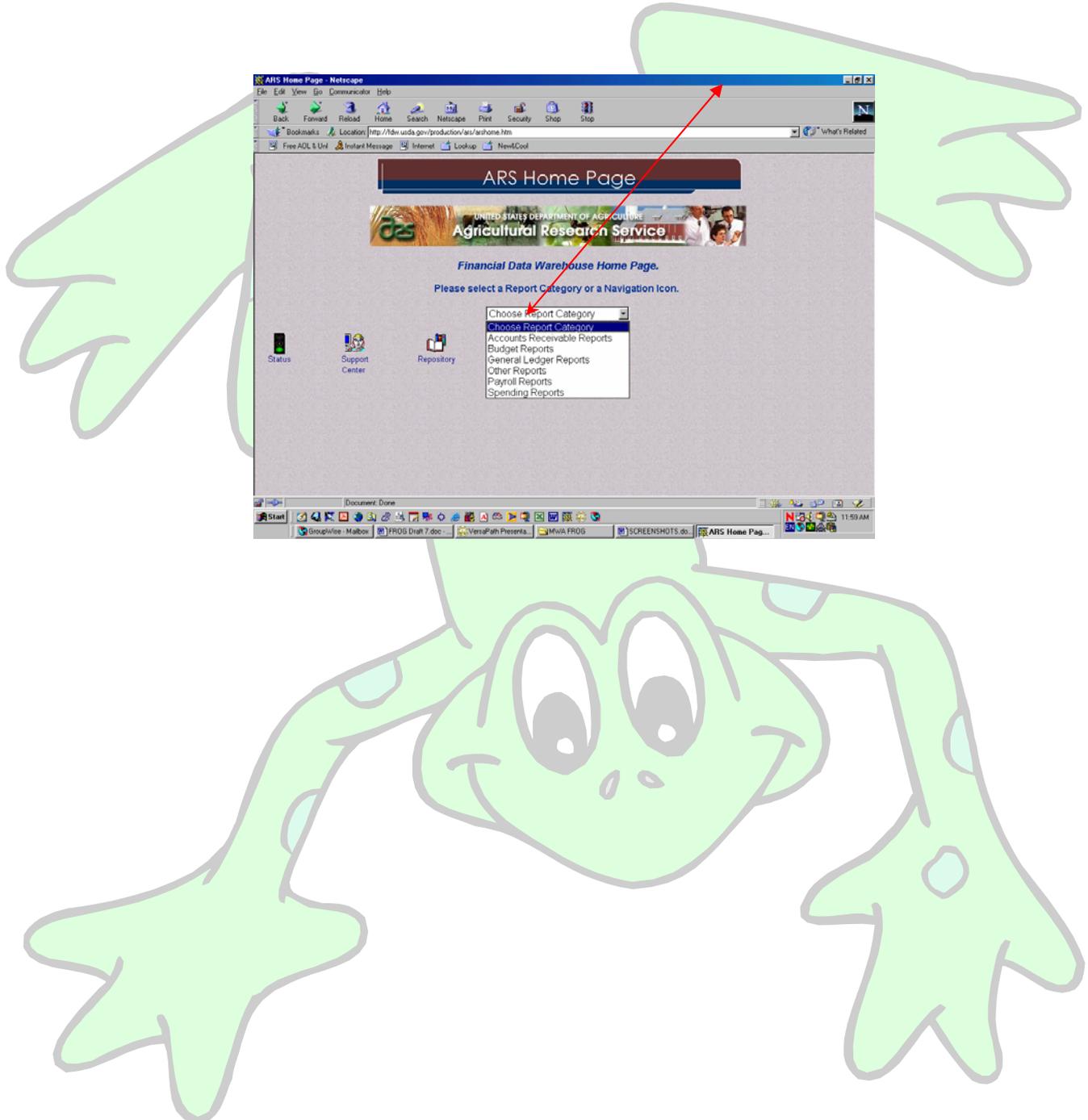


A page will appear with “USDA, OACFO - Financial Data Warehouse”, select Agricultural Research Service from the drop-down box on the screen.



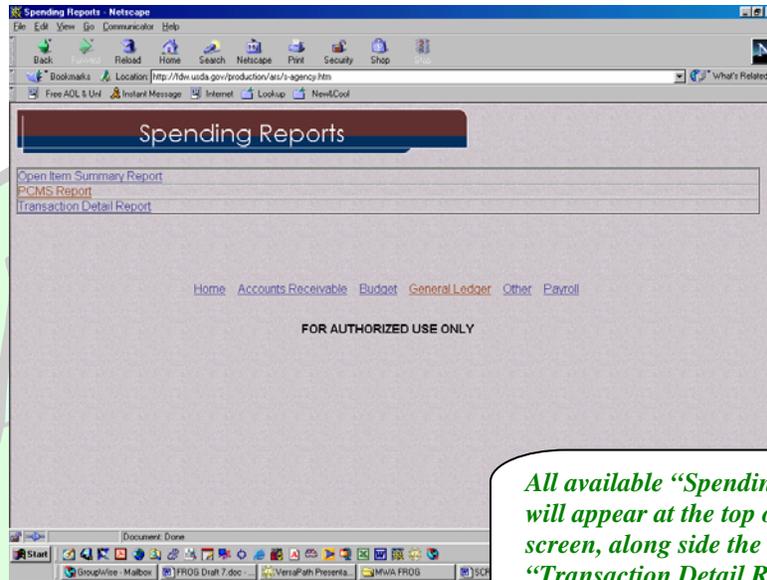
Choose a report category from the box “Choose Report Category” by clicking on the box

Choose “Spending Reports” to view the Transaction Detail Listing (TDL), “Payroll Reports” to view the Payroll Detail Listing (PDL), or “Budget Reports” to view the Object Class by Program (OCP).



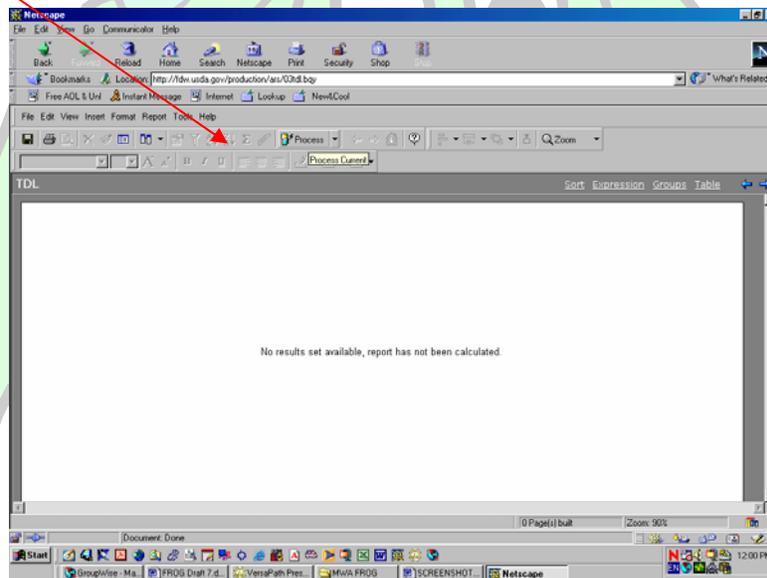
TDL Reports

Select “Spending Reports” from the drop-down box. A screen will appear within the “Spending Reports” category, select the link “Transaction Detail Report”.

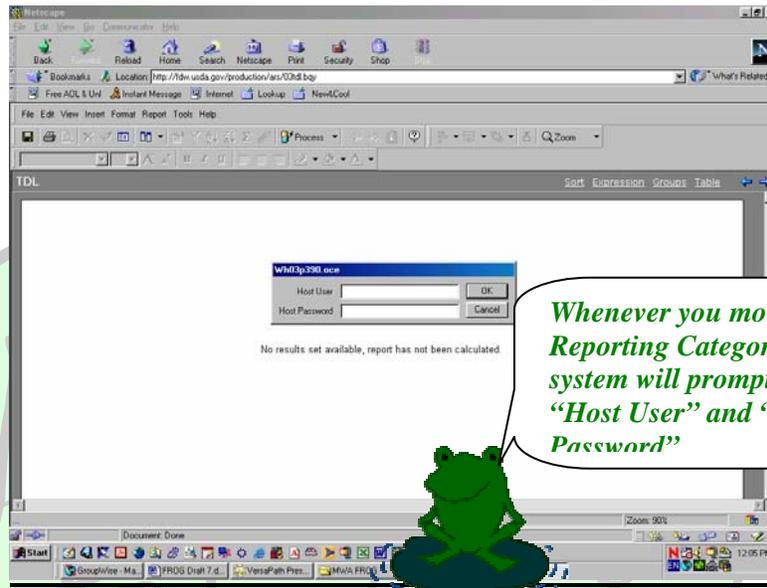


All available “Spending Reports” will appear at the top of the screen, along side the “Transaction Detail Report”

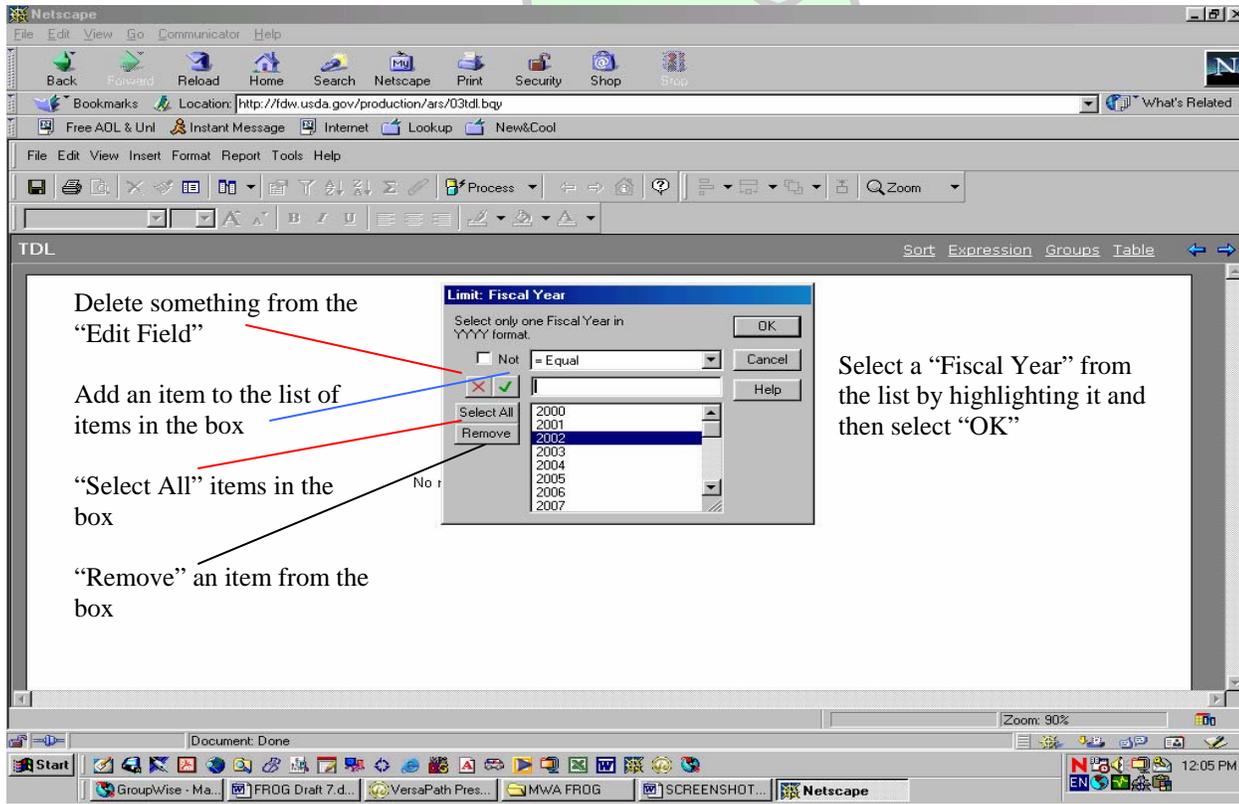
Click the “Process” button to begin. Please note that you will have to select “Process” every time you want to change the parameters for a report.



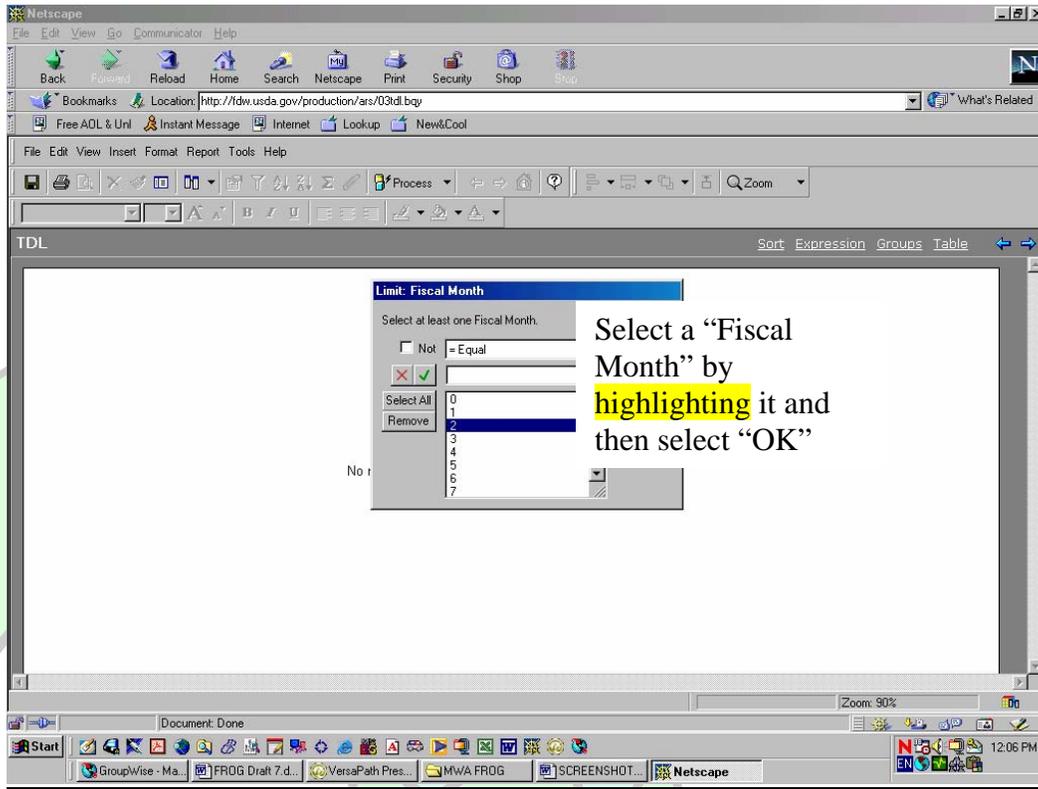
A screen will appear, prompting you for your “Host User” and “Host Password”, which is your Data Warehouse ID and Password.



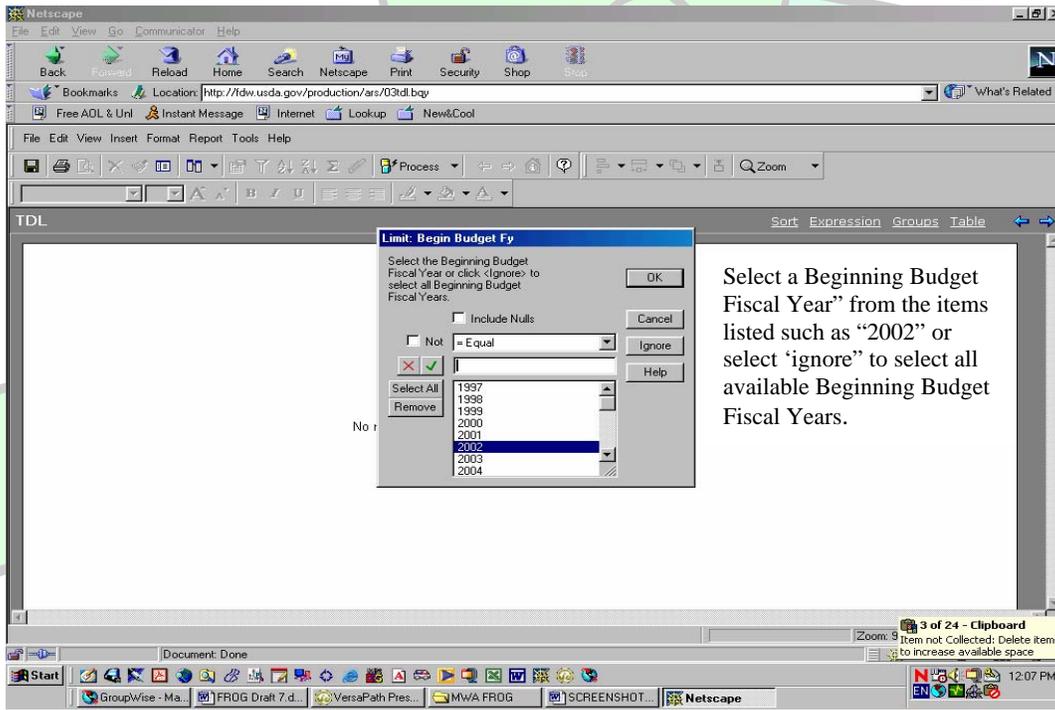
Highlight “2002” from the drop-down “Limit: Fiscal Year” box and click “OK” button (Review explanation of options on diagram)



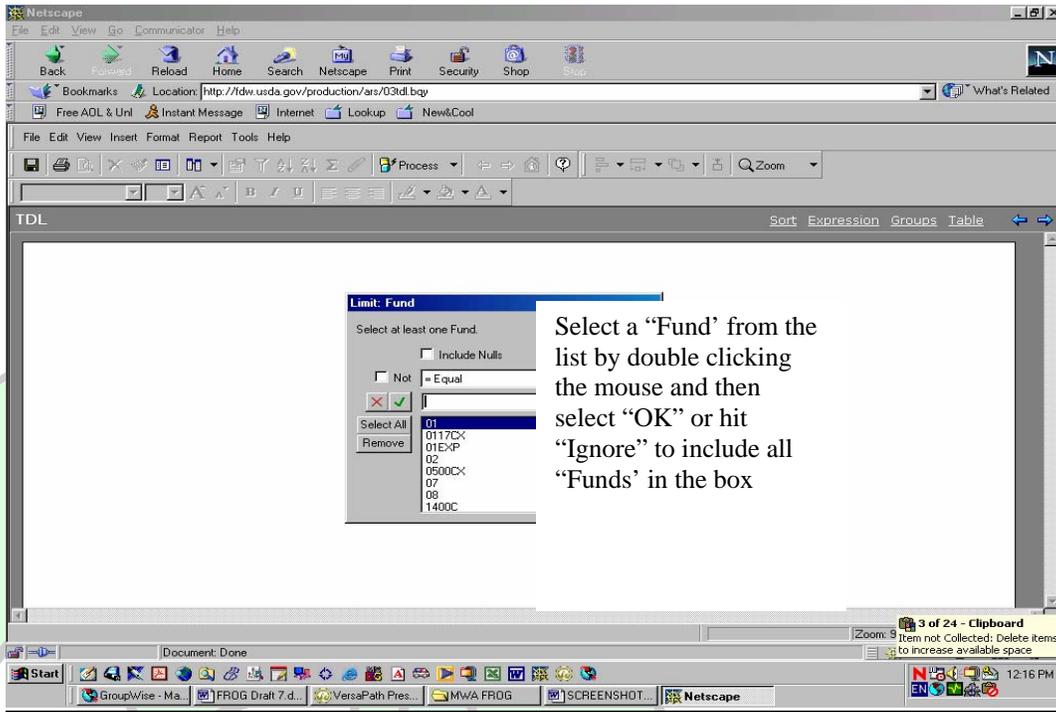
Highlight “4/January” or whatever month you desire from the drop-down “Limit: Fiscal Month” box and click “OK” button.



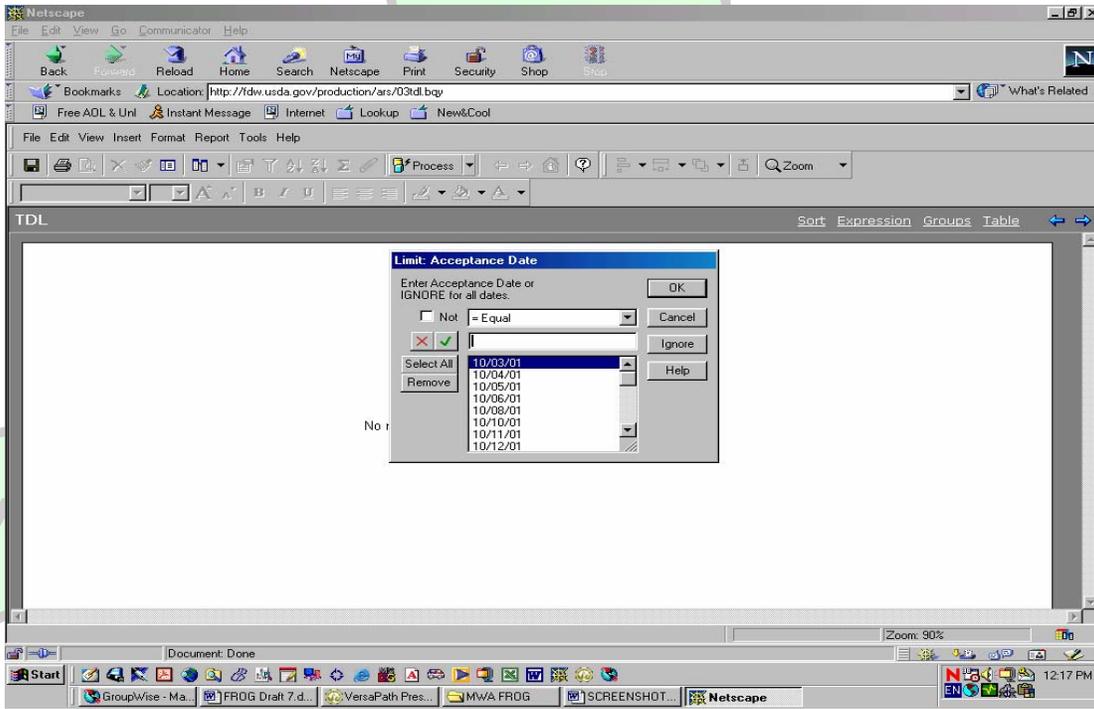
Highlight “2002 ” from the “Limit Values” drop-down box for “Begin Budget FY” and click “OK” button



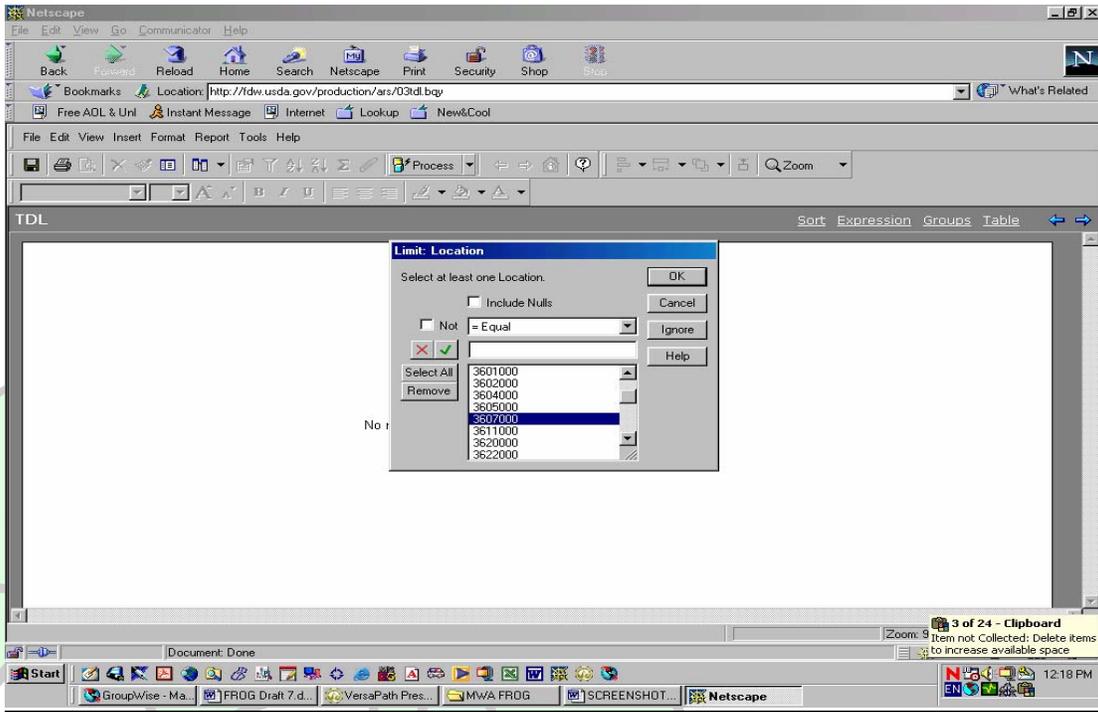
Highlight, from the drop-down “Limit: Fund” box, the Fund you want, and then click “OK”



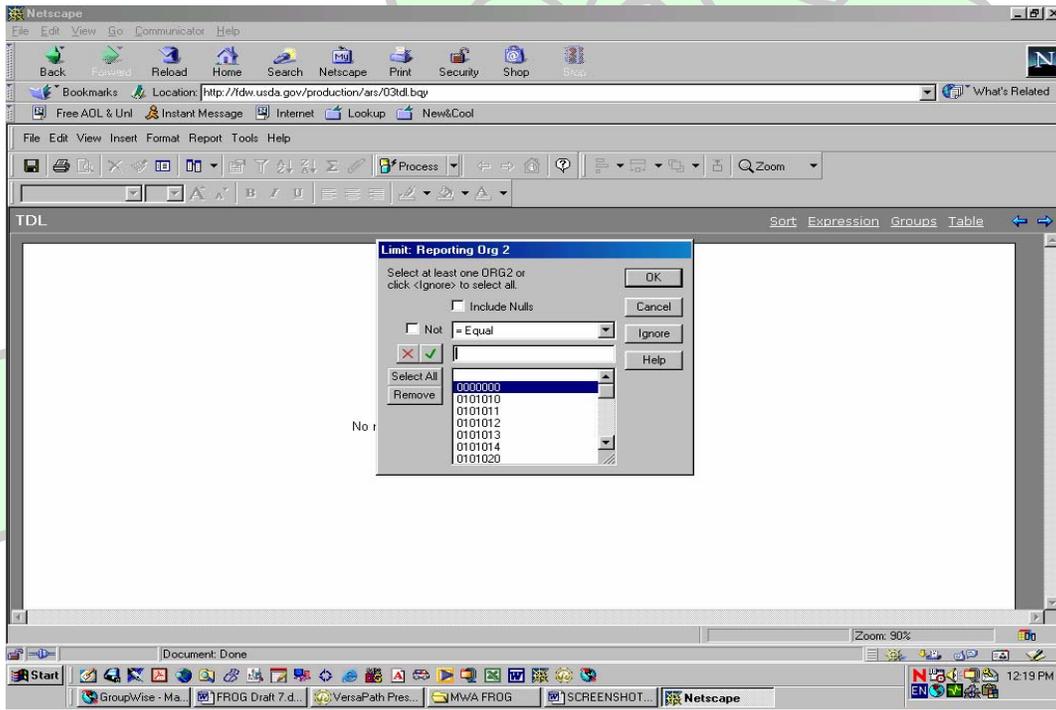
Click "Ignore" to bypass this option-unless you are querying for a specific document and know the parameters.



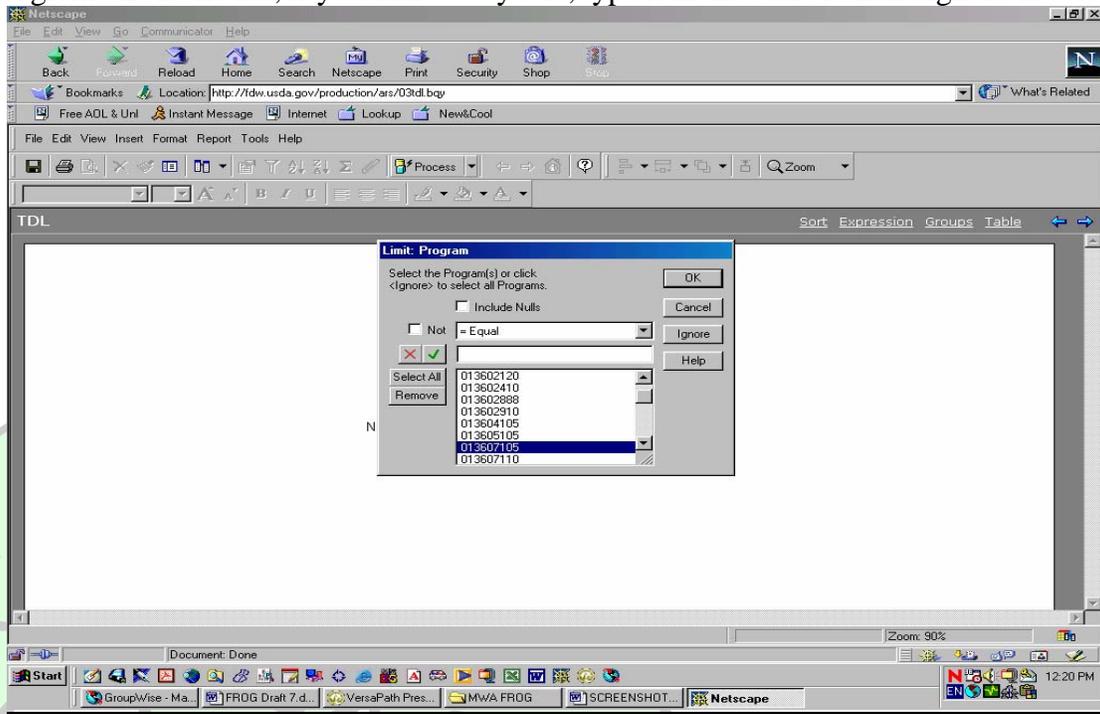
Highlight the Location you want, click “OK”



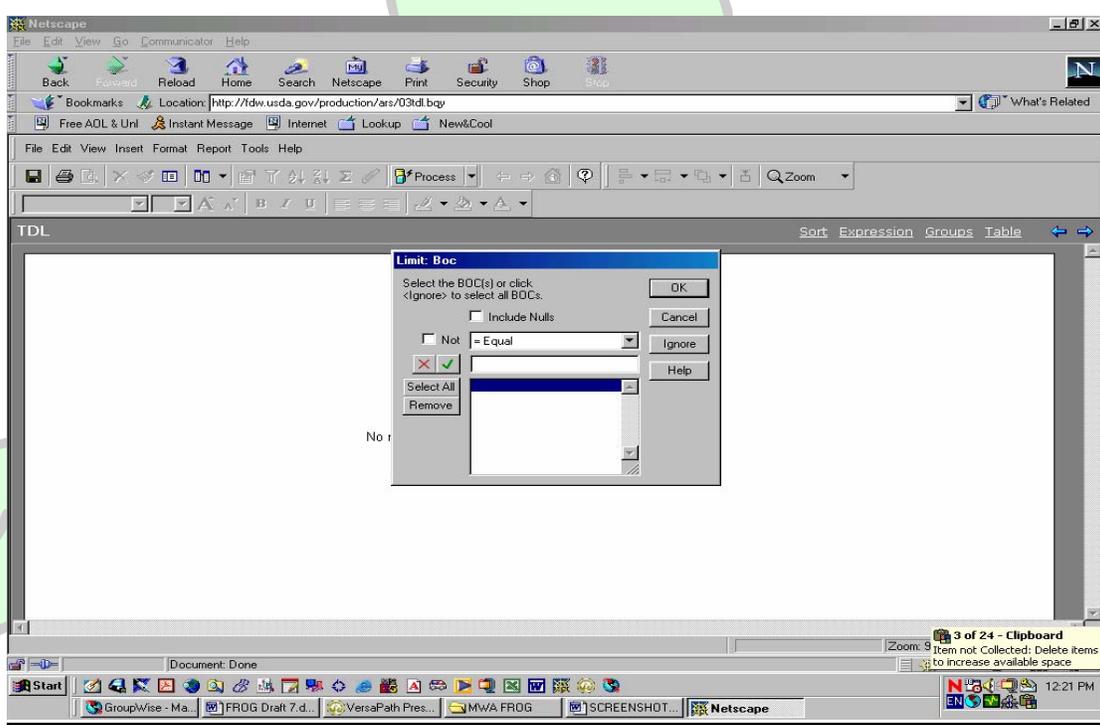
Click “Ignore”



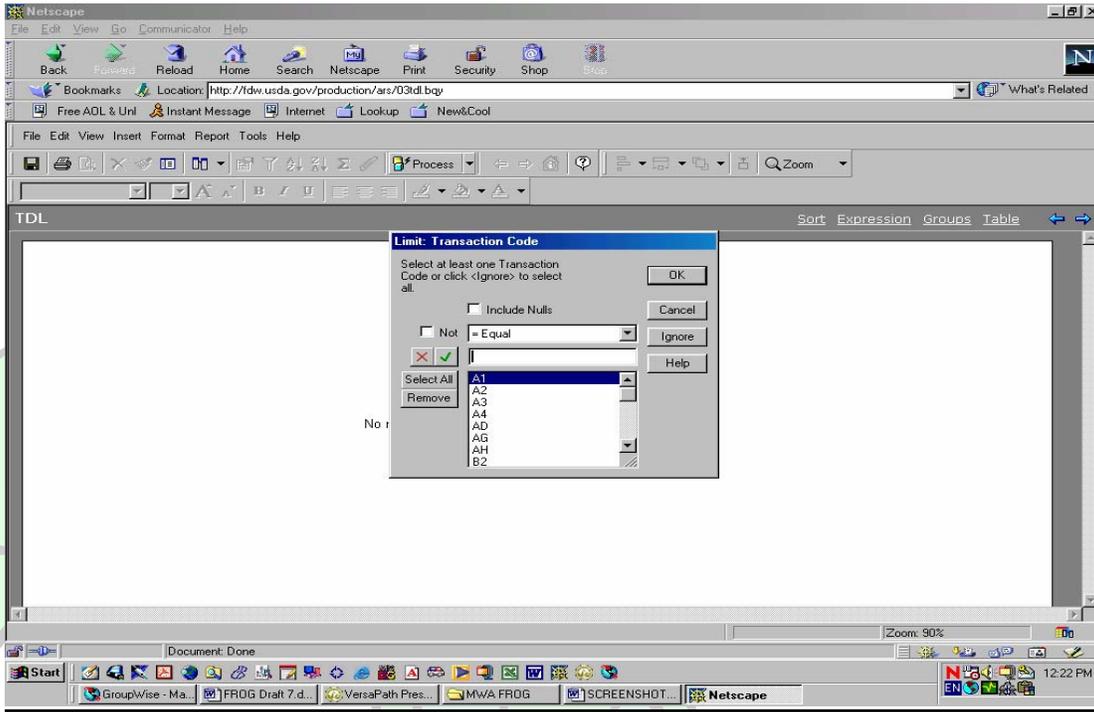
Select a "Program" from the list, if you don't see yours, type it in the box or click "Ignore to select all.



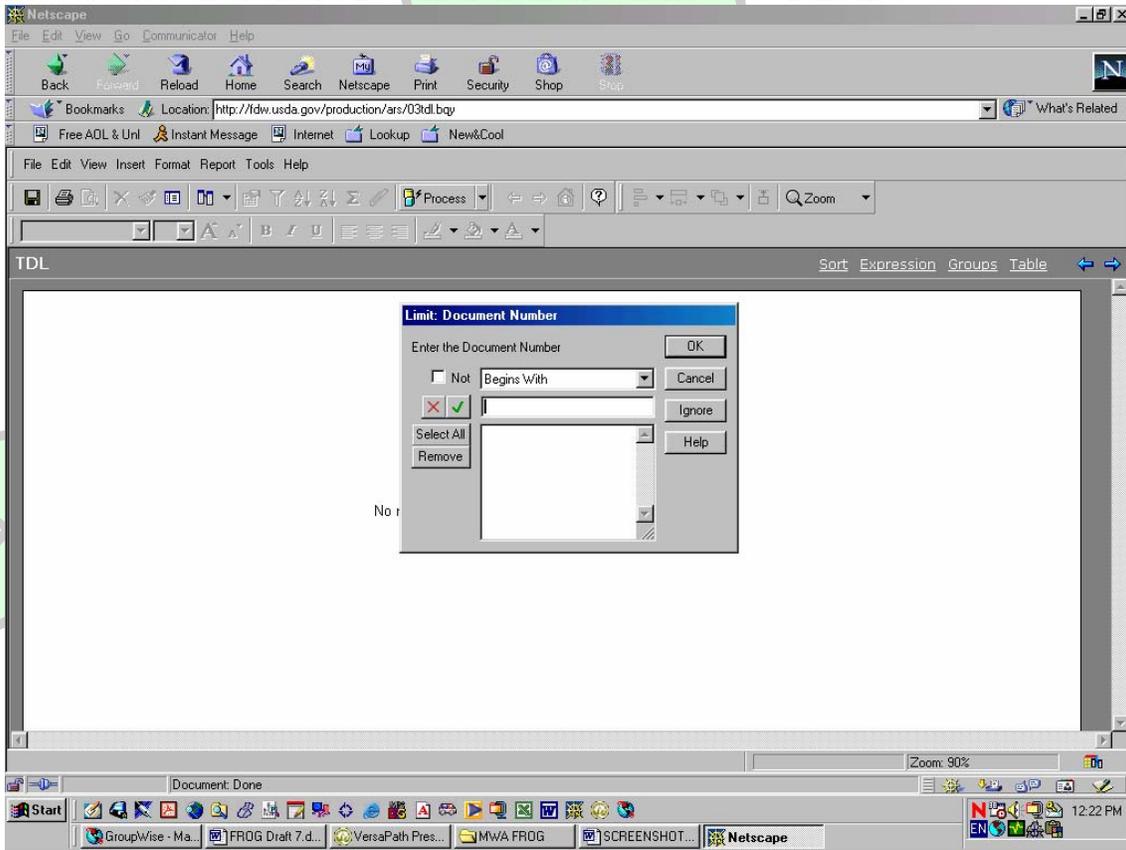
Click "Ignore" for the "BOC", this will provide all the available budget object classes.



Click “Ignore” for the “Transaction Code”, this will provide all the available transaction codes. You may select a “Transaction Code” if you wish to narrow down the list of transaction codes reported



Click “Ignore” to select all or enter a Document number to narrow down the list.



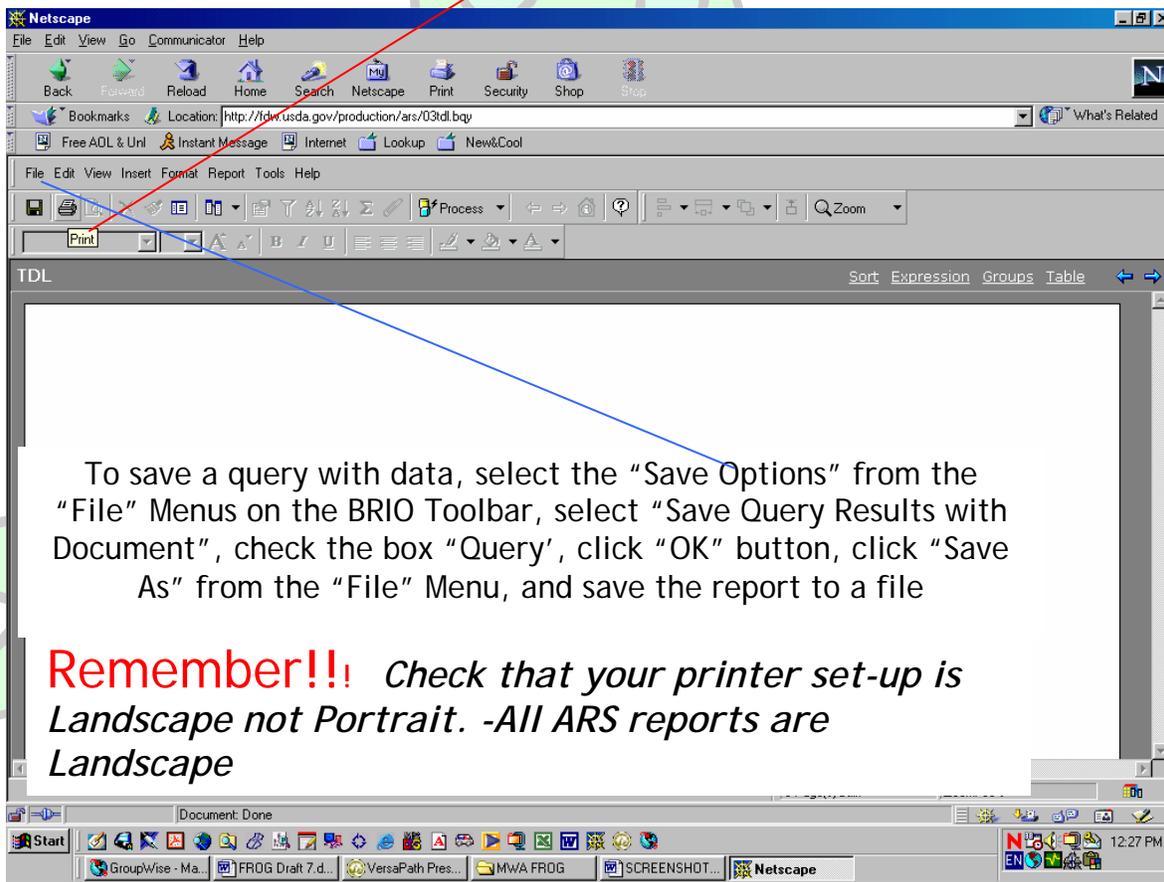
Now you wait



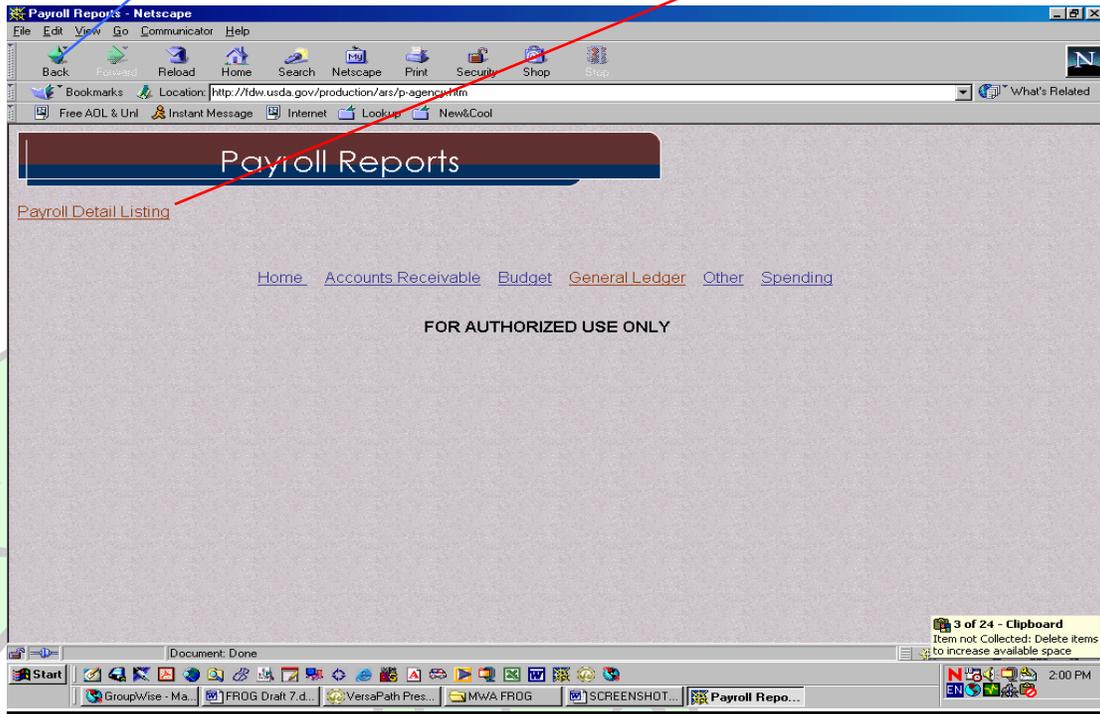
Q: Best times to run reports?

A: Early in the morning.

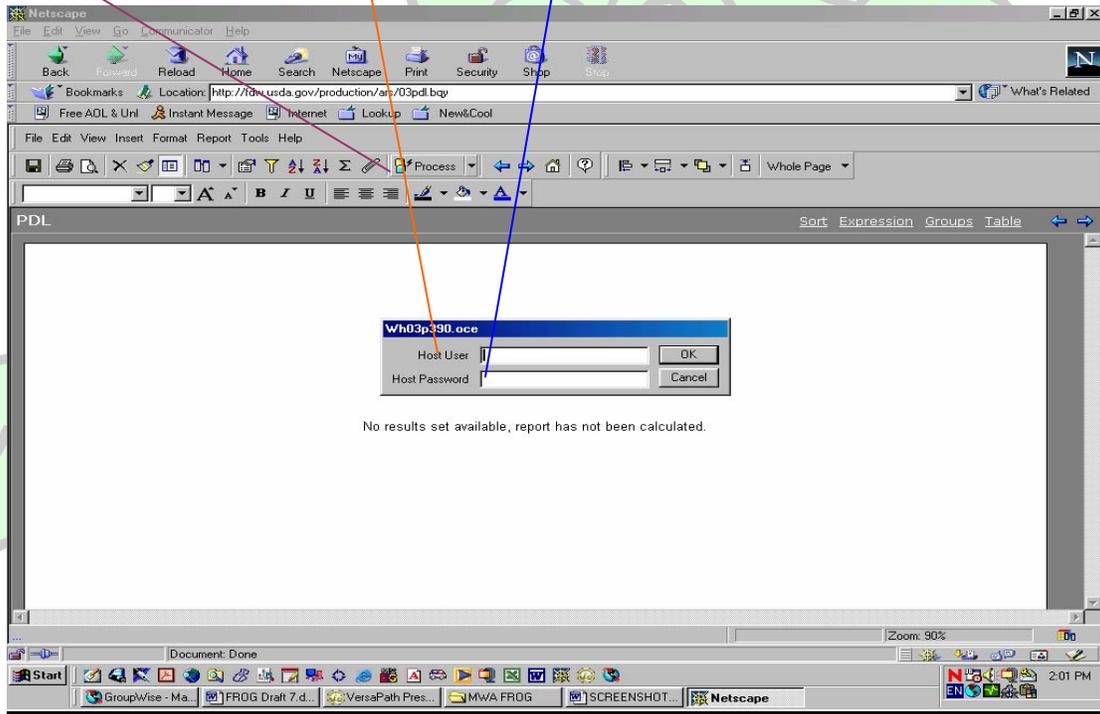
Once a report appears on screen, select the “Printer” to print the report.



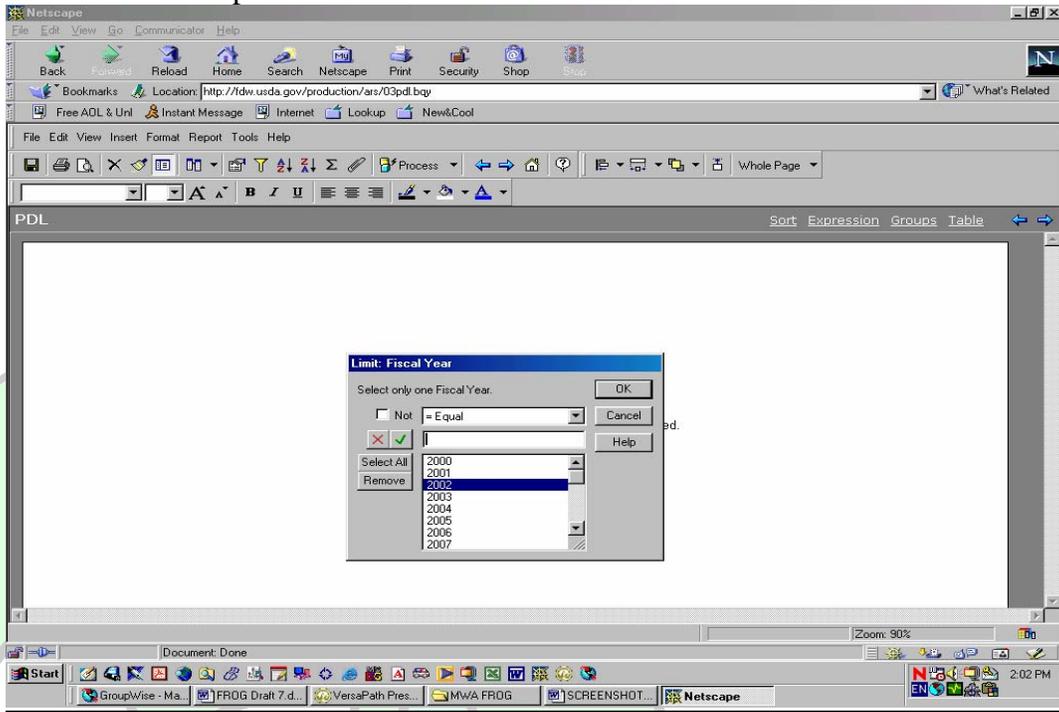
Click the “Back” button twice to return to “Reports Category” and select “Payroll Reports” to generate a “PDL”



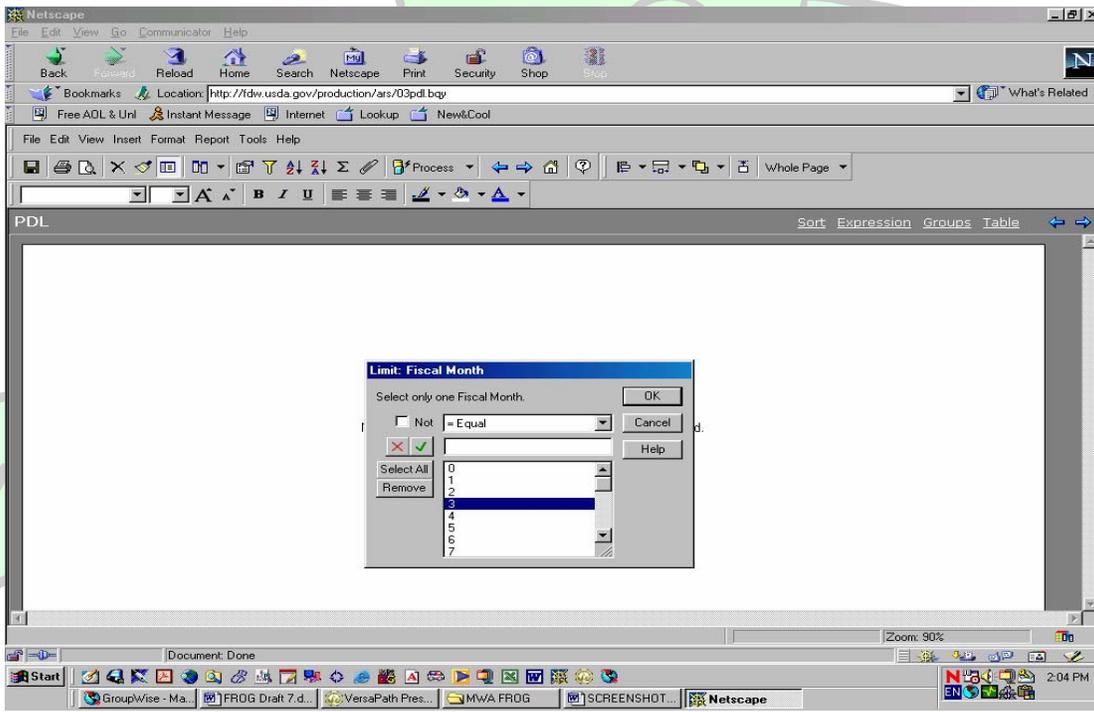
Click “Process” and type in you “Host User” and “Host Password”



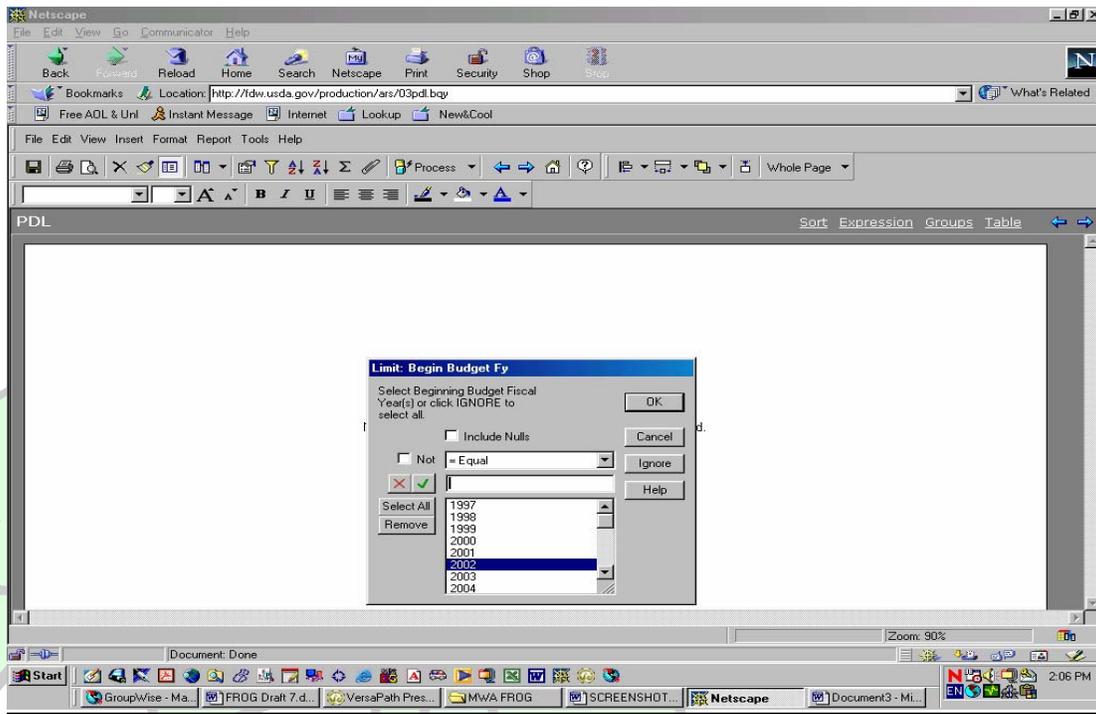
Highlight “2002” from the drop-down “Limit: Fiscal Year” box and click “OK” button



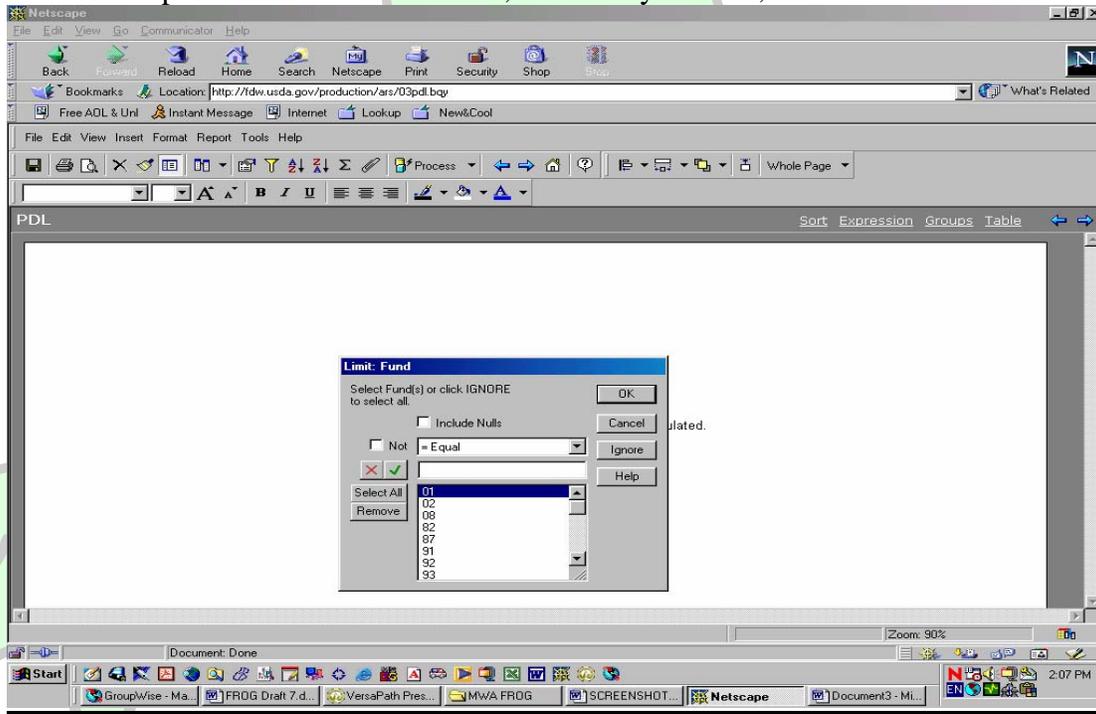
Highlight “4/January” or whatever month you desire from the drop-down “Limit: Fiscal Month” box and click “OK” button.



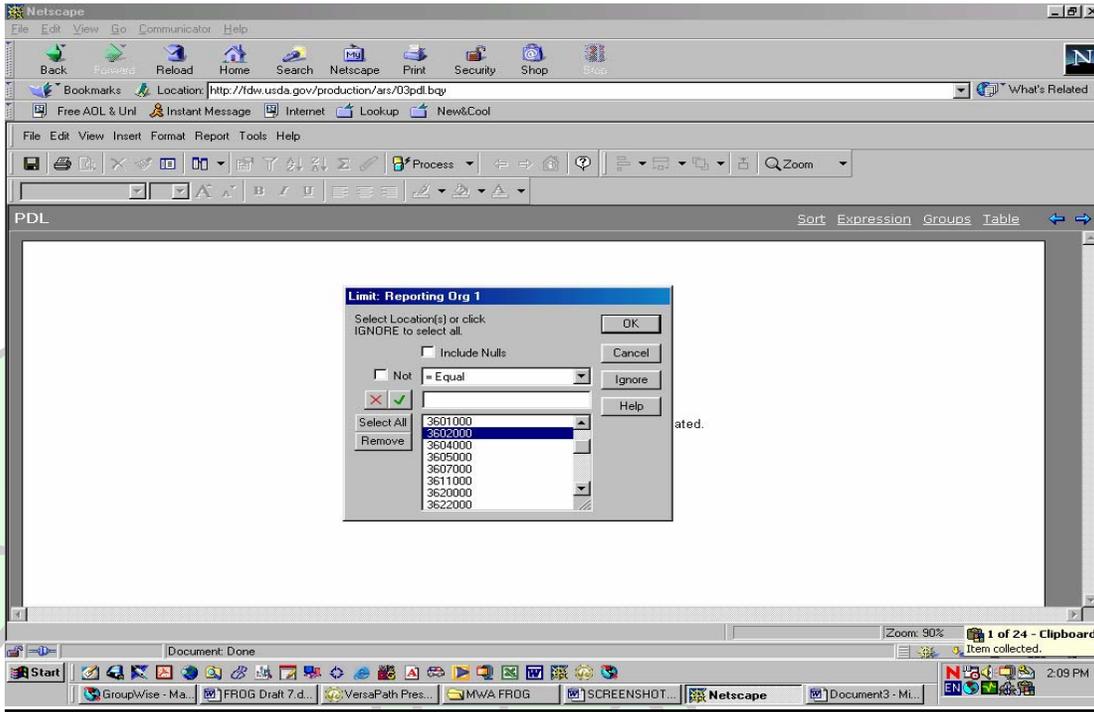
Highlight “2002” from the “Limit Values” drop-down box for “Begin Budget FY” and click “OK” button



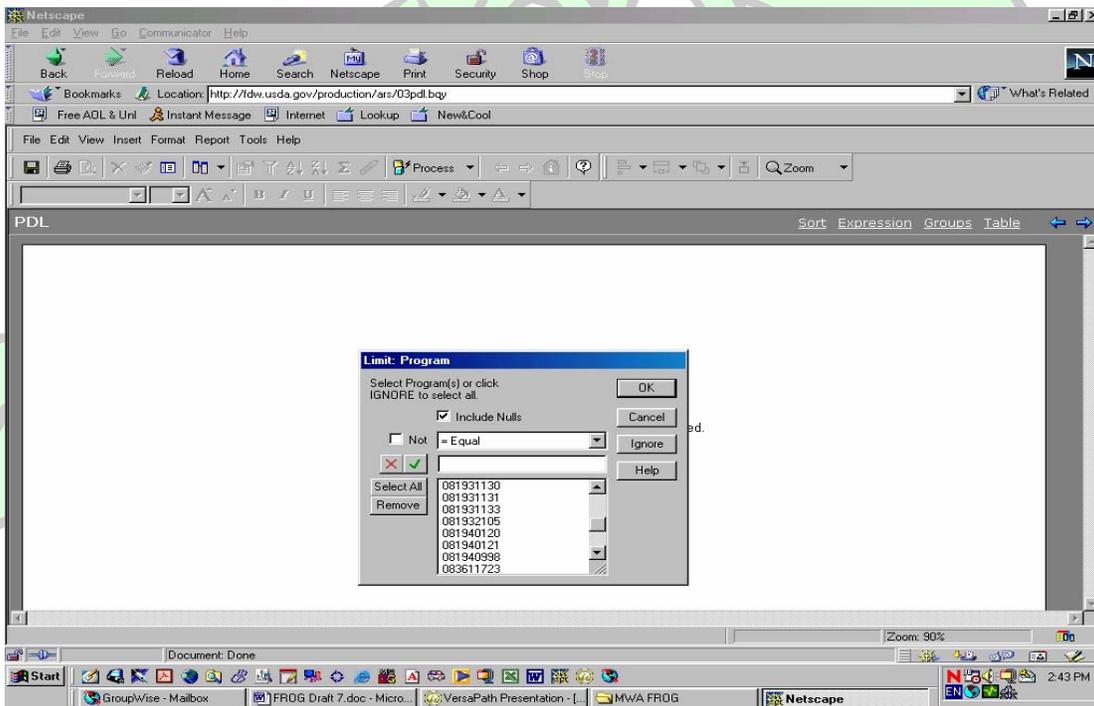
Highlight, from the drop-down “Limit: Fund” box, the Fund you want, and then click “OK”



Click “Ignore” to bypass the selection of a “Report Org 1”, this will allow for the automatic generation of all Report Org 1” that a particular program applies to.

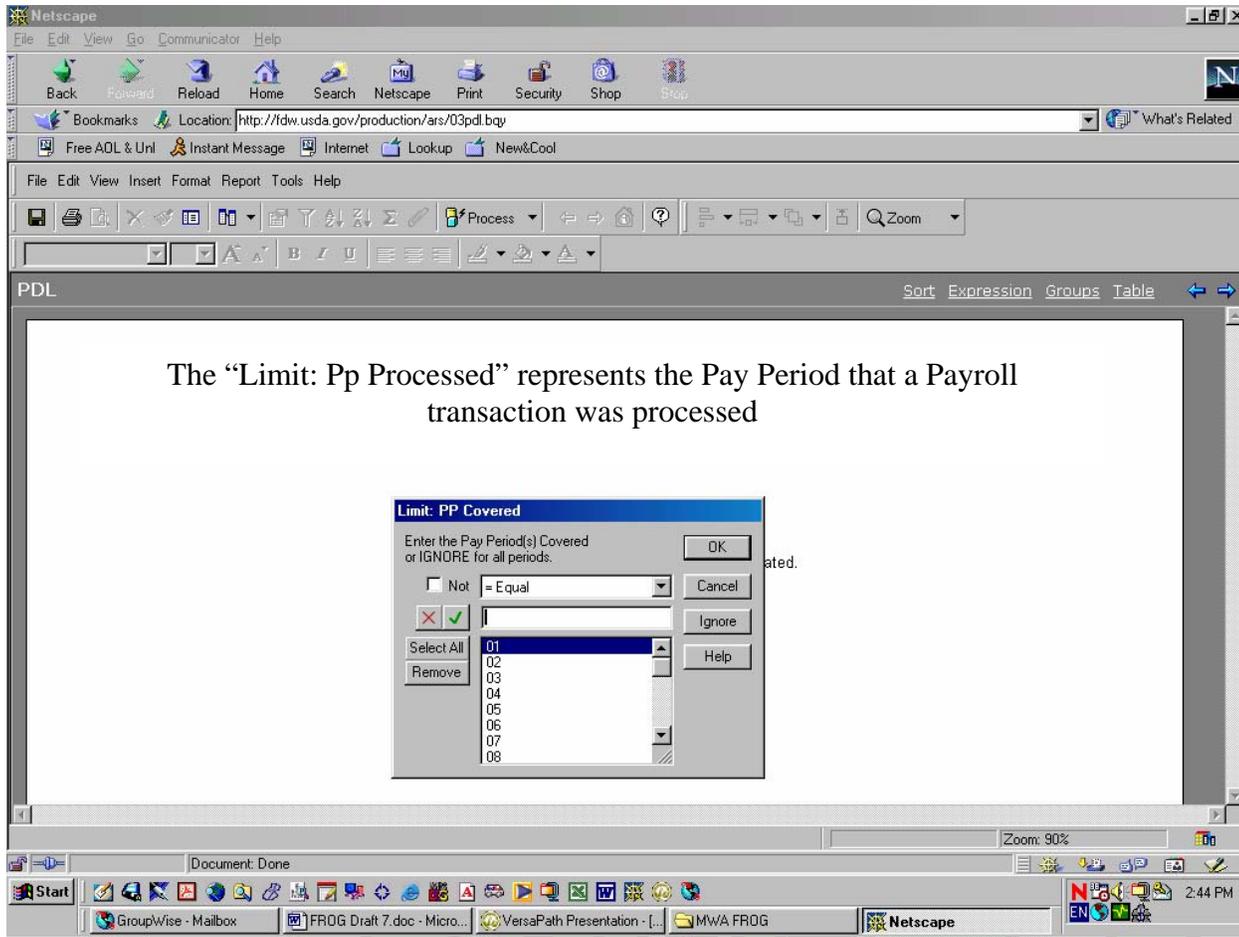


Select a “Program” from the list, if you don’t see yours, type it in the box or click “Ignore” to select all

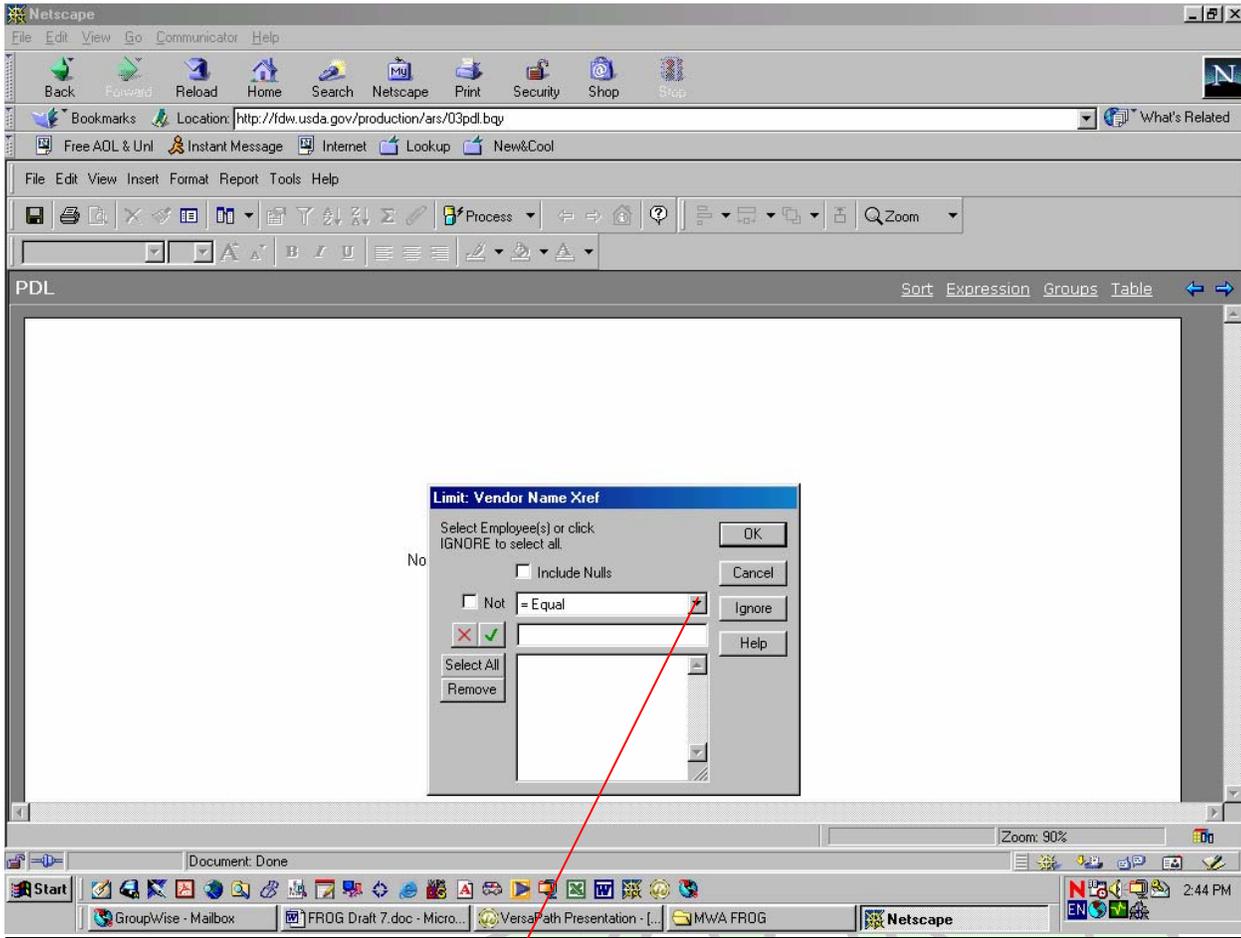


Highlight a Pay Period and click “OK”, selecting “Ignore” will select all pay periods that apply to the “Fiscal Month; chosen.

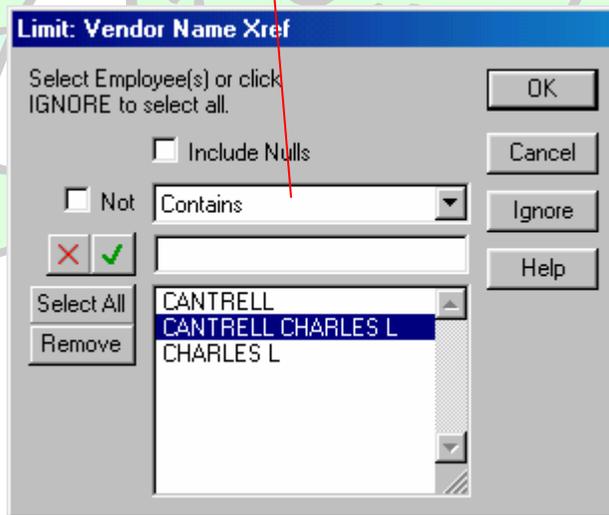
If you select a “PP Processed” that is outside of the “Fiscal Month” parameter, data will not be retrieved.



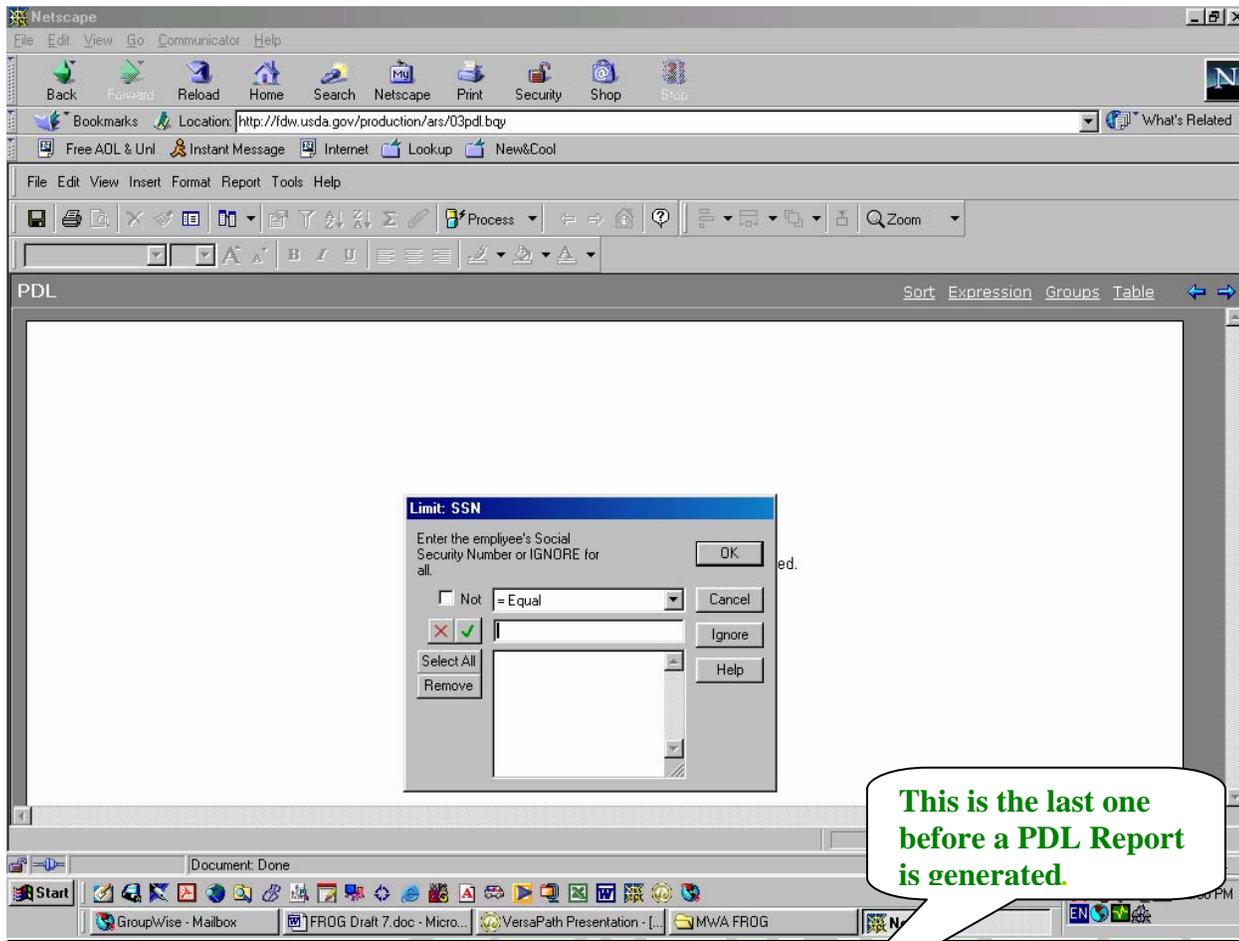
Click "Ignore" to select all employees.



To look up an employee: Change “=Equal” to “Contains” then enter only last name, if it is a common last name you can add first name



Click "Ignore" to select all employees.
Or you can enter a SSN, just type in the number (no dashes, or spaces)



This is the last one before a PDL Report is generated.

Now begins the Wait...

This is a good time to refill your printer with paper.

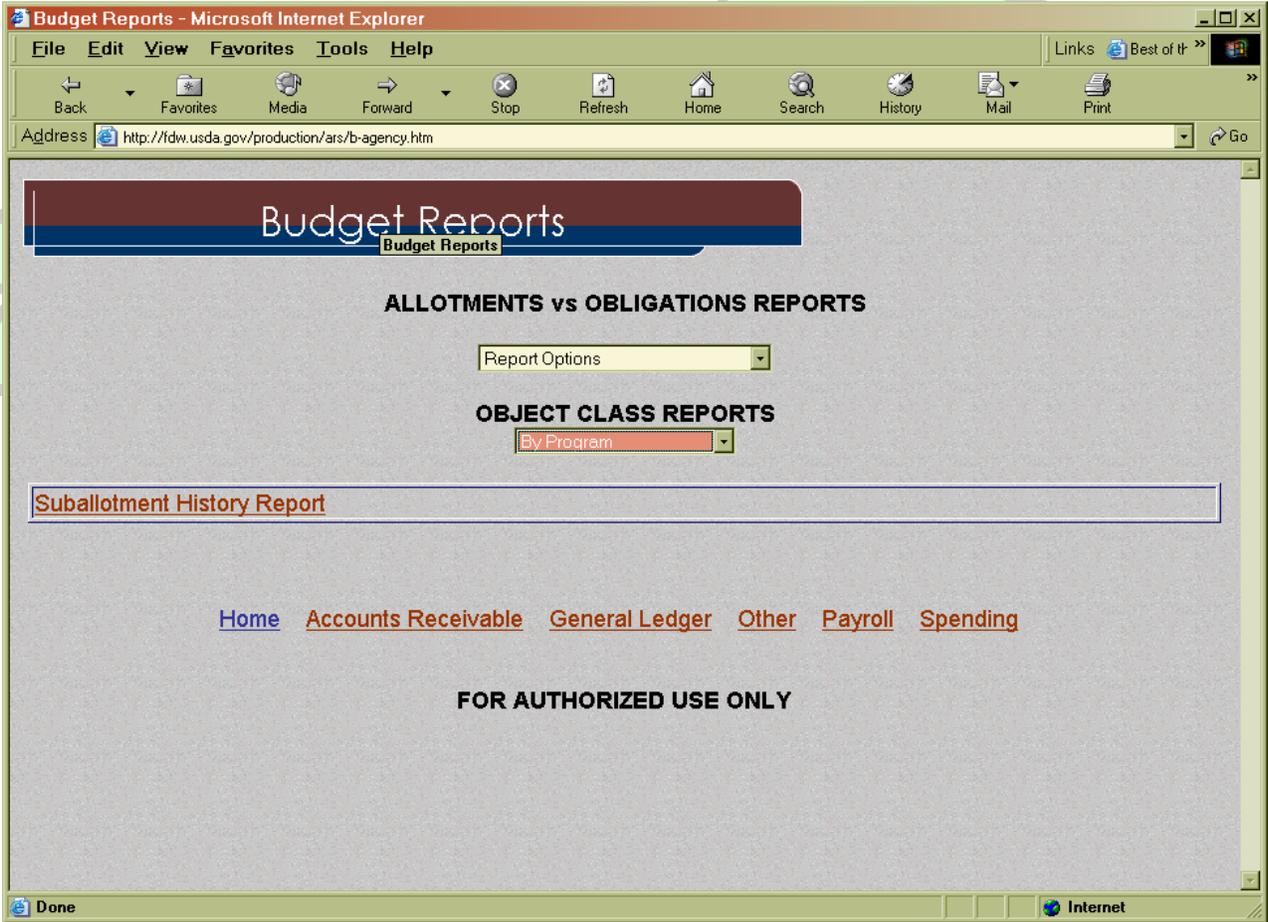


You're going to need it!

Object Class Reports

Choose BUDGET -

At this screen under the OBJECT CLASS REPORTS option, choose 'By Program'



Limit: Fiscal Year

Select ONLY ONE Fiscal Year in yyyy format.

X ✓ 2002

OK Cancel Help

Select All Remove

- 2000
- 2001
- 2002
- 2003
- 2004
- 2005
- 2006
- 2007

Select or ensure the FY you want is either highlighted or double clicking will put it in the field – as shown above

Click OK

Limit: Fiscal Month

Name: Fiscal Month

OK Cancel

Include Nulls

Not = Equal

X ✓ 6

Ignore Help

Show Values Custom Values Custom SQL

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Select All Remove

Advanced

Highlight the month(s) for which you want reports

Click OK

Limit: Begin Budget Fy

Select Beginning Budget Fiscal Year(s) or click IGNORE to select all.

Include Nulls

2002

Select All
Remove

1996
1997
1998
1999
2000
2001
2002
2003

OK
Cancel
Ignore
Help

Highlight the BF year(s) you want

Click OK

Limit: End Budget Fy

Select Ending Budget Fiscal Year(s) or click IGNORE to select all.

Include Nulls

Select All
Remove

1997
1998
1999
2000
2001
2002
2003

OK
Cancel
Ignore
Help

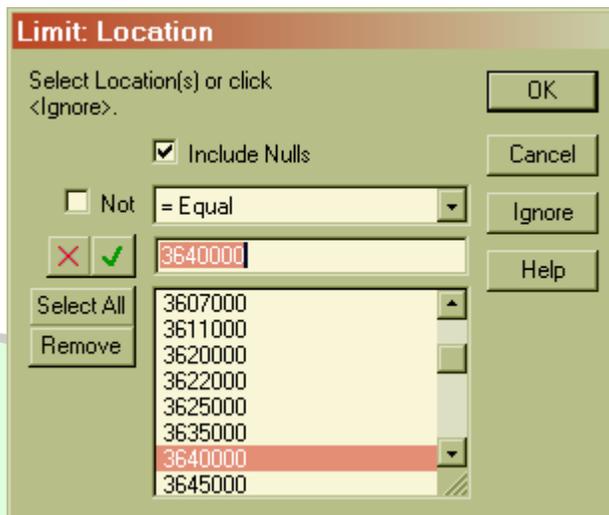
ALWAYS CLICK 'IGNORE' ON THIS SCREEN

Select the fund(s) for which you want reports
 (in this report, 01, 08, 91, 93 are selected – to get all of the OC reports for the location

Click OK

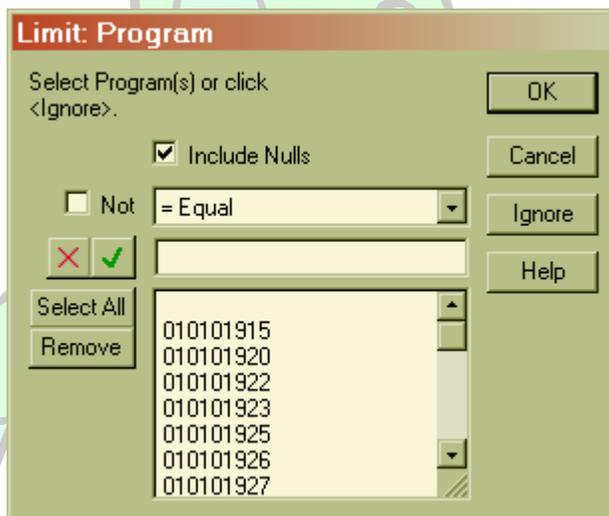
The division for Midwest Area is always 36

Highlight and click OK



Select your location and click OK

NOTE: If you do not get the allotment plan by querying this way – select IGNORE at this point, instead of your location

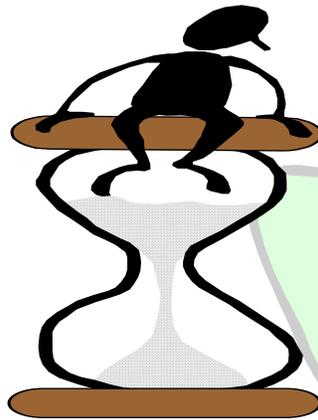


Select or type in the program codes you need – or select 'Begins With', instead of 'Equal', as shown above.

To utilize the 'Begins With' option, you would type in the last two digits of your fund code and the first four digits of your location mode code, such as:

013602, 083602, 913602, 933602, etc.

Please **S**tand **B**y.....



TA DA!!!!!!

The screenshot shows a Microsoft Internet Explorer browser window with the address bar containing `http://fdw.usda.gov/production/ars/03ocp.bqy`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows the URL. Below the address bar is a toolbar with icons for Back, Favorites, Media, Forward, Stop, Refresh, Home, Search, History, Mail, and Print. The main content area displays a report titled "OCP" with the following information:

REPORT ID: OCP
RUN DATE 04/30/02

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
OBJECT CLASS - PROGRAM
FISCAL YEAR: 2002 FISCAL MONTH: MARCH CLOSED

BBFY/EBFY Fund: 2002/ 01 SALARIES AND EXPENSES
Division: 36 MIDWEST AREA
Program: 013640105 CEREAL RUST RSR

BOC	BOC Name	Allotment Plan	Commitments	Current Month Obligations	YTD Obligations
		1,383,032.00	0.00	0.00	0.00

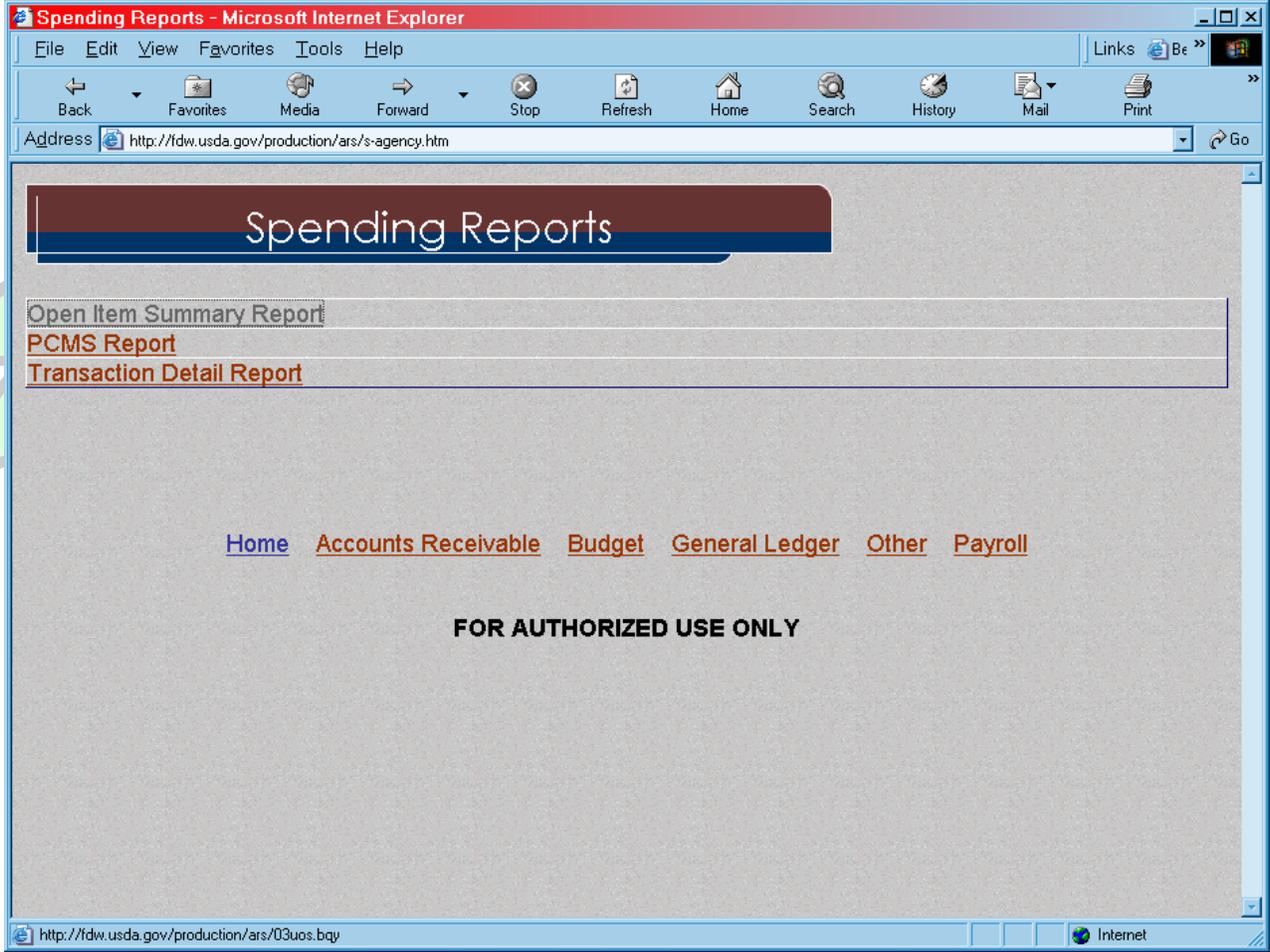
Below the table, there are several report groups and table dimensions listed:

- Report Group1(Results): Begin Budget Fy • End Budget Fy • Fund
- Report Group2(Results): Division
- Report Group6(Results): Program
- Report Group7(Results): BOC 1
- Table Dimensions: Boc • Boc Short Name
- Table Facts: Y Allotment Plan • Y Commitments • M Obligations • Y Obligations • Allotment Available

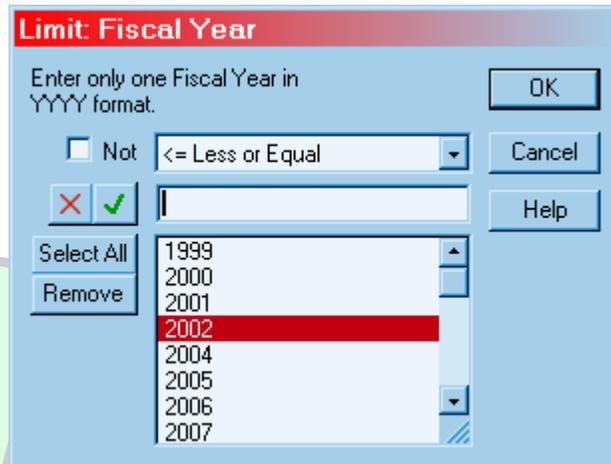
The status bar at the bottom of the browser window shows "Done", "18 Page(s)", and the date/time "04/30/02 09:14:33".

OPEN ITEM SUMMARY REPORTS:

1. Choose Spending Reports
2. Choose Open Item Summary Report



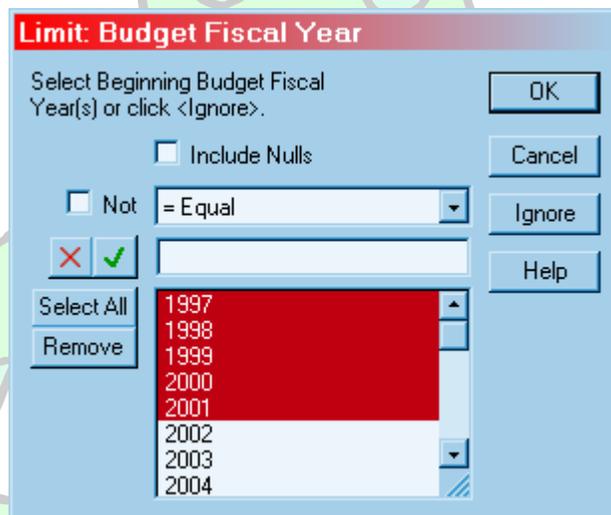
ALWAYS choose the current FY at this screen



The dialog box is titled "Limit: Fiscal Year" and contains the following elements:

- Instruction: "Enter only one Fiscal Year in YYYY format."
- Buttons: "OK", "Cancel", "Help".
- Options: A checkbox labeled "Not" is checked, and a dropdown menu is set to "<= Less or Equal".
- Input field: An empty text box for entering a fiscal year.
- Buttons: "Select All" and "Remove".
- List: A list of fiscal years from 1999 to 2007. The year 2002 is highlighted in red.

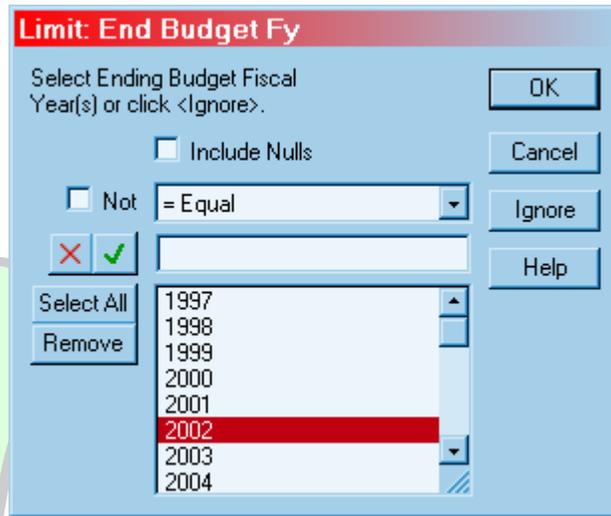
Select either one or all of the Budget Fiscal Years on which you wish a report. I'd always start with the most recent prior year (i.e. 2001) first. This sets up the parameters for the rest of the reports. You can then run reports on any FY you choose. In this instance I ran and received a report on all five fiscal years.



The dialog box is titled "Limit: Budget Fiscal Year" and contains the following elements:

- Instruction: "Select Beginning Budget Fiscal Year(s) or click <Ignore>."
- Buttons: "OK", "Cancel", "Ignore", "Help".
- Options: A checkbox labeled "Include Nulls" is unchecked. A checkbox labeled "Not" is checked, and a dropdown menu is set to "= Equal".
- Input field: An empty text box for entering a fiscal year.
- Buttons: "Select All" and "Remove".
- List: A list of fiscal years from 1997 to 2004. The years 1997, 1998, 1999, 2000, and 2001 are highlighted in red.

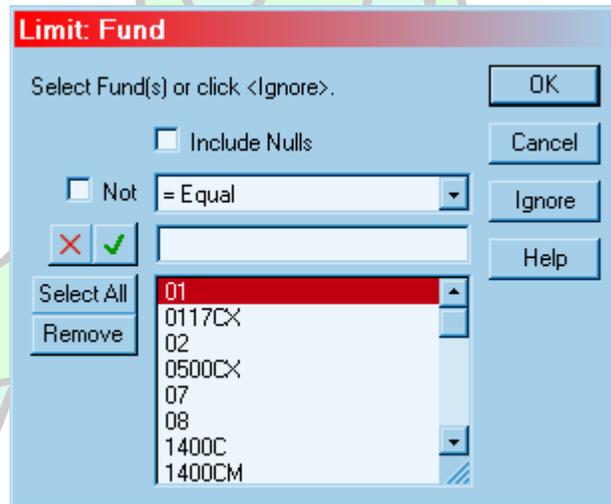
ALWAYS select “Ignore” at this screen



The screenshot shows a dialog box titled "Limit: End Budget Fy". It contains the following elements:

- Text: "Select Ending Budget Fiscal Year(s) or click <Ignore>."
- Buttons: "OK", "Cancel", "Ignore", "Help".
- Checkbox: "Include Nulls" (unchecked).
- Radio buttons: "Not" (unchecked) and "Equal" (checked).
- Dropdown menu: Set to "Equal".
- Text input field: Empty.
- Buttons: "X" (red) and "✓" (green).
- Buttons: "Select All" and "Remove".
- List box: Contains years from 1997 to 2004. The year "2002" is highlighted in red.

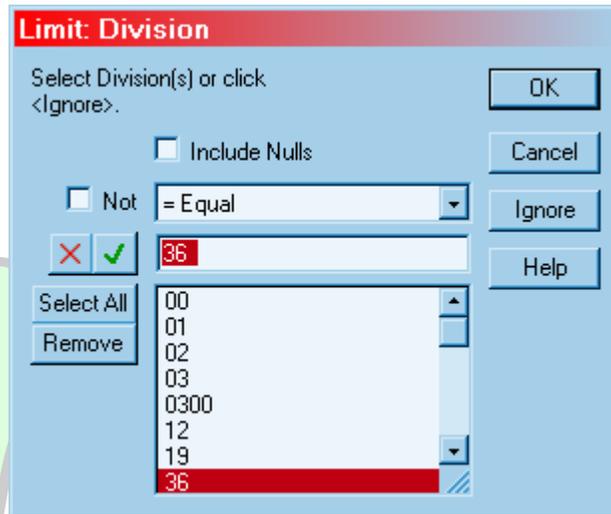
For this report (or any report on which you want all accounts at your location included), select “Ignore” at this screen



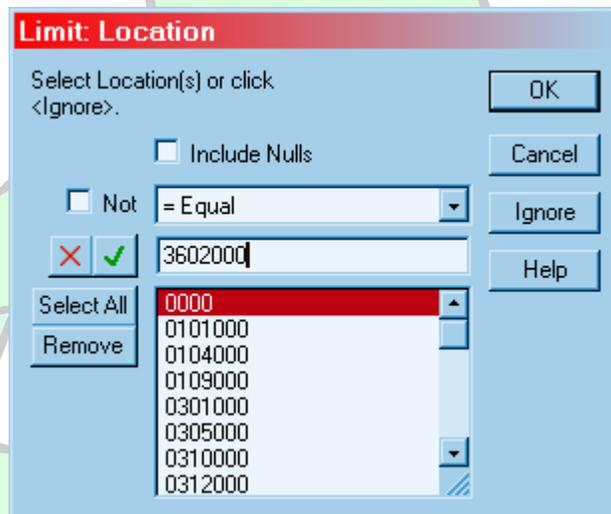
The screenshot shows a dialog box titled "Limit: Fund". It contains the following elements:

- Text: "Select Fund(s) or click <Ignore>."
- Buttons: "OK", "Cancel", "Ignore", "Help".
- Checkbox: "Include Nulls" (unchecked).
- Radio buttons: "Not" (unchecked) and "Equal" (checked).
- Dropdown menu: Set to "Equal".
- Text input field: Empty.
- Buttons: "X" (red) and "✓" (green).
- Buttons: "Select All" and "Remove".
- List box: Contains fund codes: 01, 0117CX, 02, 0500CX, 07, 08, 1400C, 1400CM. The code "01" is highlighted in red.

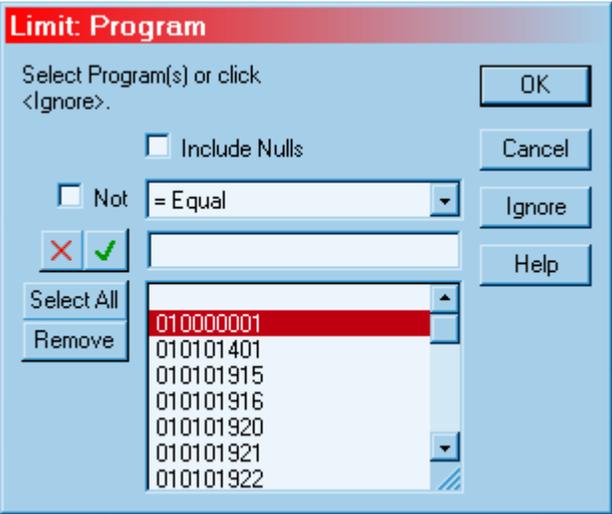
MWA is always Division 36. Select 36 and say “OK”



Select or type in your location (the location mode plus 3 zeros). Say “OK”



For this report (or any report on which you want all accounting codes) select “Ignore”



Waiting...

...**A**s time flies by...



The report will process and return the data. This report included all 5 years, with the years being interspersed throughout the report. The years for the data are shown under the column heading “BFY/EBFY”.

UOS Sort Expression Groups Table

Sort To sort the report, drag columns from report groups or tables here

REPORT ID: UOS
 RUN DATE: 06/18/02

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL RESEARCH SERVICE
 OPEN ITEM SUMMARY BY DOCUMENT ID
 FISCAL YEAR: 2002 FISCAL MONTH: June

Division: 36 MIDWEST AREA
 Location: 3602000 WEST LAFAYETTE, INDIANA

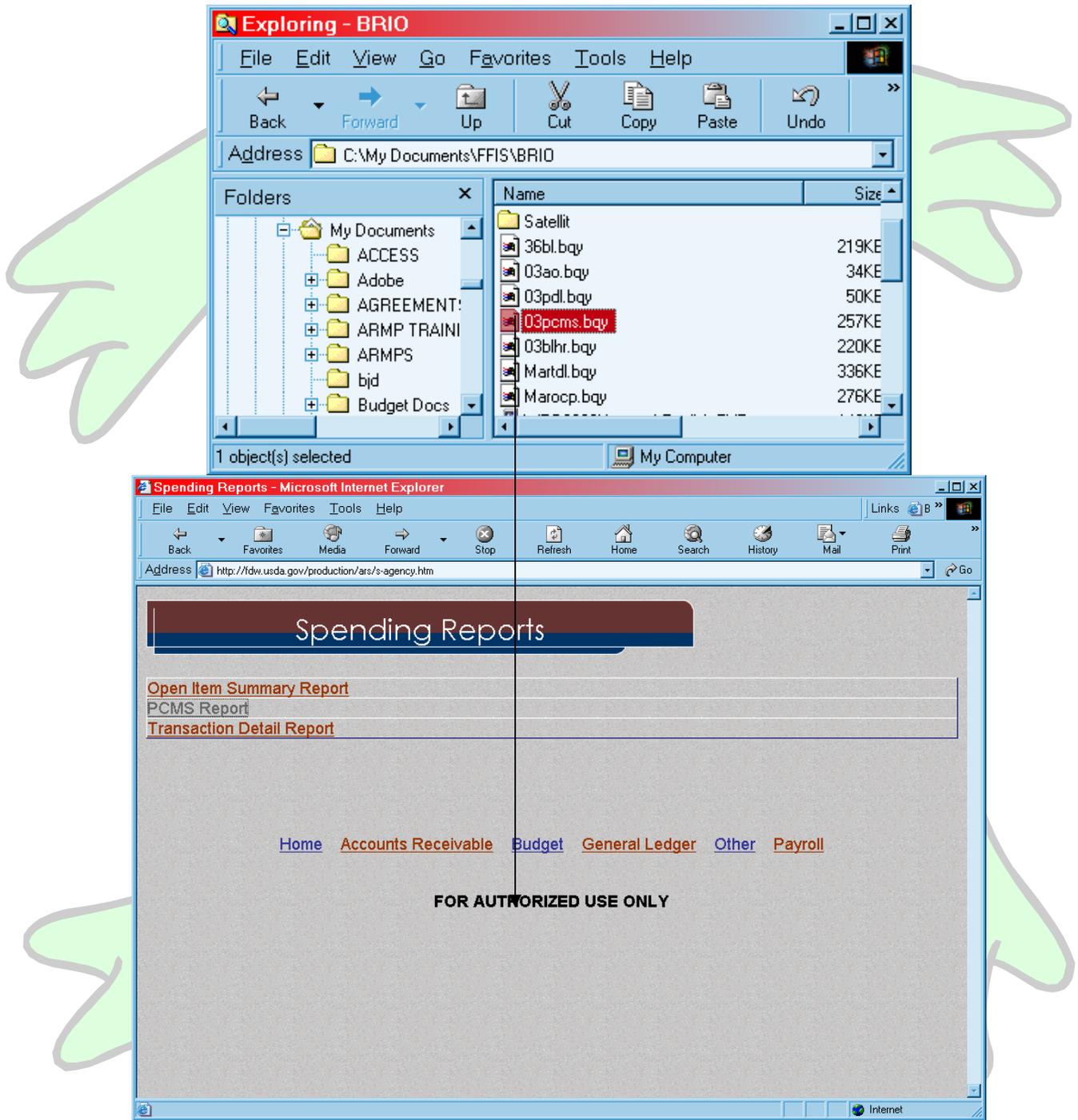
TC	Document ID	Vendor Code	Vendor Name	BFY/EBFY	Program	Trans. Date	Obligations	Expenditures
M1	533K1590244	540870172 A	SHIVE-HATTERY, INC.	2001/	013602410	03/27/02	12,530.67	11,822.0
Total for TC/Document ID: M1 533K1590244							12,530.67	11,822.0

Report Group1(Table): Division • Division Name
 Report Group2(Table): Reporting Org 1 • Org1 Name
 Report Group3(Table): TC/Document Total
 Report Group4: Drag columns here to create a category

4 Page(s) built

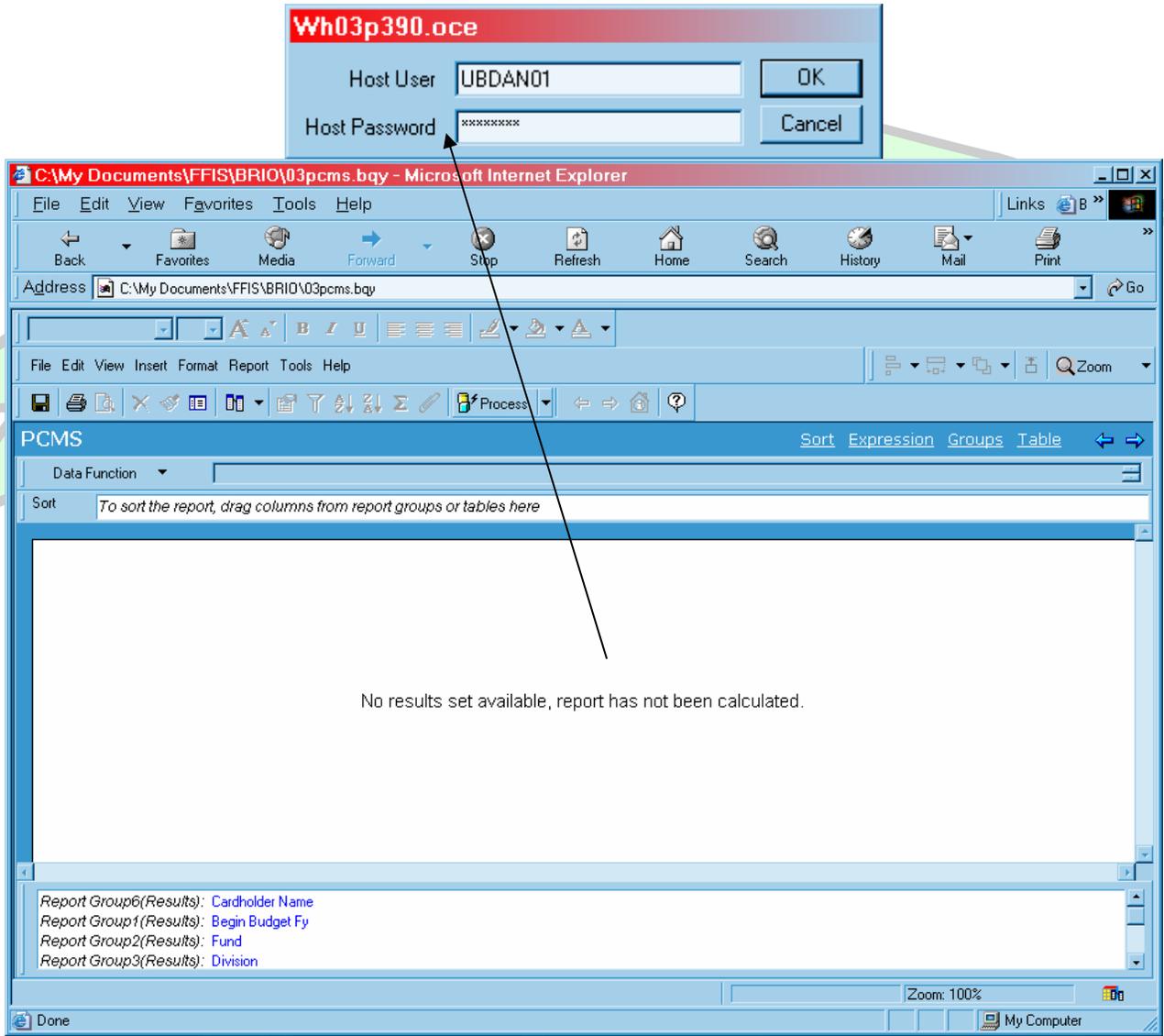
Creating a PCMS Report

Choose SPENDING Reports

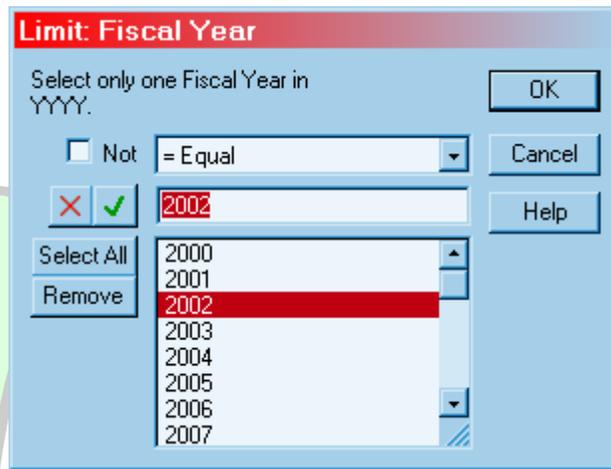


Drag the 36pcms.bqy document from your CD to the above screen and drop it

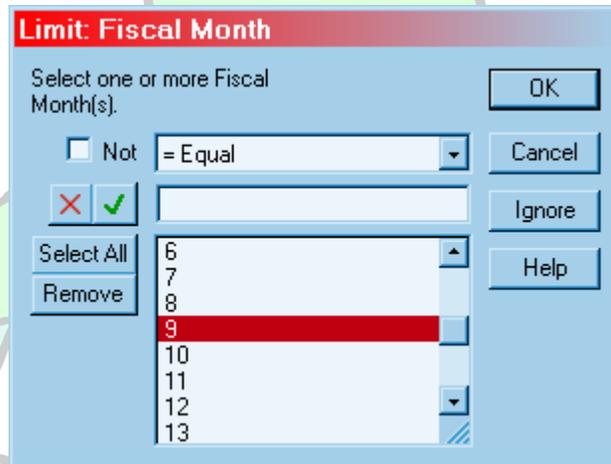
Click on “Process”
Enter your ID and P/W



Select the fiscal year(s) from which you wish to retrieve data
Click “OK”



Select the month from which you wish to collect data
(I usually select the current month for the latest data)
Click “OK”



Select the Budget Fiscal Year from which you wish to collect data
(most of the time it will be the current FY)
Click “OK”

Limit: Budget Fiscal Year

Select Budget Fiscal Year(s) or click <Ignore>.

Include Nulls

Not = Equal

2002

Select All
Remove

1997
1998
1999
2000
2001
2002
2003
2004

OK
Cancel
Ignore
Help

Select or enter the Fund Code(s) from which you wish to collect data
(if they are listed and you wish data from them all, select “Ignore”)
(To highlight more than one code and they are in sequence, hold your Shift key down and either arrow down or use your mouse to select the ones you want; if they are not in sequence, hold your Control key down and highlight the ones you want)
Click “OK” or Ignore

Limit: Fund

Select Fund(s) or click <Ignore>.

Include Nulls

Not = Equal

Select All
Remove

01
08
91
93

OK
Cancel
Ignore
Help

Always select Division 36
Click "OK"

Limit: Division

Select Division(s) or click <Ignore>.

Include Nulls

Not = Equal

36

03

Select All

Remove

OK

Cancel

Ignore

Help

Enter the Program Code(s) from which you wish to retrieve data
Click "OK"

Limit: Program

Select Program(s) or click <Ignore>.

Include Nulls

Not = Equal

010310910

013601910

013601915

013601925

013601926

013601999

Select All

Remove

OK

Cancel

Ignore

Help

Enter or select a specific BOC if you wish and Click OK, or
Select Ignore to retrieve data from all BOC

Limit: Boc

Select BOC(s) or click <Ignore>.

Include Nulls

Not = Equal

Select All Remove

1152
1406
2100
2115
2222
2321
2410
2500

OK
Cancel
Ignore
Help

Enter a specific cardholder's name (*as they entered it in PCMS*), or
Select Ignore to retrieve data from all cardholders at the location

Limit: Cardholder

Enter the 1st 15 characters of the Cardholder's Name or IGNORE for all

Include Nulls

Not = Equal

Select All Remove

CYNTHIA

OK
Cancel
Ignore
Help



Please Standby

REPORT

Click on the Printer icon, hit enter and wait for your report to print

Microsoft Internet Explorer window showing the PCMS report. The address bar contains 'C:\My Documents\FFIS\BRIO\03pcms.bqy'. The report content includes:

REPORT ID: PCMS UNITED STATES DEPARTMENT OF AGRICULTURE PAGE 2
RUN DATE: 06/25/02 AGRICULTURAL RESEARCH SERVICE
PCMS REPORT
FISCAL YEAR: 2002 FISCAL MONTH: JUNE OPEN

Cardholder: DEBORAH BITNER
Program: 2013601915 MWA ADMIN OFFICE

Accounting Code	BOC	TC	DOC ID	Line #	Vendor Name	Accept Date	Ref TC	Agency Reference Information	Document Total
2013601915	2639	\5	00025806587	002	R S MEANS COMPA	06/05/02	\8	2-3601-915-0109	106.95
Total for BOC: 2639									106.95
Accounting Code	BOC	TC	DOC ID	Line #	Vendor Name	Accept Date	Ref TC	Agency Reference Information	Document Total
2013601915	2670	\5	00025275266	001	FRANKLIN COVEY	06/05/02	\8	2-3601-915-0065	-30.00
2013601915	2670	\5	00025275266	002	FRANKLIN COVEY	06/05/02	\8	2-3601-915-0065	30.00
2013601915	2670	\5	00025614670	001	E-GOV CONFERENC	06/05/02	\8	2-3601-925-0105	-925.00
2013601915	2670	\5	00025806587	001	R S MEANS COMPA	06/05/02	\8	2-3601-915-0109	-106.95

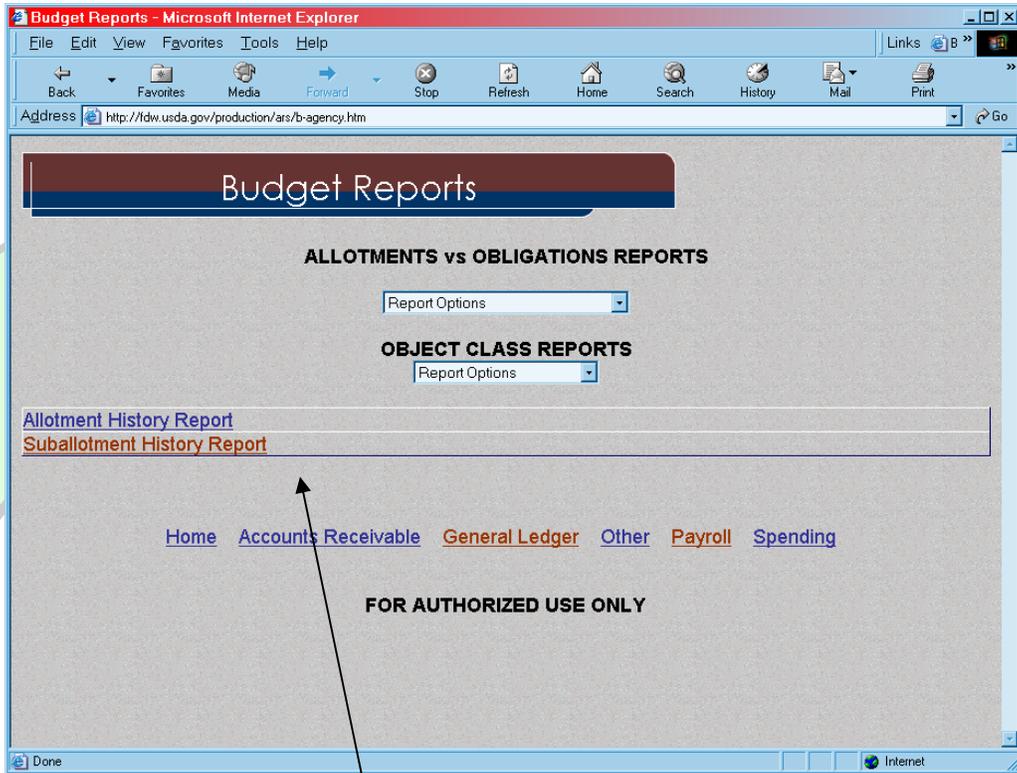
Report Group6(Results): Cardholder Name
Report Group1(Results): Begin Budget Fy
Report Group2(Results): Fund
Report Group3(Results): Division

Brio.Insight
Save changes ?

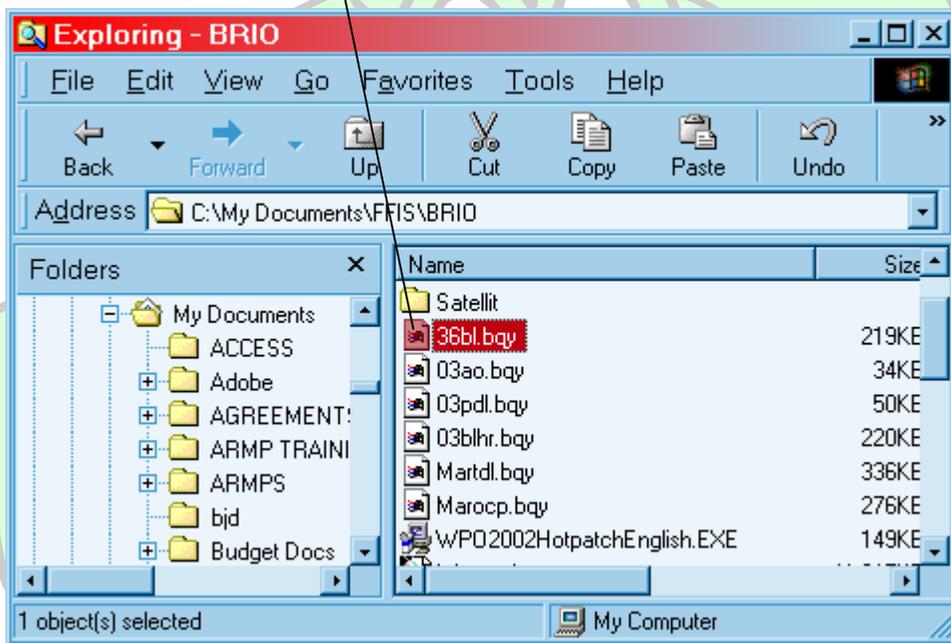
 Do not show this dialog again

Creating a BL History Report (aka Allotment/Allocation/Plan)

Log in to BRIO as you normally would
Choose BUDGET Reports



Drag the 36bl.bqy document from your CD to the above screen and drop it



Click on "Process"
Enter your ID and P/W

Wh03p390.oce

Host User

Host Password

C:\My Documents\FFIS\BRIO\36bl.bqy - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Favorites Media Forward Stop Refresh Home Search History Mail Print

Address C:\My Documents\FFIS\BRIO\36bl.bqy

03BLHR

Sort Expression Groups Table

Sections

- 03BLHR
- Query
- Results

Data Function

Sort To sort the report, drag columns from report groups or tables here

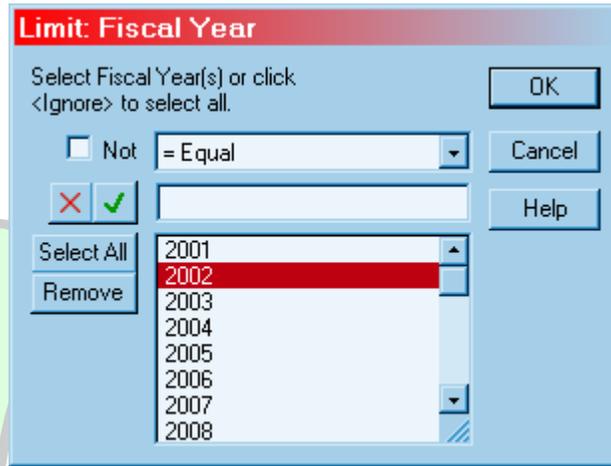
No results set available, report has not been calculated.

Report Group2(Results): Division
Report Group3(Results): Begin Budget Fy • Fund
Report Group4(Results): Reporting Org 1 • Org1 Name
Report Group1(Results): BFY Program • Accounting Code

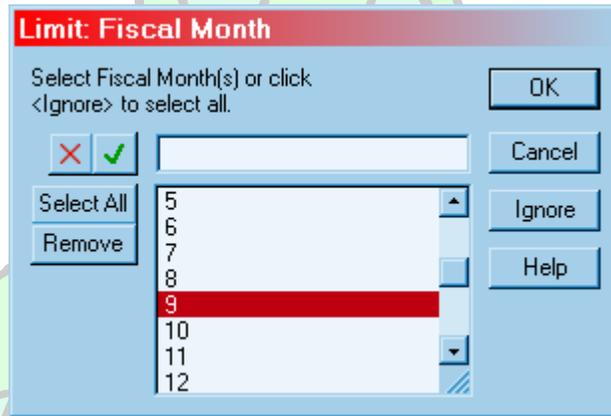
0 Page(s) built Zoom: 97%

Done My Computer

Select the fiscal year(s) from which you wish to retrieve data
Click "OK"



Select the month from which you wish to collect data
(I usually select the current month for the latest data)
Click "OK"



Select the Budget Fiscal Year from which you wish to collect data
(most of the time it will be the current FY)
Click “OK”

Limit: Begin Budget Fy

Enter Beginning BFY. Tap <Ignore> for all BFY's

Name:

Not = Equal

Custom Values: 1997, 1998, 1999, 2000, 2001, **2002**, 2003, 2004

Custom SQL:

Select All, Remove, OK, Cancel, Ignore, Help

Select or enter the Fund Code(s) from which you wish to collect data
(if they are listed and you wish data from them all, select “Ignore”)

To highlight more than one code and they are in sequence, hold your Shift key down and either arrow down or use your mouse to select the ones you want; if they are not in sequence, hold your Control key down and highlight the ones you want

Click “OK” or Ignore

Limit: Fund

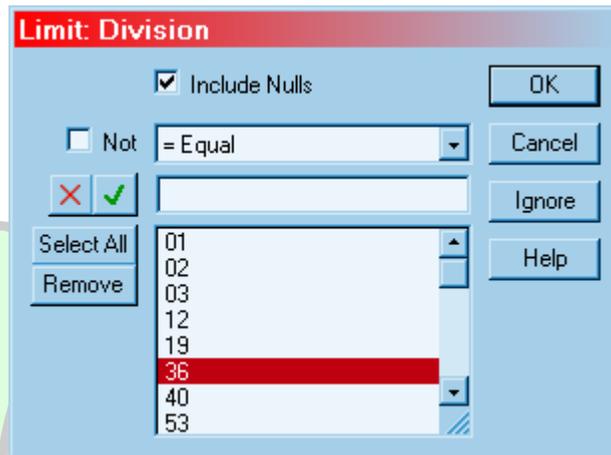
Enter the Fund Code or IGNORE for All Funds.

Not = Equal

Select All, Remove, OK, Cancel, Ignore, Help

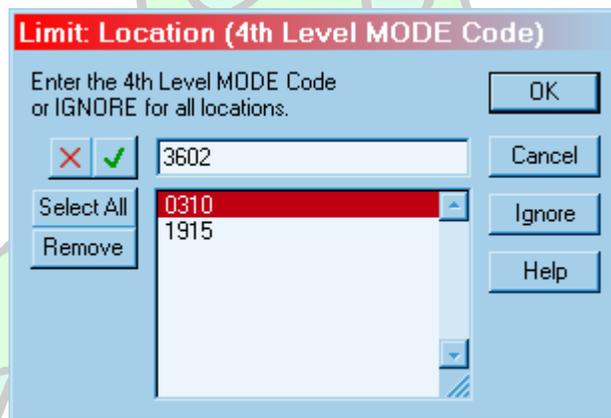
01, 08, 41, 91, 93

Always select Division 36
Click "OK"



The 'Limit: Division' dialog box features a title bar with a red gradient. It contains a checked checkbox for 'Include Nulls' and an unchecked checkbox for 'Not'. A dropdown menu is set to '= Equal'. Below these are buttons for 'OK', 'Cancel', 'Ignore', and 'Help'. On the left, there are 'Select All' and 'Remove' buttons, along with a small red 'X' and green checkmark icon. A list box contains the following items: 01, 02, 03, 12, 19, 36 (highlighted in red), 40, and 53.

Enter your 4-digit location code
Click "OK"



The 'Limit: Location (4th Level MODE Code)' dialog box has a title bar with a red gradient. It prompts the user to 'Enter the 4th Level MODE Code or IGNORE for all locations.' and includes 'OK', 'Cancel', 'Ignore', and 'Help' buttons. On the left, there are 'Select All' and 'Remove' buttons, and a small red 'X' and green checkmark icon. A text input field contains '3602'. Below it, a list box contains the following items: 0310 (highlighted in red) and 1915.

REPORT

Click on the Printer icon, hit enter and wait for your report to print

The screenshot shows a Microsoft Internet Explorer window displaying a report. The browser's address bar shows the file path: C:\My Documents\FFIS\BRIO\36bl.bqy. The report content includes the following text:

04/25/02 AGRICULTURAL RESEARCH SERVICE BL HISTORY REPORT FOR FISCAL YEAR: 2002 Page 1

Division: 36 MWA
BFY / FUND: 2002 / 01
Location: 3602000 WEST LAFAYETTE, INDIANA

Accounting Code: 2013602910 LOCATION SUPPOR

Acceptance Date	Document Number	Amount	Description
01/23/02	2010291001A	346,989.00	INITIAL PLAN
2013602910 TOTAL		346,989.00	

Accounting Code: 2013602120 LIVESTOCK BEHAVIOR

Acceptance Date	Document Number	Amount	Description
01/11/02	2010212001	1,343,282.00	INITIAL PLAN
04/08/02	2010212002	-1,275.00	(T) SBG FEE 3602-32000-003-02\$

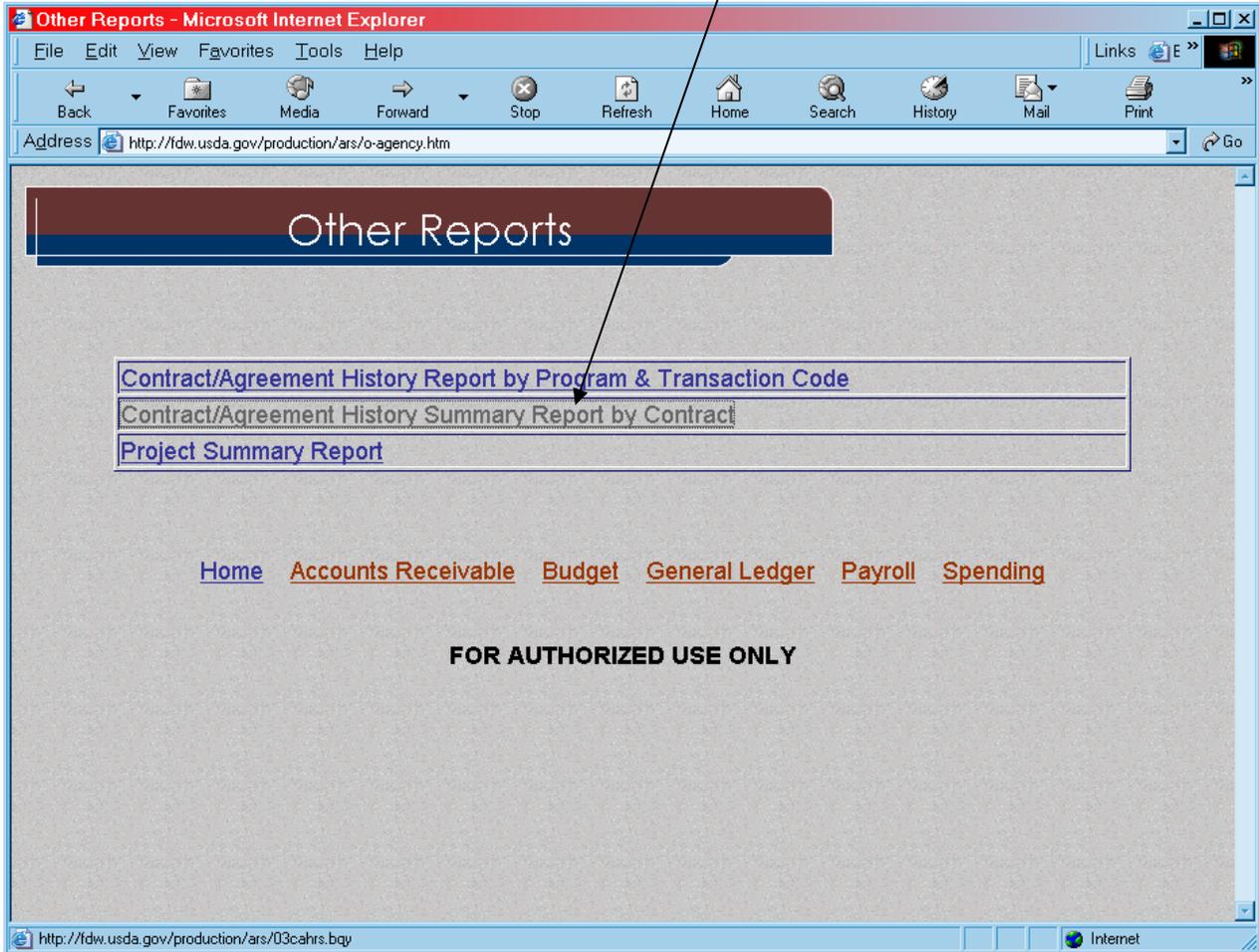
Report Group2(Results): Division
Report Group3(Results): Begin Budget Fy • Fund
Report Group4(Results): Reporting Org 1 • Org1 Name
Report Group1(Results): BFY Program • Accounting Code

Creating a Contract & Agreement Report by Contract

Log in to BRIO as you normally would

Select "Other Reports"

Select Contract/Agreement Summary Report by Contract



Enter your USERID information

Click "OK"

Wh03p390.occ

Host User

Host Password

OK

Cancel

Then you wait for it to retrieve the data and...

TA DA – you have your report....



http://fdw.usda.gov/production/ars/03cahrs.bqy - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Favorites Media Forward Stop Refresh Home Search History Mail Print

Address http://fdw.usda.gov/production/ars/03cahrs.bqy

CAHRS Sort Expression Groups Table

Data Function

Sort To sort the report, drag columns from report groups or tables here

RUN DATE: 07/01/02

AGRICULTURAL RESEARCH SERVICE
CONTRACT/AGREEMENT HISTORY SUMMARY REPORT BY CONTRACT
FISCAL YEAR: 2002 FISCAL MONTH: JUNE

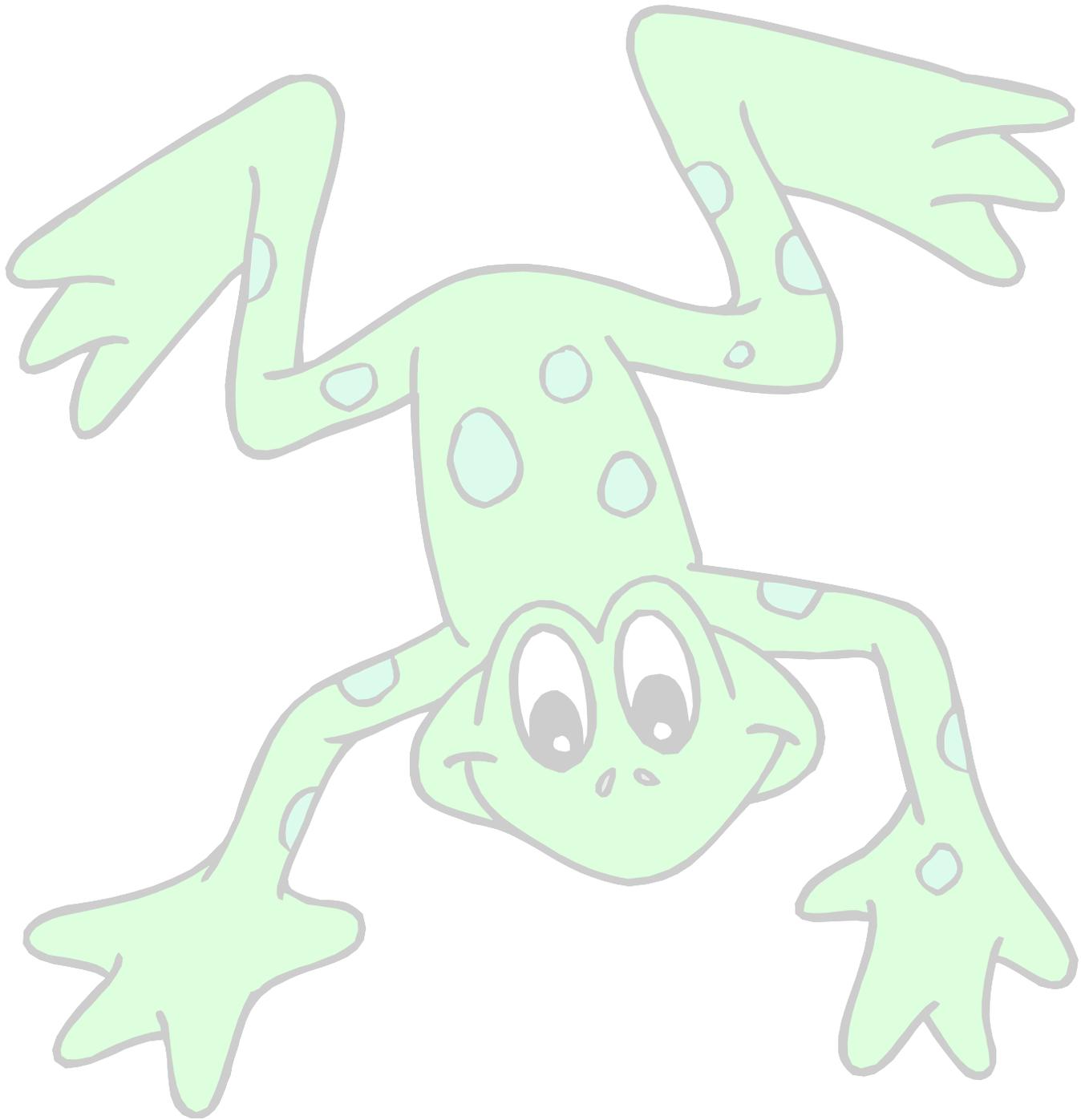
Contract Number: 50511410005
Fund: 01 SALARIES AND EXPENSES
Division: 36 MIDWEST AREA
Location: 3655000 MADISON, WISCONSIN
Vendor Code: 391725341 A Vendor Name: BALESTRIERI ENVIRONMENTAL

Acceptance Date	Contract Number	Document Number	Batch Number	Obligations	Expendit
10/11/01	T136551080	M1 50511410005		46,210.00	
11/19/01	53511493132	M1 50511410005	BPD010	31,066.00	
01/16/02	0007934010	M1 50511410005	YK0067	-77,276.00	

Report Group6(Results): Cont Num
Report Group3(Results): Fund
Report Group4(Results): Division • Division Name
Report Group5(Results): Location (ORG1) • ORG1 Name

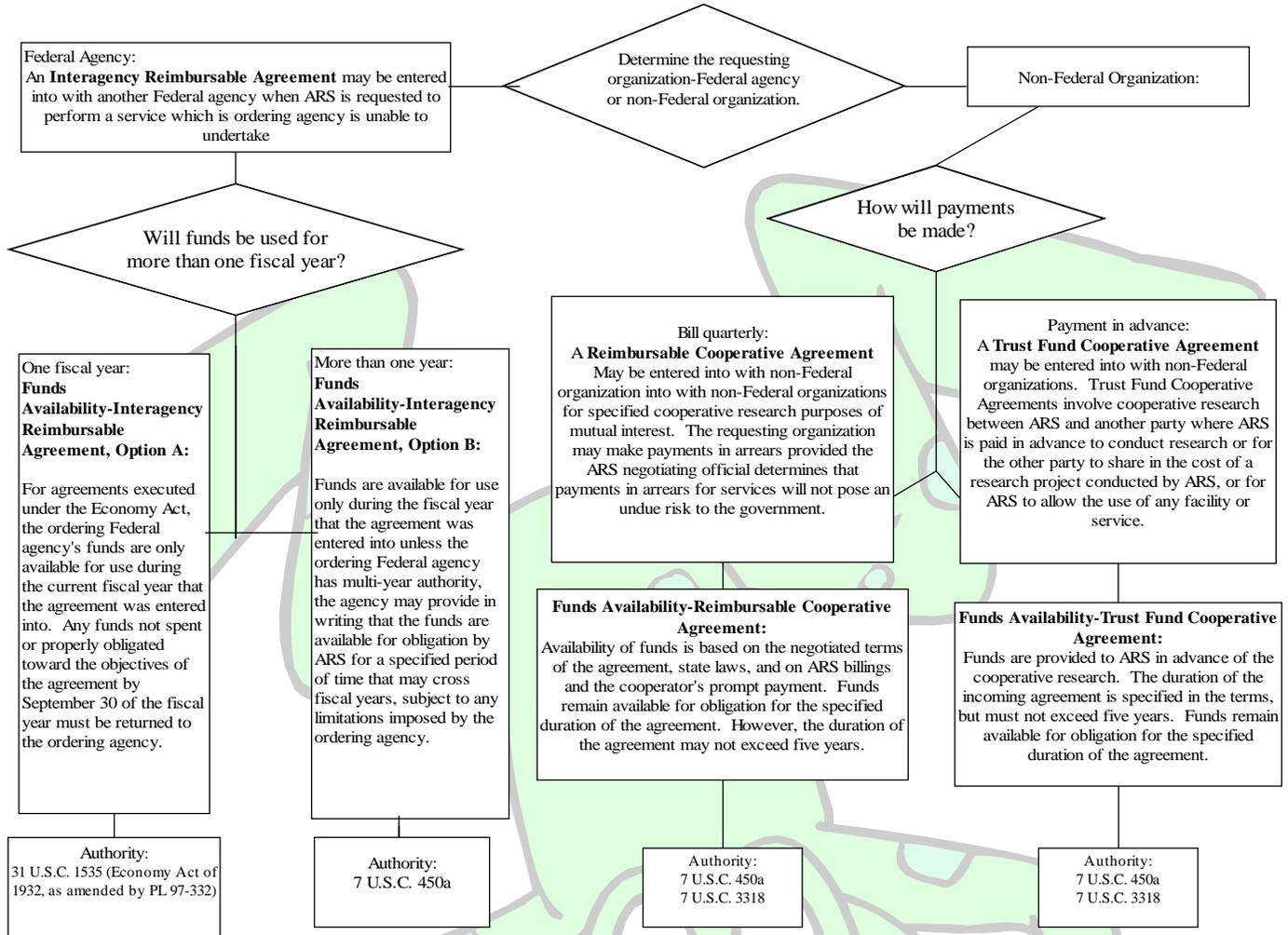
54 Page(s) 07/01/02 08:11:05

Just a reminder in building reports of any kind.....scroll to the bottom to ensure you have retrieved all pages BEFORE you start printing. If you just look at the # of pages at the beginning of a report and start printing before it finishes building it, the # of pages may reflect quite a few less than what the report actually is. Always look at the final # of pages before you opt to print. You can always re-process the report to restrict the data you retrieve and then print.



Billings & Collections:

The following is a flow chart of various types of billings and collections that are used.



MWA Collection Process in FFIS



SBFO

- 🌿 Receives copy of executed agreement
- 🌿 Receives check
- 🌿 Established program code in FFIS
- 🌿 Posts collection in ARIS (ARS-425)

BPMS

- 🌿 Will generate an allocation once the ARS-425 is approved.
- 🌿 Establish BE document in FFIS

- 🌿 Notifies/Requests ALPS Plan from LAO

LAO

- 🌿 Prepares ALPS Plan and submits it to SBFO

- 🌿 Deposits Check to Lock Box

Lock Box

- 🌿 Receives check and returns verification receipt to SBFO
- 🌿 Forwards copy of Transmittal to ABCO

ABCO

- 🌿 Prepares A2, A3, A7-once document has passed through-the edit, document will appear on SUSF in a PEND1 status-until Run by SBFO

- 🌿 Verify that the BE document(s) have been entered by BPMS on the APPR table, prepare BL.
- 🌿 Run BL documents once A3 is on PEND1 status on SUSF.
- 🌿 Approve/Run A3 document
- 🌿 Prepare 324
- 🌿 Cc: LAO, & ARS OPS with copies of Check, Deposit Transmittal, 324 and signed agreement.

Closeouts

The following form, along with copies of TDL, PDL & screen print of ALLT should be sent to the Area ABFO's office for final processing.



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

SUBJECT: AGREEMENT CLOSEOUTS

TO: USDA/OCFO/COD/ARS OPS

FROM: BARBARA J. DAILEY
BUDGET & FISCAL OFFICER

I HEREBY CERTIFY THAT WORK HAS BEEN COMPLETED AND ALL OBLIGATIONS PROPERLY CHARGEABLE TO THE AGREEMENT IDENTIFIED BELOW ARE REFLECTED ON THE TDL AND/OR PDL.

AGREEMENT NO.: _____

ARIS Log/Accn. #: _____

COOPERATOR: _____

VENDOR ID: _____

TERMINATION DATE: _____

ADODR: _____

BRIEF DESCRIPTION: _____

ACCOUNTING CODE (S) _____

AUTHORIZED AMOUNT \$0 _____

FUNDS COLLECTED: \$0 _____

OBLIGATED AMOUNT: \$0 _____

RETURN TO CONTRIBUTOR: \$0 _____

CONTRIBUTOR REMIT TO ADDRESS: _____

ADODR/LOCATION ADMIN OFFICER /SBFO DATE

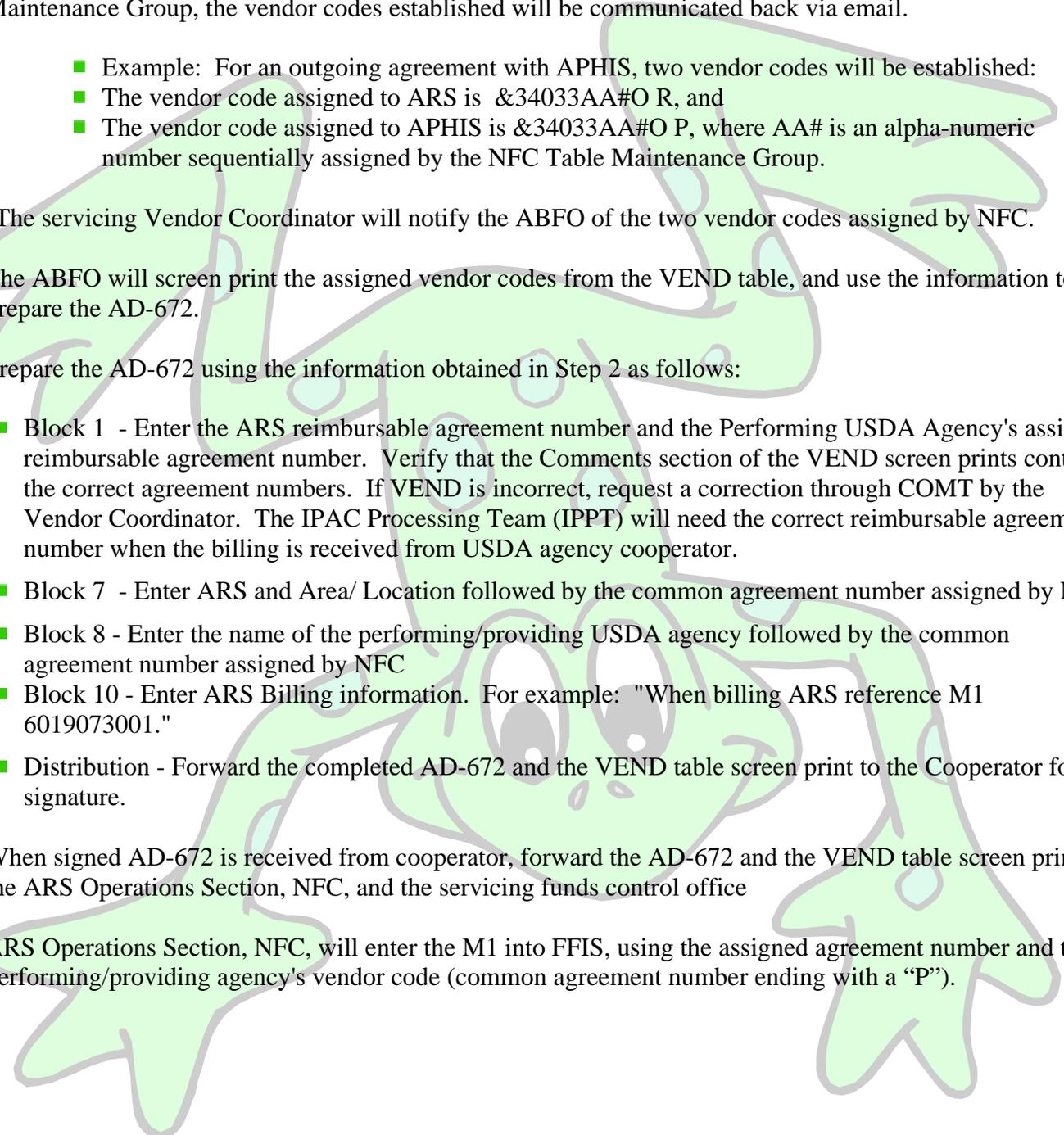
Common Agreement Numbers (CAN)



In accordance with the OCFO Bulletin #2002-006, Common Agreement Numbers, effective 10/01/02, ARS must obtain common agreement numbers (vendor codes) for all outgoing reimbursable agreements with other USDA agencies. As the agency receiving services, ARS is responsible for requesting these new vendor codes from the NFC Table Maintenance Group and providing them to the USDA agency providing the services, so that appropriate elimination entries can be accomplished for both agencies' quarterly and annual financial reports. These procedures are for outgoing reimbursable agreements with other USDA agencies only. For incoming reimbursable agreements, the USDA agency receiving our services will perform these tasks.

Procedures for Outgoing Reimbursable Agreements with other USDA Agencies.

- ✿ During the negotiation process, assign an ARS reimbursable agreement number per the document numbering (**found on page XXXX ADD**) such as 60-3620-3-001. This will also be the M1 document number used in FFIS
- ✿ As the receiving services agency, contact the performing/providing USDA agency and request the information needed to establish common agreement numbers for USDA trading partners in accordance with OCFO Bulletin #2002-006 and give them advance notice that an agreement will be forthcoming. Request the following information:
 - Performing/Providing Services Agency reimbursable agreement number
 - Agency Location Code (ALC)
 - Tax Identification Number (TIN) (*optional at this time*)
 - Contact Address
- ✿ As the receiving services agency, once the information is received from the performing/providing services agency, provide your servicing Vendor Coordinator the following information:
 - ✿ ARS' Information: (Receiving Services Agency)
 - ARS Reimbursable Agreement Number
 - ALC
 - TIN (optional at this time)
 - Billing Address (Area B&F Office)
 - Contact Name (ABFO)
 - ✿ Performing/Providing Services USDA agency's information:
 - Agency Name
 - Reimbursable Agreement Number
 - ALC
 - TIN (*optional at this time*)
 - Contact Address

- 
- The servicing Vendor Coordinator will communicate (via the FFIS COMT table) with the NFC Table Maintenance Group to request the Common Agreement Numbers with the information as prescribed in OCFO Bulletin #2002-006.
 - NFC will add the two vendor codes (providing and receiving) to the VEND table and send a confirmation to the requesting Vendor Coordinator via the COMR table. If the spreadsheet is emailed to the NFC Table Maintenance Group, the vendor codes established will be communicated back via email.
 - Example: For an outgoing agreement with APHIS, two vendor codes will be established:
 - The vendor code assigned to ARS is &34033AA#O R, and
 - The vendor code assigned to APHIS is &34033AA#O P, where AA# is an alpha-numeric number sequentially assigned by the NFC Table Maintenance Group.
 - The servicing Vendor Coordinator will notify the ABFO of the two vendor codes assigned by NFC.
 - The ABFO will screen print the assigned vendor codes from the VEND table, and use the information to prepare the AD-672.
 - Prepare the AD-672 using the information obtained in Step 2 as follows:
 - Block 1 - Enter the ARS reimbursable agreement number and the Performing USDA Agency's assigned reimbursable agreement number. Verify that the Comments section of the VEND screen prints contain the correct agreement numbers. If VEND is incorrect, request a correction through COMT by the Vendor Coordinator. The IPAC Processing Team (IPPT) will need the correct reimbursable agreement number when the billing is received from USDA agency cooperator.
 - Block 7 - Enter ARS and Area/ Location followed by the common agreement number assigned by NFC.
 - Block 8 - Enter the name of the performing/providing USDA agency followed by the common agreement number assigned by NFC
 - Block 10 - Enter ARS Billing information. For example: "When billing ARS reference M1 6019073001."
 - Distribution - Forward the completed AD-672 and the VEND table screen print to the Cooperator for signature.
 - When signed AD-672 is received from cooperator, forward the AD-672 and the VEND table screen print to the ARS Operations Section, NFC, and the servicing funds control office
 - ARS Operations Section, NFC, will enter the M1 into FFIS, using the assigned agreement number and the performing/providing agency's vendor code (common agreement number ending with a "P").

SAMPLE VEND SCREEN PRINTS

Providing Agency:

ACTION: R TABLEID: VEND USERID: UCSH
 VENDOR REFERENCE TABLE
 KEY IS VENDOR CODE
 VENDOR CODE: &340330000 P VENDOR NAME: USDA, APHIS SEC1:
 ADDR LINE 1: 4700 RIVER ROAD, UNIT 65 VENDOR TYPE: V VENDOR TYPE CAT:
 ADDR LINE 2: MISC VEND: N GROUP CK IND: N
 ADDR LINE 3: RIVERDALE MD 20737 PHONE:
 CONTACT: GRP BILLS: N GROUP DUNNING: N
 COMMENTS: AGMT # 34-WT-02-5000/APHIS ARTYPE: ACTIVE VENDOR: A
 AR CONTACT: 112102 ADD/EMAIL JM VENDOR/PROV CODE: B HOME ORG:
 CUST REF #: 12403400 CUST TYPE: CREDIT CARD: N
 CUST ACCT: FACTS DEPT ID: 12 FACTS BUREAU ID: 13
 PAYMNT HOLD: N PAY LAG: 00 ACH PRENOTE IND: N ACH PAY FORMAT:
 PPAY TYPE: LAST PAY DATE: TIN TYPE: F TIN VERIFIED IND:
 CALENDAR YTD DISB: TIN VALIDATION DATE:
 TAXPAYER ID #: 12403400 PAYMENT CAT: V 1099 VENDOR: N 1099 NAME/ADDRESS: N
 OFFSET ELIGIBILITY: Y VENDOR NAME XREF: SEC1:
 -- BANK INFORMATION --
 EFT FLAG: N BANK NAME: BANK NUMB:
 ACCT NUMB: BANK ACCT TYPE:
 CITY: STATE: ZIP CODE:
 CORR BANK: CORR BANK NUMB:

Receiving Agency:

ACTION: R TABLEID: VEND USERID: UCSH
 VENDOR REFERENCE TABLE
 KEY IS VENDOR CODE
 VENDOR CODE: &340330000 R VENDOR NAME: USDA, ARS, SPA SEC1:
 ADDR LINE 1: 7607 EASTMARK DRIVE, STE 210 VENDOR TYPE: V VENDOR TYPE CAT:
 ADDR LINE 2: MISC VEND: N GROUP CK IND: N
 ADDR LINE 3: COLLEGE STATION TX 77840 PHONE:
 CONTACT: GRP BILLS: N GROUP DUNNING: N
 COMMENTS: AGMT # 60-6240-2-010/ARS ARTYPE: ACTIVE VENDOR: A
 AR CONTACT: 112102 ADD/EMAIL JM VENDOR/PROV CODE: B HOME ORG:
 CUST REF #: 12400300 CUST TYPE: CREDIT CARD: N
 CUST ACCT: FACTS DEPT ID: 12 FACTS BUREAU ID: 09
 PAYMNT HOLD: N PAY LAG: 00 ACH PRENOTE IND: N ACH PAY FORMAT:
 PPAY TYPE: LAST PAY DATE: TIN TYPE: F TIN VERIFIED IND:
 CALENDAR YTD DISB: TIN VALIDATION DATE:
 TAXPAYER ID #: 12400300 PAYMENT CAT: V 1099 VENDOR: N 1099 NAME/ADDRESS: N
 OFFSET ELIGIBILITY: Y VENDOR NAME XREF: SEC1:
 -- BANK INFORMATION --
 EFT FLAG: N BANK NAME: BANK NUMB:
 ACCT NUMB: BANK ACCT TYPE:
 CITY: STATE: ZIP CODE:
 CORR BANK: CORR BANK NUMB:

1 AGREEMENT NUMBER (32) ARS M1# 6019073001 APHIS 34WT020310-00431A				2 FISCAL YEAR (4) 2003		3 ESTIMATED AMOUNT (11) \$51,720.00			4 AGY BILL IND. (1) 1		5 TRANS CODE (1) 2		8 ACTION CODE (1) 1				
7 AGENCY REQUESTING SERVICE							8 AGENCY PERFORMING SERVICE										
NAME (32) USDA;ARS;FMD;FOB &34033xxxO R							NAME (32) USDA, APHIS &34033xxxO P										
1ST LINE ADDRESS (32) Mail Stop 5113							1ST LINE ADDRESS (32) Unit#55										
2ND LINE ADDRESS (32) 5601 Sunnyside Avenue							2ND LINE ADDRESS (32) 4700 River Road										
CITY (21) Beltsville			STATE (2) MD		ZIP CODE (10) 20705-5113		CITY (21) Riverdale			STATE (2) MD		ZIP CODE (10) 77840					
9 SERVICES TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheets if needed.) ARS will reimburse APHIS for inspection certificates.																	
10 LIST REFERENCES TO CORRESPONDENCE RELATIVE TO WORK (Requesting agency only) Please refer to M1#6019073001 when billing ARS.																	
11 DURATION OF AGREEMENT							12 METHOD OF PAYMENT										
EFFECTIVE DATE (From)				CONTINUING THROUGH			REIMBURSEMENT			ADVANCE OF FUNDS							
							0			BILLING FREQUENCY							
							0			TYPE OF ACCOUNT							
13 FINANCING (REQUESTING AGENCY -- WHEN NOT SERVICED BY NFC)																	
APPROPRIATION SYMBOL AND TITLE							PROJECT, ALLOTMENT, OR WORKLOAD (As applicable)										
14 FINANCING (REQUESTING AGENCY -- WHEN SERVICED BY NFC)																	
AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION								OBJECT CLASS	AMOUNT					
			A	B	C		D	E		9		2					
2	2	4	5	10	5	3	4	1	4	1	2	4	9	2			
03	T5	0091	30119	07007								2559	\$15,720	00			
15 FINANCING (PERFORMING AGENCY)																	
AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION								OBJECT CLASS	AMOUNT					
			A	B	C		D	E		9		2					
2	2	4	4	10	5	3	4	1	4	1	2	4	9	2			
34	WT	0079	2523	117030								0250	\$15,720	00			
16 LEAVE FACTOR (3)			17 FICA FACTOR (2)			18 OVERHEAD FACTOR (3)											
19 REQUESTING AGENCY APPROVAL							20 PERFORMING AGENCY APPROVAL										
SIGNATURE					DATE		SIGNATURE					DATE					
TITLE							TITLE										
S. M. Helmrich, Director, Financial Management Division, ARS																	
PERSON TO CONTACT			PHONE		FTS		COMM		PERSON TO CONTACT			PHONE		FTS		COMM	
M. Lewis			(301)504-1000				X										

The Internet Billing System (IBIL) is a front-end system used by ARS OPS to enter billing data. It interfaces with ABCO to generate bills and establish accounts receivable within the FFIS application.

This process is used when the cooperator is an IPAC-participating entity and there are no special forms or requirements. Billing based on the details of the ISF report and instructions on the ARS-324 are sufficient.

- ✿ Servicing Budget and Fiscal Office (SBFO) assigns the appropriate program type, establishes the accounting code (ACXT, DVAL, PGMT) and either identifies or works with the Vendor Coordinator to establish the appropriate vendor record on VEND (CAN if another USDA Agency).
- ✿ SBFO sends the following to ARS OPS:
 - Transmittal of Reimbursable or Trust Fund Agreement (ARS-324)
 - Signed Agreement (AD-672, ARS-451, or other acceptable document)
 - FFIS VEND screen (CAN if another USDA Agency) to ARS Operations Section (Example: 99999999 + F (Federal) + O (OPAC) + alpha character representing the address code)
- ✿ ARS OPS determines the amount to be billed per review of:
 - Information on the ARS-324;
 - Expenses on the Incoming Soft Fund Report (ISF)
- ✿ ARS OPS enters data into the IBIL system to generate a bill to the vendor based on the review of the file.
- ✿ IBIL System interfaces with ABCO on a nightly basis to generate an accounts receivable in ABCO.
- ✿ Receivable data is sent to FFIS on a nightly basis and an A1 document (ABCO Billing Document) is created in FFIS.
- ✿ Billing data is sent to Treasury's IPAC System (Intra-Government Payment and Collection System) and subsequently the other Federal Agency's Treasury Account.
- ✿ Collection received from other Federal Agency's Treasury Account and posted in ABCO.
- ✿ ABCO collection is received and posted in FFIS on a nightly basis.
- ✿ A2 document (ABCO Cash Receipt Document) is created and the A1 document is liquidated.

Type 61 Non-IPAC Participating Federal Agencies and Non-Federal Cooperators process is used when the cooperator is either a non-IPAC participating entity or non-Federal entity and no special forms or requirements are needed. Billing based on the details of the ISF report and instructions on the ARS-324 are sufficient.

- ✿ Servicing Budget and Fiscal Office (SBFO) assigns the appropriate program type, establishes the accounting code (ACXT, DVAL, PGMT) and either identifies or works with the Vendor Coordinator to establish the appropriate vendor record on VEND (CAN if another USDA Agency).

🦊 Servicing Budget and Fiscal Office (SBFO) sends the following to ARS OPS:

- Transmittal of Reimbursable or Trust Fund Agreement (ARS-324);
- Signed Agreement (AD-672, ARS-451, or other acceptable document);
- FFIS VEND screen to ARS Operations Section

🦊 ARS OPS determines the amount to be billed per review of:

- Information on the ARS-324;

🦊 Expenses on the Incoming Soft Fund Report (ISF)

🦊 ARS OPS enters data into the IBIL system to generate a bill to the vendor based on the review of the file.

🦊 IBIL System interfaces with ABCO on a nightly basis to generate an accounts receivable in ABCO.

🦊 Receivable data is sent to FFIS on a nightly basis and an A1 document (ABCO Billing Document) is created in FFIS.

🦊 Bill is sent to vendor with remittance instructions which includes:

- Remittance address for the lockbox
- Request for vendor to include debtor and bill numbers

🦊 Collection received via lockbox and posted in ABCO.

🦊 ABCO collection is posted in FFIS on a nightly basis.

🦊 A2 document (ABCO Cash Receipt Document) is created and the A1 document is liquidated.

ARS OPS can accommodate information on bills such as specific budget object codes; cooperator reference data; ARS contact information, etc. as long as the SBFO specifies this in the Specific Billing Instructions and/or Billing Frequency blocks on the ARS-324. ARS OPS can bill based on a specific period/time frame, i.e., quarterly, end of agreement, etc. ARS OPS can also send an email message detailing the agreement number, date billed, amount, the period covered, accounting code charged, etc. However, to accomplish any of these actions, the ARS-324 must specify billing requirements and special handling instructions.

Type 63 is used when additional information will be forthcoming from the SBFO and will either be matched up with the ABCO “Bill for Collection” or a manual bill from the SBFO will be provided. The Director, FMD, must grant approval in order to establish type 63 agreements. To request approval, send an email message to the Director, FMD, with sufficient justification for why manual/specialized bills are necessary. Typically, type 63 agreements are used when:

- The cooperator has specific forms to be completed and submitted in order for the cooperator to submit payments,
- Cooperator requires detail beyond what is available in the Financial Data Warehouse.

Although manual bills will be generated, action must be taken by the SBFO to coordinate with ARS OPS to ensure billing and collection information is appropriately accounted for in FFIS. Based on actual expenses and completion of the IBIL form, special handling instructions provided on the ARS-324, additional information and/or the manual invoice generated by the SBFO, ARS OPS will enter billing data into the

IBIL system. NOTE: Before billing can take place, actual expenses must reside on the reimbursable account. If expenses reside on an annual account, they must be moved to the appropriate reimbursable account before billing action can take place.

Similar to type 61 agreements, the IBIL system will interface with ABCO to generate bills and establish accounts receivable within the FFIS application. ARS OPS will designate that special handling is required for type 63 agreements when billing data is entered in the IBIL. ABCO will run the billing process four times per month and will hold these bills for further action by ARS OPS. ARS OPS will either:

- Pick up the ABCO Invoice, “Bill for Collection”, and match it up with additional information provided by the SBFO or
- Annotate the manual invoice provided by the SBFO with the actual debtor and bill numbers and disregard the ABCO Invoice.

For Type 63 Manual Bills for Non-Federal Cooperators using ABCO Bill for Collection this process will be used when manual bills are sent to ARS OPS which will be matched up with the ABCO Bill for Collection. This is typically used when the cooperator requires additional details or certification and signature from an ARS representative.

- 🌿 Servicing Budget and Fiscal Office (SBFO) assigns the appropriate program type, establishes the accounting code (ACXT, DVAL, PGMT) and either identifies or works with the Vendor Coordinator to establish the appropriate vendor record on VEND (CAN if another USDA Agency).
- 🌿 Servicing Budget and Fiscal Office (SBFO) sends the following to ARS OPS:
 - Transmittal of Reimbursable or Trust Fund Agreement (ARS-324);
 - Signed Agreement (ARS-451, or other acceptable document);
 - FFIS VEND screen to ARS Operations Section;
 - Authorization/approval from the Director, FMD, to use type 63.
- 🌿 Based on ACTUAL EXPENSES, the SBFO completes and submits the IBIL form to ARS OPS along with additional billing requirements/details, certification and signature, as appropriate.
- 🌿 ARS OPS enters data into the IBIL system indicating “special handling” is required and the ABCO bill will be placed in a special area for ARS OPS.
- 🌿 ARS OPS will match up the ABCO bill with the additional details or certification and signature and send package to the cooperator.
- 🌿 IBIL System interfaces with ABCO on a nightly basis to generate an accounts receivable in ABCO.
- 🌿 Receivable data is sent to FFIS on a nightly basis and an A1 document (ABCO Billing Document) is created in FFIS.
- 🌿 Collection received via lockbox and posted in ABCO.
- 🌿 ABCO collection is posted in FFIS on a nightly basis.

🌿 A2 document (ABCO Cash Receipt Document) is created and the A1 document is liquidated.

For Manual Bills for Non-Federal Cooperators using ARS Invoice this process will be used when manual bills are sent to ARS OPS for purposes of recording accounts receivable and collection activity. However, these steps are to be used when the cooperator requests submission of invoices using special forms or when the ABCO Bill for Collection is NOT satisfactory.

🌿 Servicing Budget and Fiscal Office (SBFO) assigns the appropriate program type, establishes the accounting code (ACXT, DVAL, PGMT) and either identifies or works with the Vendor Coordinator to establish the appropriate vendor record on VEND (CAN if another USDA Agency).

🌿 Servicing Budget and Fiscal Office (SBFO) sends the following to ARS OPS:

- Transmittal of Reimbursable or Trust Fund Agreement (ARS-324);
- Signed Agreement (AD-672, ARS-451, or other acceptable document);
- FFIS VEND screen to ARS Operations Section;
- Authorization/approval from the Director, FMD, to use type 63.

🌿 Based on **ACTUAL EXPENSES**, the SBFO completes and submits the IBIL form to ARS OPS. The invoice must include remittance instructions and a place to annotate debtor and bill number (see Enclosure 6 for Sample).

🌿 ARS OPS enters data into the IBIL system indicating “special handling” is required.

🌿 IBIL System interfaces with ABCO on a nightly basis to generate an accounts receivable in ABCO.

🌿 ARS OPS annotates Debtor Number and Bill Number on the invoice and send to cooperator.

🌿 Receivable data is sent to FFIS on a nightly basis and an A1 document (ABCO Billing Document) is created in FFIS.

🌿 Collection received via lockbox and posted in ABCO.

🌿 ABCO collection is posted in FFIS on a nightly basis.

🌿 A2 document (ABCO Cash Receipt Document) is created and the A1 document is liquidated.

When a manual invoice is used there must be a space/blank field for ARS OPS to cite the debtor and bill numbers. This is critical to ensure the receivable is liquidated when the vendor submits payments. Failure to do so will result in late notices to the cooperator who will subsequently be identified on the Report of Delinquent Debt and may be referred to a collection agency for further action.

The manual invoice must also specify the appropriate remittance address for the lockbox. To avoid delays in recording payment activity, all remittances should be sent directly to:

USDA, NFC,
Administrative Collection
P.O. Box 70792
Chicago, IL 60673

Regardless of the agreement type, if the collection cannot be referenced to a bill (A1 document), a voluntary collection (A3 document) will be processed. When this occurs, the SBFO must work with ABCO to liquidate the A1 document to avoid delinquent debt issues and unnecessary research by the SBFO.

ARS OPS is the official record keeper for records retention purposes, therefore, they will retain a copy of the bill and/or ABCO Bill for Collection.

Internet Billing System (IBIL)-Federal

The Internet Billing System (IBIL) is a front-end system used by ARS OPS to enter billing data. It interfaces with ABCO to generate bills and establish accounts receivable within the FFIS application. For ARS purposes, ARS OPS has developed IBIL forms to be used when submitting requests to bill another entity. The IBIL form is used by ARS OPS to enter billing information for Type 63 agreements or to record refunds. Note: When processing refund activity, do NOT use a reimbursable accounting code or BOC 0250. These elements should only be used when processing Type 63 agreements.

IBIL forms, instructions, and Debtor/Paying Agency Accounting Requirements are as follows:

ARS Request to Bill - Federal (IPAC BILLING)				
COOPERATOR/PAYING AGENCY				
FFIS Vendor Code (must be valid on the VEND table) 1	Reference Number (9 pos.) 2	Period Covered From: 3 To:		
Descriptive Text (50 characters only) 4		Cooperator/Paying Agency Name		
		Address Line 1		
		5		
		Address Line 2		
Cooperator's Agreement/Reference 6	USDA Agencies Only FFIS Obligation Reference (M1, MO, RQ) 7	City	State (2 pos.)	Zip Code
		Cooperator/Paying Agency Representative		
		Phone Number	E-mail Address	
ARS COLLECTION INFORMATION				
ARS Accounting Accounting Class Object Class Amount			ARS Office	
			Address Line 1	
			11	
			Address Line 2	
8			City	State Zip Code
			ARS Representative (Please Type Name)	
			Phone Number	Email Address
ARS Agreement Number 9	Total Amount to Bill 10	Pay Flag (P=partial or F=final) 12		Date

1) **FFIS Vendor Code** – Enter the appropriate vendor code that reflects the billing address of the cooperator to be billed and **ensure that this Vendor ID (VID) is valid on the VEND table.** This number should agree with what is shown in PGMT and also with what was provided on the ARS 324, Transmittal of

Reimbursable or Trust Fund Agreement. Billings to Federal vendors, where allowable, will be billed via the Intra-governmental Payment and Collection (IPAC) System. Positions 1-8 of the vendor code for those vendors will be the Agency Location Code (ALC), the 9th position will be the character “F” and the 10th position will be “O”. For reimbursable agreement billings to other USDA agencies, the Common Agreement Number (CAN) should be provided as the vendor code. For more information on CANs, please reference ARS Bulletin 02-316, Procedures for Obtaining New Vendor Codes for Outgoing Reimbursable Agreements with USDA Agencies. Some Federal agencies do not use IPAC, and therefore, their vendor code will not display the “FO” behind the ALC. These Federal agencies will be billed as a non-Federal vendor.

- Care should be taken to ensure that the Vendor Code being referenced is an active code before referencing it on a billing request.

2) **Bill Reference Number** – (Leave Blank) This field will be populated with a sequential bill number that will be assigned by the ARS Operations Section (ARS OPS) personnel

3) **Period Covered** – Enter the period of time that is representative of the billed amount. Do NOT enter the period of the agreement. Subsequent billings should not overlap previous periods covered.

For example: If monthly billings are required, and the initial billing covers the month of May, show “From: May 1, 2003 To: May 31, 2003”. The next monthly billing will therefore be “From: June 1, 2003 To: June 30, 2003”, and so on. Each bill is deemed separate and independent of each other.

4) **Descriptive Text** – Please use this space to provide any information that will facilitate identification and timely remittance. Suggestions might be to add the title of the project, name of the designated representative, or a brief description of the work being performed. There is ample space provided to accommodate sufficient information that might be required (50 characters allowed).

5) **Cooperator/Paying Agency Name** - The name and address entered here should agree with what is shown on the VEND table. However, please be sure to provide the name and phone number of the paying organization representative who has knowledge of the work being performed or who is responsible for bill paying. Completion of the e-mail address is optional.

6) **Cooperator’s Agreement/Reference** – Annotate the paying agency’s agreement number or some other type of reference number that is meaningful to that office.

7) **USDA Agencies Only** – Please consult in advance with the paying agency to ensure that the proper FFIS Agency Accounting Requirements (FFIS reference document transaction code RQ, MO or M1 + FFIS reference document number, and line number) are met. Failure to include the proper information could result in charge backs to ARS or in some cases, will prevent the billing from being accomplished. **This information is critical.** For specific agency requirements, see Exhibit A, below.

8) **ARS Accounting** – Show the appropriate accounting code(s) being billed. Upon receipt of the remittance, this is the accounting where the funds will be deposited. For reimbursable agreements, the Budget Object Class will always be “0250”. If multiple accounting codes are being billed per agreement, show the appropriate amount by accounting line.

- 9) **ARS Agreement Number** - Self-explanatory
- 10) **Total Amount To Bill** - Show the entire amount to be billed. Must be equal to the sum of all accounting lines displayed.
- 11) **ARS Office** – To be completed by the office that is requesting the bill. Provide complete information including name, telephone number and the date of the request.
- 12) **Pay Flag** – Indicate if the billing request is Partial or Final.
- 13) The completed form is to be forwarded to: USDA/OCFO/COD
ARS Operations Section
P.O. Box 53326
New Orleans, LA 70153



Debtor/Paying Agency Accounting Requirements

Paying Agency ALC	Agency Code	Paying Agency Name	Requirements
12-06-0000	FA	Farm Service Agency	FFIS reference document transaction code MO (starting with fiscal year 2001) or M1 (prior fiscal years) and FFIS reference document number.
12-25-0001	02	Agricultural Marketing Service	FFIS reference document transaction code MO, FFIS reference document number, and line number.
12-37-0001	37	Food Safety and Inspection Service	FFIS reference document transaction code MO, FFIS reference document number, and line number.
12-40-0002	01	Office of the Secretary	FFIS reference document transaction code MO or RQ (green book charges) and FFIS reference document number.
	13	Office of Communication	
	14	Office of the General Counsel	
	38	Office of the Chief Economist	
	42	Office of Budget and Program Analysis	
	90	Office of the Chief Financial Officer	
	DA	Departmental Administration	
	ES	Office of the Executive Secretariat	
	IT	Office of the Chief Information Officer	
	NA	National Appeals Division	
12-40-0300	03	Agricultural Research Service	FFIS reference document transaction code M1, MO, or RQ, FFIS reference document number, and line number.
12-40-0700	07	Rural Development	FFIS reference document transaction code MO, MO reference document number, and MO line number.
	15	Rural Utilities	
	32	Rural Business Coop	
	SC	National Sheep Industry Improvement Center	

Paying Agency ALC	Agency Code	Paying Agency Name	Requirements
12-40-0800	08	Risk Management Agency	FFIS reference document transaction code RQ, MO, or RO, and FFIS reference document number.
12-40-1000	10	Foreign Agricultural Service	FFIS reference document transaction code MO, six to ten position FFIS reference document number, and line number.
12-40-1100	11	Forest Service	FFIS reference document transaction code MO, MO reference document number, and MO line number.
12-40-1600	16	Natural Resource Conservation Service (It is anticipated that during FY03, NRCS will only accept items listed under Section 1)	1. FFIS reference document transaction code RQ or MO and FFIS reference document number, or 2. 7-position accounting classification, and 4-position budget object class, or 3. 2-position budget fiscal year, 3-position fund, 2 or 6-position budget organization code, and 4-position budget object class.
12-40-1800	18	Economic Research Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2000	20	National Agricultural Statistics Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2200	22	Cooperative State Research, Education, and Extension Service	FFIS reference document transaction code MO or RQ, FFIS reference document number, and line number.
12-40-2300	23	Department of Agriculture, Office of the Inspector General	FFIS reference document transaction code MO and FFIS reference document number.
12-40-3000	30	Food and Nutrition Service	FFIS reference document transaction code M1 or MO, FFIS reference document number, and line number.
12-40-3400	34	Animal and Plant Health Inspection Service	FFIS reference document transaction code MO (reimbursable work authorizations and inter-agency agreements) and FFIS reference document number.
12-40-3600	36	Grain Inspection, Packers and Stockyards Administration	FFIS reference document transaction code MO, six to ten position FFIS reference document number, and line number.

ARS Request to Bill - Non-Federal					
COOPERATOR/PAYING AGENCY					
FFIS Vendor Code (must be valid on the VEND table)		Bill Reference Number (9 pos.)		Period Covered	
1		2		From: 3	To:
Descriptive Text (14 lines - 50 characters)			Cooperator/Paying Organization Name		
4			Address Line 1		
			5		
			Address Line 2		
			City		State (2 pos.)
					Zip Code
Cooperator/Paying Organization Agreement/Reference Number			Cooperator/Paying Organization Representative		
6			Phone Number		E-mail Address
ARS COLLECTION INFORMATION					
ARS Accounting			ARS Office		
Accounting Class	Object Class	Amount	Address Line 1		
			Address Line 2		
			City		State
					Zip Code
			ARS Representative (Please Type Name)		
			Phone Number		E-mail Address
ARS Agreement Num	8	Total Amount to Bi	9	Pay Flag (P=par	11
					Date

Instructions for the Completion of Internet Billing Form (IBIL)-Non-Federal

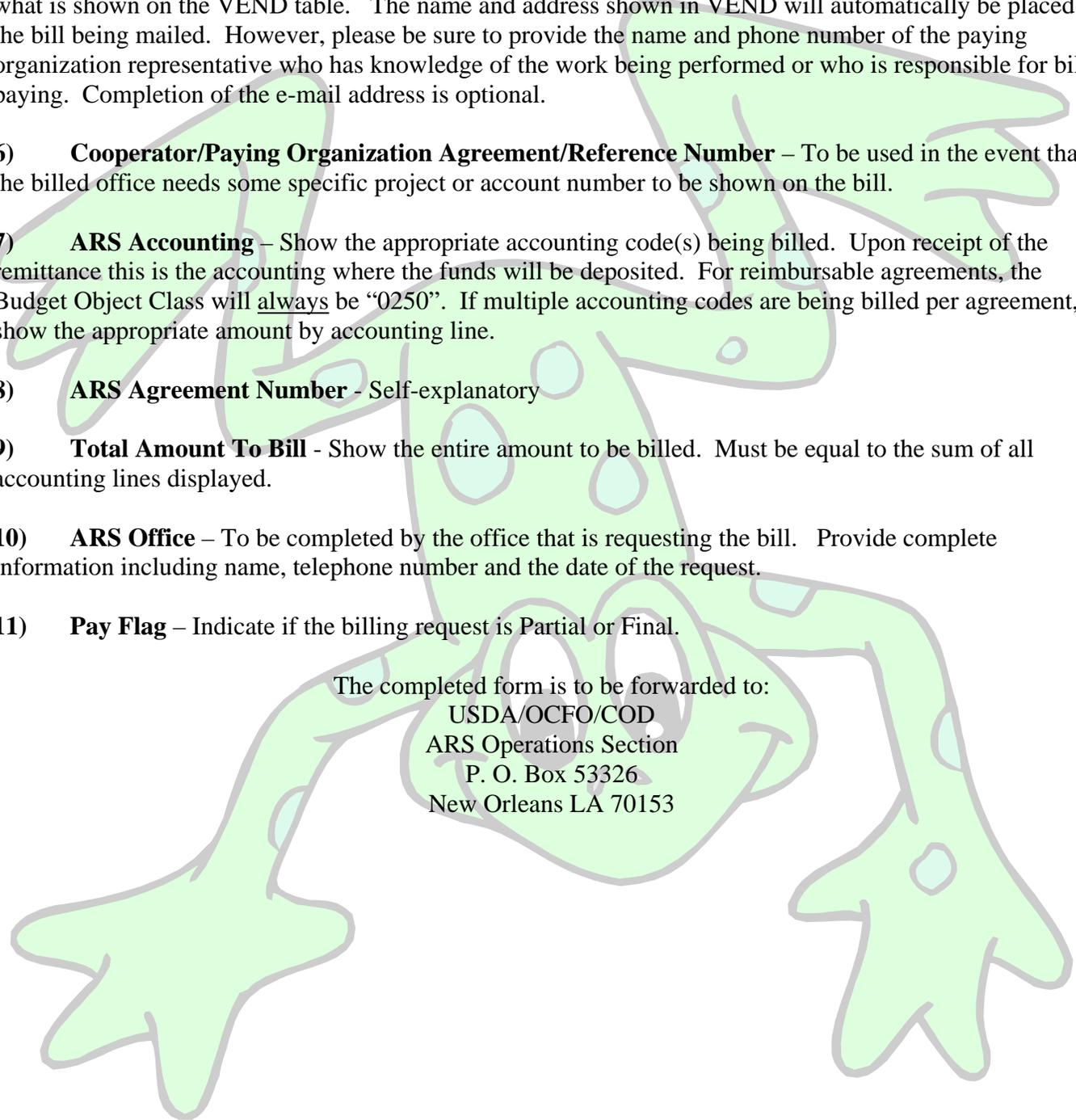
1) **FFIS Vendor Code** – Enter the appropriate vendor code that reflects the billing address of the cooperator to be billed and **ensure that this Vendor ID (VID) is valid on the VEND table**. Pay particular attention that the billing address might be different than the office that negotiated the agreement. This number should agree with what is shown in PGMT also with what was provided on the ARS 324, Transmittal of Reimbursable or Trust Fund Agreement.

- Care should be taken to ensure that the Vendor Code being referenced is an active code before referencing it on a billing request.

2) **Bill Reference Number** – (Leave Blank) This field will be populated with a sequential bill number that will be assigned by the ARS Operations Section (ARS OPS) personnel.

3) **Period Covered** – Enter the period of time that is representative of the billed amount. Do NOT enter the period of the agreement. Subsequent billings should not overlap previous periods covered.

For example: If monthly billings are required, and the initial billing covers the month of May, show “From: May 1, 2003 To: May 31, 2003”. The next monthly billing will therefore be “From: June 1, 2003 To: June 30, 2003”, and so on. Each bill is deemed separate and independent from each other.

- 
- 4) **Descriptive Text** – Please use this space to provide any information that will facilitate identification and timely remittance. Suggestions might be to add the title of the project, name of the designated representative, or a brief description of the work being performed. There is ample space provided to accommodate sufficient information that might be required (14 lines – 50 characters each).
 - 5) **Cooperator/Paying Organization Name** - The name and address entered here should agree with what is shown on the VEND table. The name and address shown in VEND will automatically be placed on the bill being mailed. However, please be sure to provide the name and phone number of the paying organization representative who has knowledge of the work being performed or who is responsible for bill paying. Completion of the e-mail address is optional.
 - 6) **Cooperator/Paying Organization Agreement/Reference Number** – To be used in the event that the billed office needs some specific project or account number to be shown on the bill.
 - 7) **ARS Accounting** – Show the appropriate accounting code(s) being billed. Upon receipt of the remittance this is the accounting where the funds will be deposited. For reimbursable agreements, the Budget Object Class will always be “0250”. If multiple accounting codes are being billed per agreement, show the appropriate amount by accounting line.
 - 8) **ARS Agreement Number** - Self-explanatory
 - 9) **Total Amount To Bill** - Show the entire amount to be billed. Must be equal to the sum of all accounting lines displayed.
 - 10) **ARS Office** – To be completed by the office that is requesting the bill. Provide complete information including name, telephone number and the date of the request.
 - 11) **Pay Flag** – Indicate if the billing request is Partial or Final.

The completed form is to be forwarded to:
USDA/OCFO/COD
ARS Operations Section
P. O. Box 53326
New Orleans LA 70153

Specific Cooperative Agreements (SCA)

When a reimbursable agreement is executed using annual authority, it must be completely billed before the authority expires in the fifth year. For example, an agreement executed during budget fiscal year 1998 must be completely billed by September 2003.

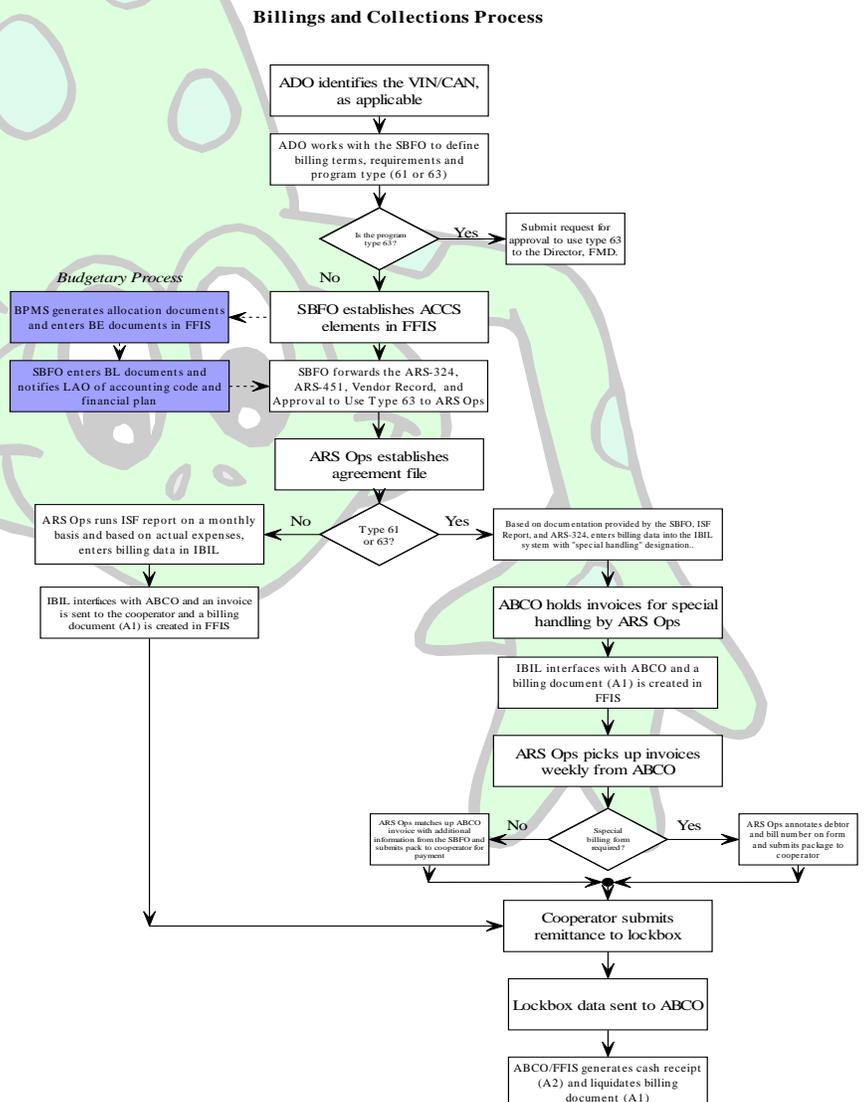
This issue becomes apparent when a specific cooperative agreement is executed using annual or multi-year reimbursable authority. For example:

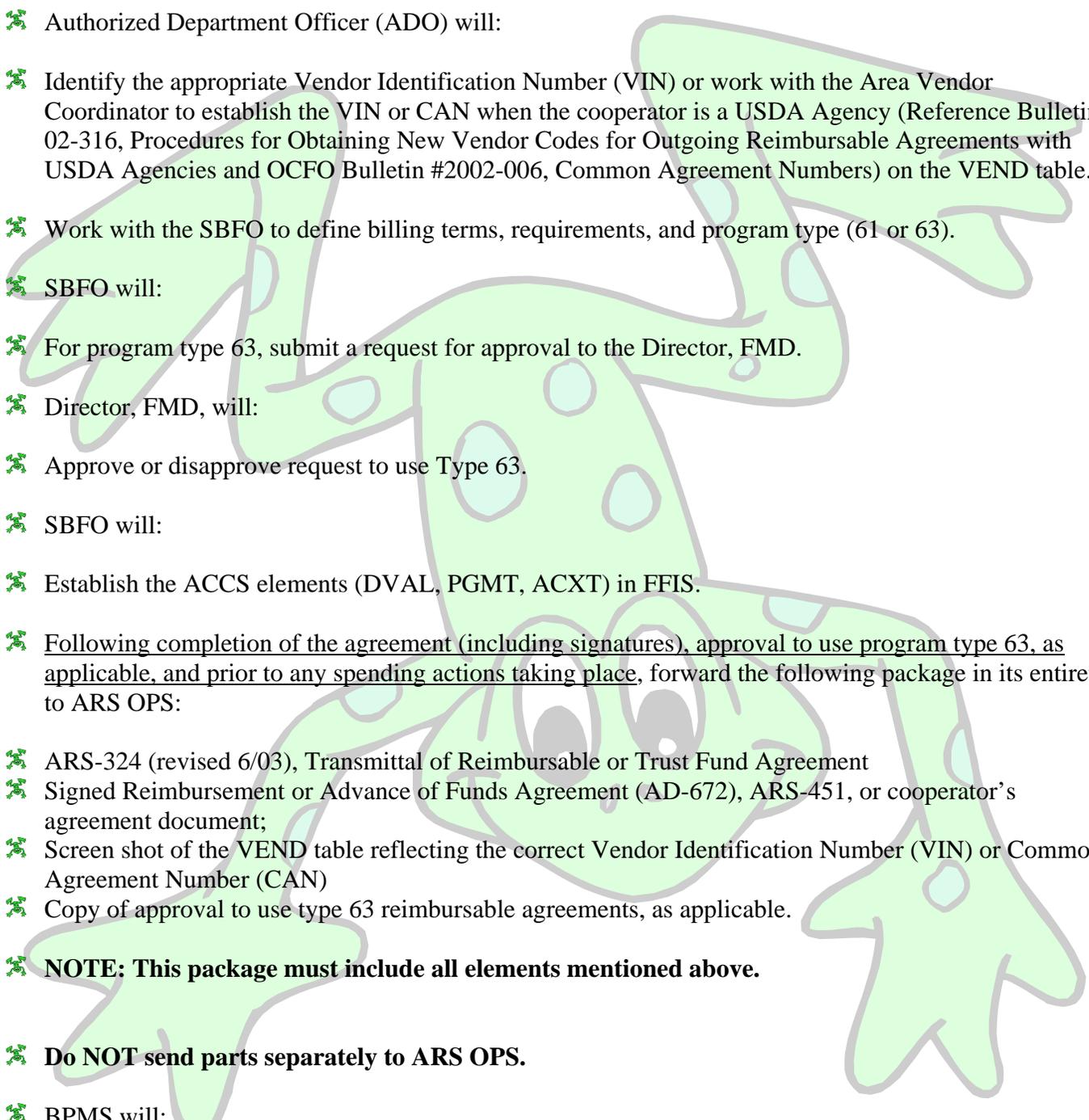
- An incoming reimbursable agreement is established with annual authority and a period of performance of 9/17/98 through 9/16/03.
- An SCA is established with a university, which is funded by this reimbursable agreement.

It is critical that the university bill ARS in sufficient time to allow ARS OPS to subsequently bill the cooperator on the reimbursable agreement. It is recommended that the billing be completed 6 months prior to the termination of the riding appropriation. This would allow the SCA to be completely expensed and the cooperator providing reimbursable authority to be billed prior to the close of the riding appropriation.

Steps in the Process

The following provides the steps necessary for the billings and collections process after the ARS-425 has been approved in accordance with P&P 321.1, Acceptance of Non-Appropriated Funds to conduct research or Perform Services, and P&P 324.0, ARS Reimbursable and Trust Fund Agreements.



- 
- ✿ Location Administrative Officers (LAOs) will:
 - ✿ Work with the ADO/SBFO to establish the reimbursable agreement.
 - ✿ Authorized Department Officer (ADO) will:
 - ✿ Identify the appropriate Vendor Identification Number (VIN) or work with the Area Vendor Coordinator to establish the VIN or CAN when the cooperator is a USDA Agency (Reference Bulletin 02-316, Procedures for Obtaining New Vendor Codes for Outgoing Reimbursable Agreements with USDA Agencies and OCFO Bulletin #2002-006, Common Agreement Numbers) on the VEND table.
 - ✿ Work with the SBFO to define billing terms, requirements, and program type (61 or 63).
 - ✿ SBFO will:
 - ✿ For program type 63, submit a request for approval to the Director, FMD.
 - ✿ Director, FMD, will:
 - ✿ Approve or disapprove request to use Type 63.
 - ✿ SBFO will:
 - ✿ Establish the ACCS elements (DVAL, PGMT, ACXT) in FFIS.
 - ✿ Following completion of the agreement (including signatures), approval to use program type 63, as applicable, and prior to any spending actions taking place, forward the following package in its entirety to ARS OPS:
 - ✿ ARS-324 (revised 6/03), Transmittal of Reimbursable or Trust Fund Agreement
 - ✿ Signed Reimbursement or Advance of Funds Agreement (AD-672), ARS-451, or cooperator's agreement document;
 - ✿ Screen shot of the VEND table reflecting the correct Vendor Identification Number (VIN) or Common Agreement Number (CAN)
 - ✿ Copy of approval to use type 63 reimbursable agreements, as applicable.
 - ✿ **NOTE: This package must include all elements mentioned above.**
 - ✿ **Do NOT send parts separately to ARS OPS.**
 - ✿ BPMS will:
 - ✿ Generate allocations once the ARS-425 is approved.
 - ✿ Establish BE documents in FFIS on a weekly basis with the exception of yearend when processing will occur daily.

- 🌿 SBFO will:
- 🌿 After verifying that the BE document(s) have been entered by BPMS, enter BL document(s).
- 🌿 Notify the LAO of the new accounting code and financial plan.
- 🌿 ARS OPS will:
- 🌿 Establish an agreement file for each agreement.
- 🌿 Maintain documentation to satisfy records retention requirements.
- 🌿 For type 61 agreements, run the ISF Report on a monthly basis and enter billing data based on actual expenses into the IBIL system.
- 🌿 SBFO will:
- 🌿 For type 63 agreements, will complete the IBIL form (type 63) based on actual expenses and forward to ARS OPS along with additional billing requirements as specified in the agreement.
- 🌿 ARS OPS will:
- 🌿 For type 63 agreements:
- 🌿 Based on special handling instructions provided in the ARS-324, IBIL Form, and documentation provided from the SBFO, enters billing data into the IBIL system designating special handling needs.
- 🌿 Collects “Bill for Collection” notices from ABCO on a weekly basis.
- 🌿 For billings based on the ABCO “Bill for Collection” notice, matches these up with additional billing requirements provided by the SBFO and submits package to the cooperator.
- 🌿 For billings based on special forms and the ABCO “Bill for Collection” notice will NOT be used, ARS OPS will annotate the debtor number and bill number on the special/manual form and submit bill to the cooperator.
- 🌿 NFC/ABCO will:
- 🌿 Generate A1 documents through the ABCO system as a result of data entered in IBIL by ARS OPS.
- 🌿 Generate A2 and A3 documents upon receipt of transmittals from the lockbox and liquidate the A1 document. **Note:** If the collection cannot be referenced to a bill (A1 document), a voluntary collection (A3 document) will be processed. When this occurs, the SBFO must work with ABCO to liquidate the A1 document to avoid delinquent debt issues.
- 🌿 SBFO will:
- 🌿 Work with ARS OPS to ensure remittances are appropriately recorded.

INSTRUCTIONS FOR THE COMPLETION OF ARS-324, TRANSMITTAL OF REIMBURSABLE OR TRUST FUND AGREEMENT

NEW AGREEMENT - Please check one block--“YES or NO“. This block is to be used to indicate a new agreement and **NOT** a new accounting code. If the agreement is a one-year agreement and is renewed each year, then it should still be identified as a new agreement each year.

ARS AGREEMENT NUMBER - Enter the appropriate Agreement Number. Each new agreement should be assigned a new agreement number even though the agreement is renewed annually. To indicate renewal, the same sequential number may be used as long as the FY indicator is changed. Multi year agreements, however, should keep the same agreement number throughout the life of the agreement. Do not assign a new agreement number each time the accounting code changes when carryover is involved.

For example: 60 7MN1 2 001 for FY 2002 would become 60 7MN1 3 001 for FY 2003

AMENDMENT NUMBER/CHANGE IN FUNDING - If the attachment is to transmit an amendment to an existing agreement, please indicate the amendment number and select the correct indicator to tell if the amendment adds or decreases funding to the agreement. Please ensure that amendment numbers are submitted sequentially. If the amendment adds funding that will not be used in the current FY, then it is not necessary to complete the “Estimated Costs” section. When the amendment is to extend the period of the agreement, then it is only necessary to complete the box entitled “Expiration Date”.

SEND TO - (Preprinted – Shows the appropriate mailing address of where to mail agreement documents). For mailing via overnight courier, send to:

USDA-OCFO, ARS Operations Section,
13800 Old Gentilly Road,
2nd Floor, Post V-45,
New Orleans, LA 70129

VENDOR NAME – Enter name of Cooperator

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE				
TRANSMITTAL OF REIMBURSABLE OR TRUST FUND AGREEMENT				
NEW AGREEMENT YES () NO ()		VENDOR NAME		
ARS AGREEMENT NUMBER		VENDOR RECORD ATTACHED YES ()		
AMENDMENT NUMBER		USDA COMMON AGREEMENT NUMBER		
CHANGE IN FUNDING YES () NO ()		FEDERAL ALC		
SEND TO: USDA OCFO - ARS OPS P. O. BOX 53326 NEW ORLEANS, LA 70153		NON FEDERAL VENDOR CODE		
		EXPIRATION DATE	PROGRAM TYPE	
ARS CONTACT FOR BILLING QUESTIONS		VENDOR'S REPRESENTATIVE		
NAME		NAME		
PHONE NUMBER		PHONE NUMBER		
DISTRIBUTION OF FUNDS	ESTIMATED COSTS			
	NEW	CARRYOVER (FROM/TO)	INCREASE/DECREASE	NEW TOTAL
A/C	A/C	A/C	A/C	
NET TO FUND HOLDER				
INDIRECT RESEARCH COST (IRC)				
INDIRECT PROGRAM SUPPORT COST (IPSC)				
GROSS TOTAL				
ACCOUNTING CODES TO BE CREDITED		SUBMITTED BY:		
ACCOUNTING CODE	AMOUNT	NAME		
		TITLE	DATE	
		OFFICE	PHONE	
SPECIFIC BILLING INSTRUCTIONS				
VENDOR'S AGREEMENT NUMBER/SUBCONTRACT NUMBER OR USDA FFIS OBLIGATION NUMBER				
TITLE OF PROJECT (DESCRIPTION TO BE USED ON BILL TO ALLOW VENDOR TO IDENTIFY BILLING)				
BILLING FREQUENCY		DETAILED SUPPORT REQUIRED		
		YES () NO ()		
E-MAIL NOTIFICATION TO AGENCY REQUIRED?		E-MAIL ADDRESS OF ARS CONTACT		
YES () NO ()				

VENDOR RECORD ATTACHED - ALWAYS attach a screen print of the appropriate VEND record showing the billing address and check the “yes” box to verify its inclusion with other required enclosures.

VENDOR TO BE BILLED -

USDA Common Agreement Number (CAN) – For agreements with other USDA agencies, enter the CAN as “&03XXXXXXOP”. Please refer to ARS Bulletin 02-316, Procedures for Obtaining New Vendor Codes for Outgoing Reimbursable Agreements with USDA Agencies

Federal Agency Location Code (ALC) - 8-digit code used to accomplish billings via Intra Governmental Payment and Collection System (IPAC) + F (Federal) + O (OPAC)

Non-Federal Vendor Code - Please ensure that the vendor code that represents the appropriate billing address is used, which may be different than the office that negotiated the agreement. This number is comprised of the cooperator’s Tax Identification Number (TIN) + appropriate alpha address indicator.

EXPIRATION DATE - Enter the applicable date. This field should be completed only when this date changes.

PROGRAM TYPE - Select the appropriate program type.

ARS CONTACT FOR BILLING QUESTIONS - (Self explanatory) May be different than the person who submitted the agreement documents.

VENDOR’S REPRESENTATIVE - Person to whose attention billings should be sent. Be sure to provide the appropriate phone number.

ESTIMATED COSTS - Provide the appropriate distribution of funds by accounting code showing clearly the (+) or (-) changes reflecting new, carryover, or amended amounts. Do not show two different fiscal year accounting codes on a single ARS-324. The “Net to Fund holder” will be used as the agreement authority for billing purposes so it is imperative that the ARS-324 be received in a timely manner. In the event that expenditures exceed the amount shown, billing will not be accomplished under the assumption that those expenditures are in error. Data entry to reflect carryover amounts from one fiscal year to another must include corresponding entries to each year. For example, if the FY 02 accounting code is being decreased to show the amount carried over to FY 03, then there should be a corresponding increase for the FY 03 accounting code.

For example: Agreement authority for 208 XXXX XXX is currently \$50,000, and \$5,000 is be carried over to 308 XXXX XXX. If the current authority on the 308 account is \$10,000, then—

208 XXXX XXX - \$50,000 (-) \$5,000 = \$45,000
308 XXXX XXX - \$10,000 (+) \$5,000 = \$15,000

ACCOUNTING CODES TO BE CREDITED - Enter the appropriate accounting code and amount that will be credited for Indirect Research Cost (IRC) and/or Indirect Program Support Cost (IPSC). Should have corresponding entry in “Distribution of Funds” field.

SUBMITTED BY: - (Includes name, title, date, office, and phone number) – This info is to be provided by the individual who has prepared the ARS-324 and is required in the event that there are any questions.

SPECIFIC BILLING INSTRUCTIONS - Briefly describe or highlight in the agreement narrative.

VENDOR'S AGREEMENT NUMBER/SUBCONTRACT NUMBER, USDA FFIS OBLIGATION DOCUMENT NUMBER - Enter any pertinent info required by the cooperator that will assist in identification of what this billing represents. If this billing is to another USDA agency, ensure that the MO/M1, RQ or other specified requirements are met. When in doubt, contact the agency to be billed. NOTE: Other USDA agencies may use an M1 number.

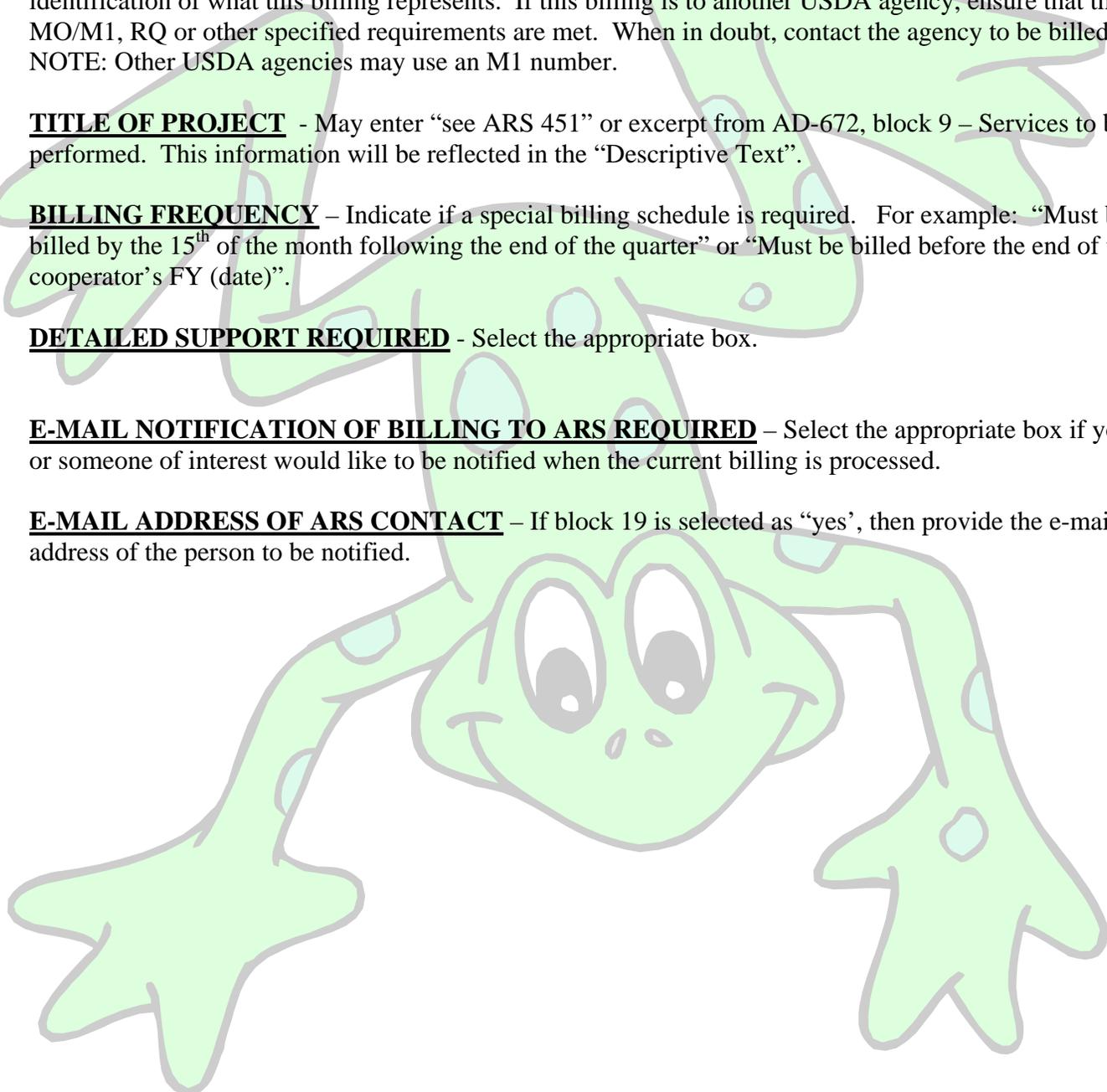
TITLE OF PROJECT - May enter “see ARS 451” or excerpt from AD-672, block 9 – Services to be performed. This information will be reflected in the “Descriptive Text”.

BILLING FREQUENCY – Indicate if a special billing schedule is required. For example: “Must be billed by the 15th of the month following the end of the quarter” or “Must be billed before the end of the cooperator’s FY (date)”.

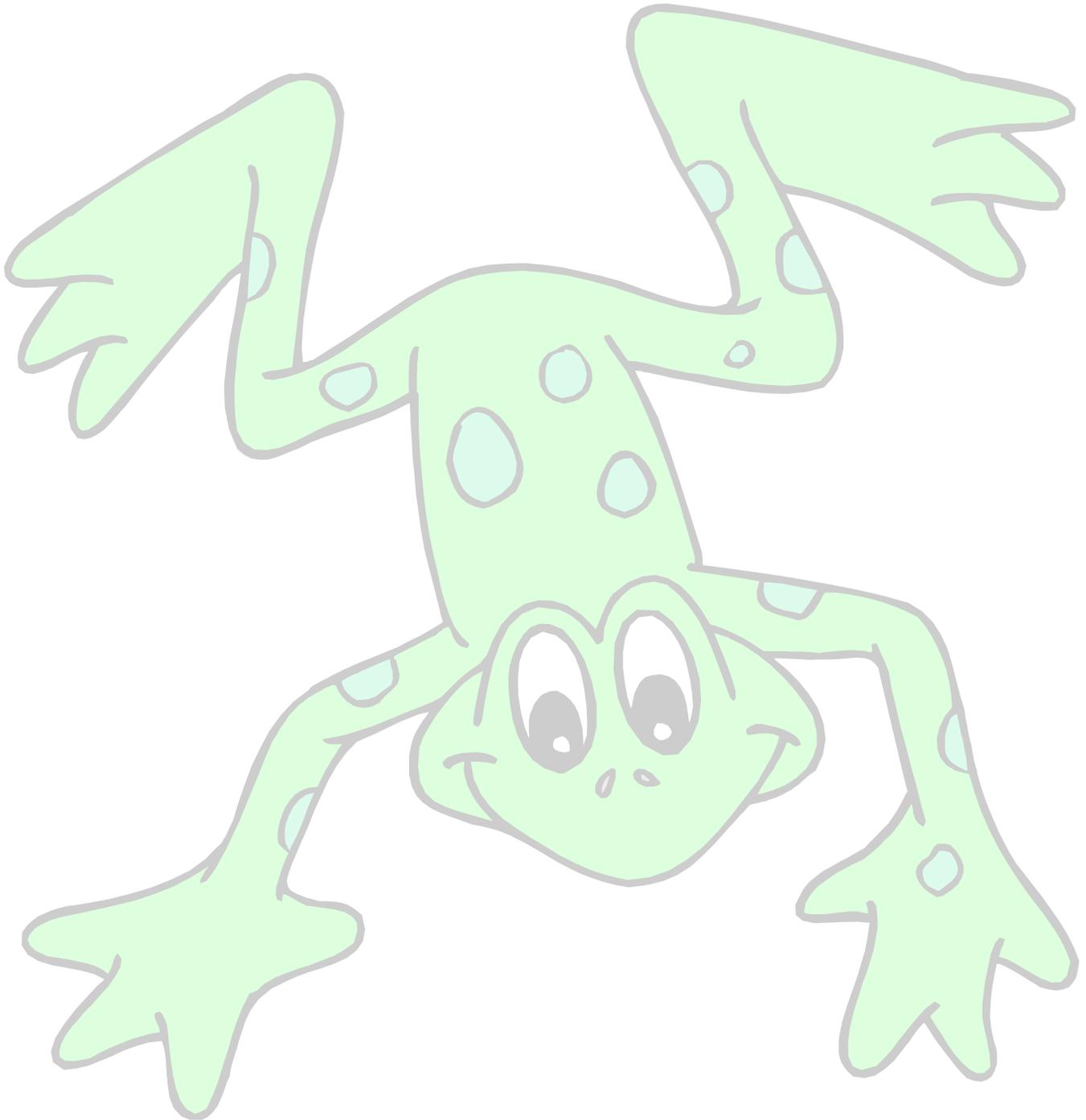
DETAILED SUPPORT REQUIRED - Select the appropriate box.

E-MAIL NOTIFICATION OF BILLING TO ARS REQUIRED – Select the appropriate box if you or someone of interest would like to be notified when the current billing is processed.

E-MAIL ADDRESS OF ARS CONTACT – If block 19 is selected as “yes”, then provide the e-mail address of the person to be notified.



Salary Lapse

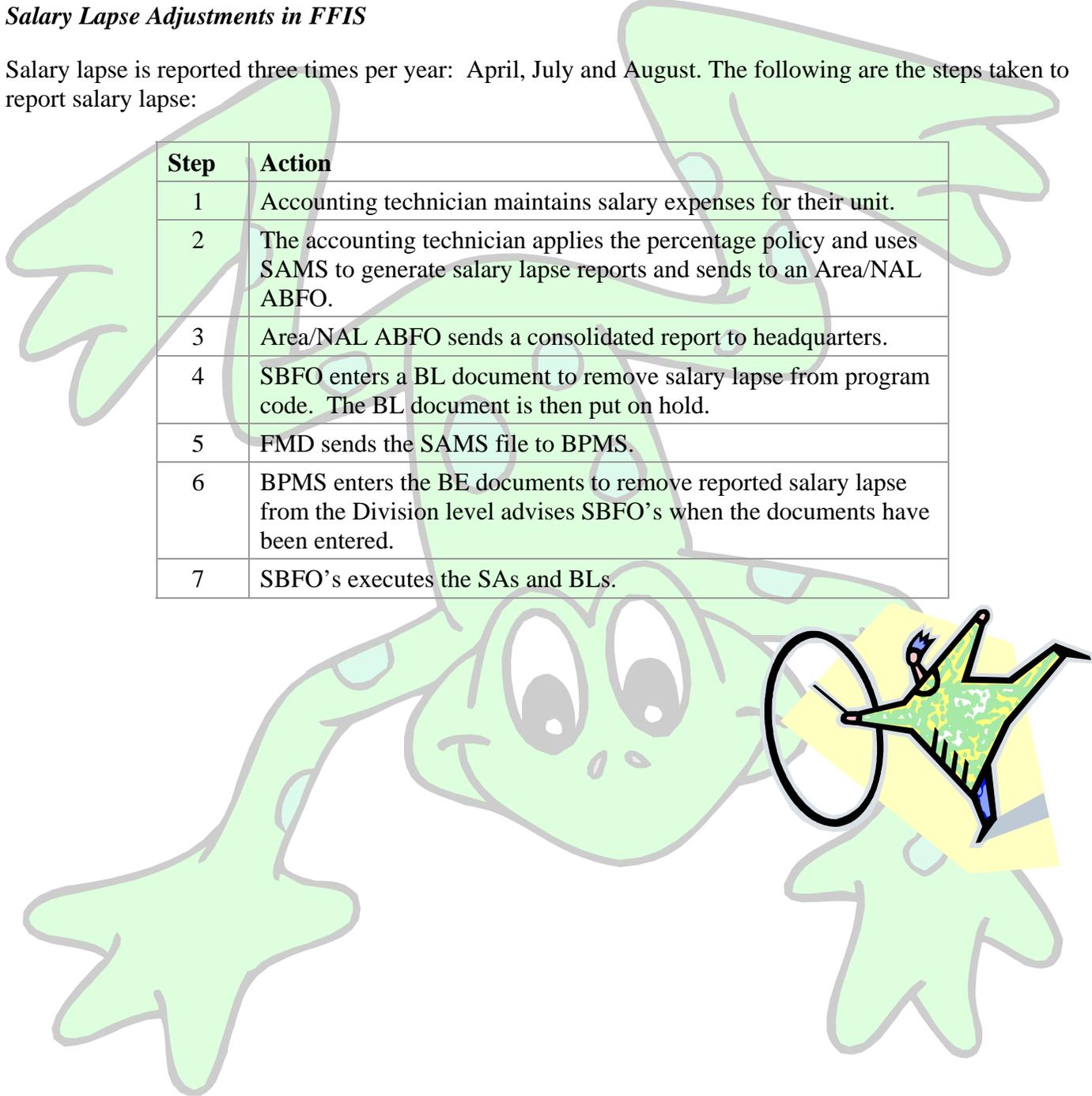


Salary Lapse

The FFIS implementation in no way affects the current salary lapse policy. However, there are several actions that are required to reflect the results of salary lapse reporting in FFIS.

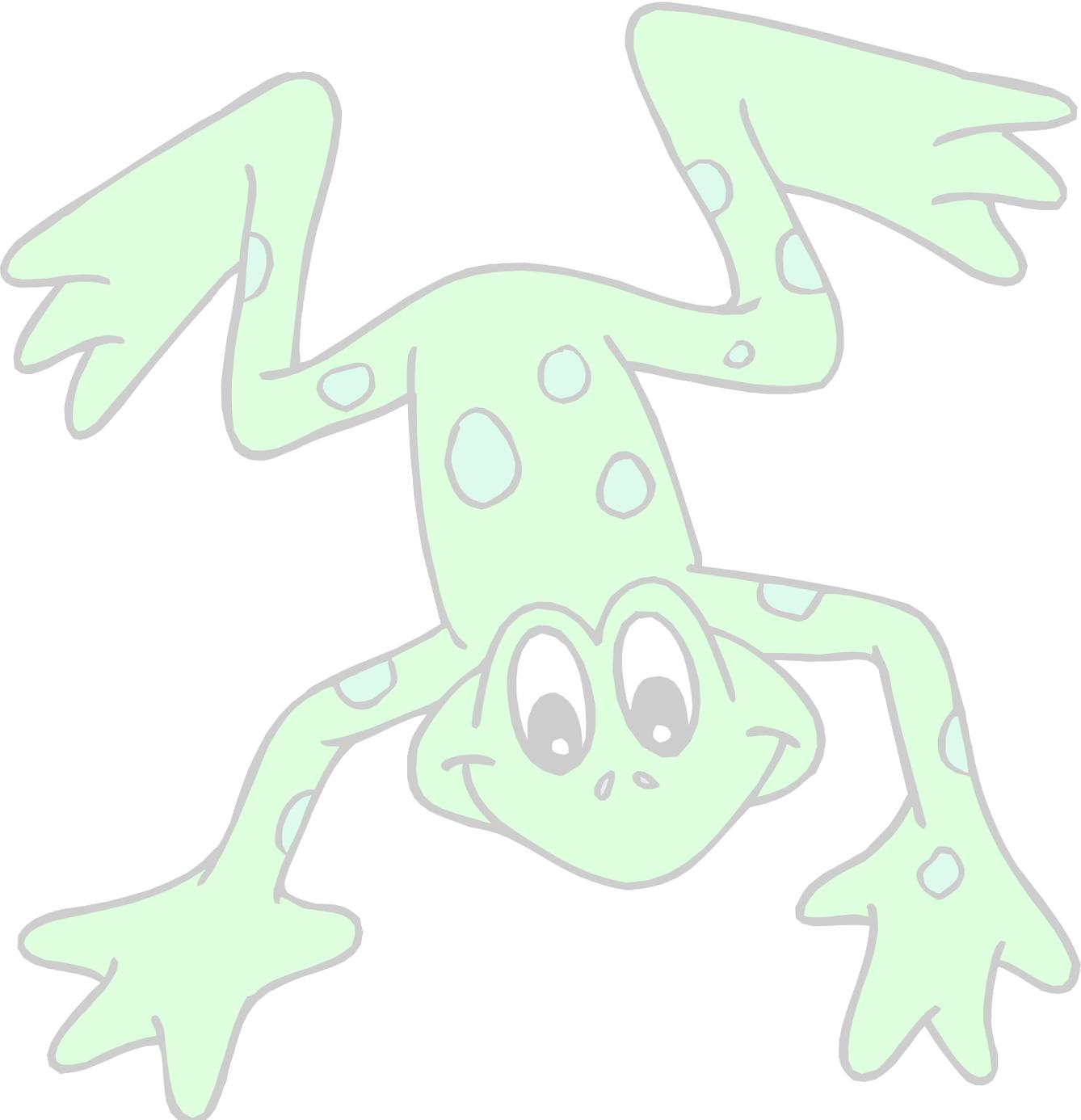
Salary Lapse Adjustments in FFIS

Salary lapse is reported three times per year: April, July and August. The following are the steps taken to report salary lapse:



Step	Action
1	Accounting technician maintains salary expenses for their unit.
2	The accounting technician applies the percentage policy and uses SAMS to generate salary lapse reports and sends to an Area/NAL ABFO.
3	Area/NAL ABFO sends a consolidated report to headquarters.
4	SBFO enters a BL document to remove salary lapse from program code. The BL document is then put on hold.
5	FMD sends the SAMS file to BPMS.
6	BPMS enters the BE documents to remove reported salary lapse from the Division level advises SBFO's when the documents have been entered.
7	SBFO's executes the SAs and BLs.

Yearend Closeout Activities



Year End Closeout Activities



General Information

Federal statutes require all agencies, at the of each fiscal year, to record all of their valid obligations for that fiscal year. These obligations are required accurately reflect the financial status of the agency relative to it appropriated and nonappropriated funds. To record these obligations, source documents must be received at NFC in accordance with the cutoff dates. When the source documents cannot be submitted to NFC by the cutoff date, period end estimates must be used to record those documents as well as transactions where individual documents are not used to obligate funds, e.g., travel vouchers, blanket purchase agreements, etc. for all annual, multi-year, and no year activity. During the next accounting period (October's business) all period end estimates are automatically reversed out.

Period End Estimates

All period end estimates (YE documents) must be entered by ARS headquarters offices, Area/NAL offices, and field personnel. NFC personnel are not responsible for generating estimates. The preparation of period end estimates is an accounts maintenance function. Procurement personnel should not prepare period end estimates without prior approval from LAO/T's.

TDL's, PDL's, and OCP's should be run promptly following the close of the FY and reconciled to CATS/LOTS records. Unposted transactions which are not reflected on the TDL, must be period end estimated. Remember that transactions emanating from feeder systems will no longer be estimated and must be entered by the Location/Area offices.

FFIS Data Entry

- 🌿 When entering the document ID number, use the SEC1 code applicable for your Area, Location code, plus a sequential number or enter “#” to enact automatic document numbering;
- 🌿 Object Class 25XX must be reported to the four-digit level (See list of Sub-BOCs)
- 🌿 Use a reversal period of 01 05 (October, 2004);
- 🌿 Use the Vendor Code appropriate for your Area:

Headquarters	12400300F C
Beltsville	12400300F D
North Atlantic	12400300F E
Midwest	12400300F F
Pacific West	12400300F G
Northern Plains	12400300F H
Southern Plains	12400300F J
Mid South	12400300F K
South Atlantic	12400300F L
National Ag Library	12400300F N

- 🌿 Enter YE/DE for accrued expenditures (salaries, utilities, etc.). The result will be reflected in the EXPENDED AMT field on the ALLT and ALOC tables.
- 🌿 Enter YE/UN for undelivered orders (contracts, purchase orders, relocation orders, etc.). The result will be reflected in the UNLIQ OBLG AMT field on the ALLT and ALOC tables.

- ✿ Since object class code 6000 is no longer used, all salary estimates MUST be recorded against object class code 1000.
- ✿ Similar to prior years, object class 25XX must be reported to the four-digit level;
- ✿ Enter estimates for feeder system (payroll, utilities, etc.) activity since estimates will not be automatically generated.

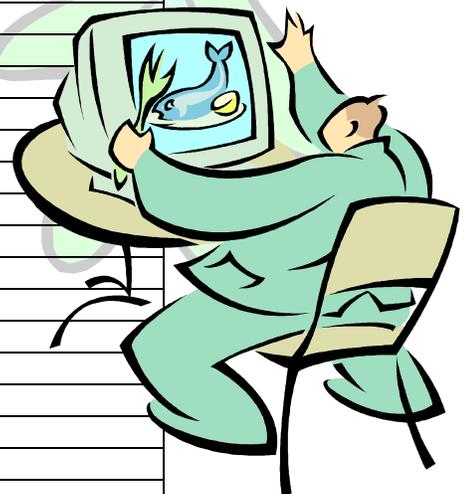
Generally, the following transaction codes and types should be used for entered estimates:

<i>Transaction</i>	<i>BOC</i>	<i>YE Type</i>	<i>Description/Examples</i>
Payroll	1xxx	DE	Payroll charges for FY 2002 BOC 6000 IS NO LONGER USED
Travel	21xx	DE	Travel Charges (except relocation)
Relocation		UN	
PCMS	2670	DE	PCMS charges not recorded
Transportation	22xx	DE	Federal Express, Postage, etc.
Rent, Communication, Utilities	23xx	DE	Estimates are needed from feeder systems such as UVTN, TELE
Printing	24xx	UN	
Other Services	251x	UN	Estimates are required to the 4 th level
Supplies	26xx	UN	
Equipment	31xx	UN	

Monitor reference tables in FFIS such as ALLT to ensure your estimates are captured appropriately.

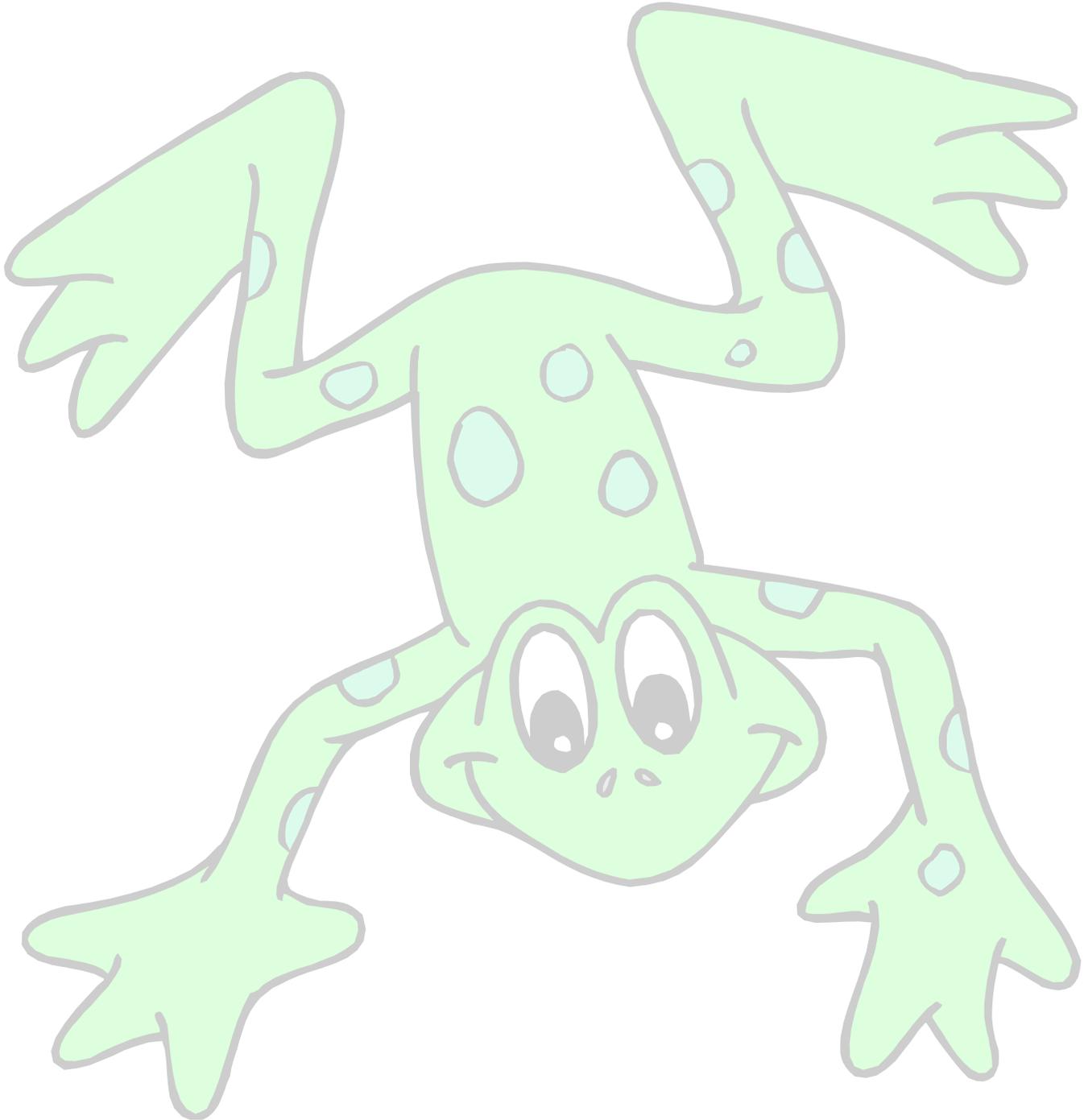
Sub Object Class Codes:

Performing/Sponsored Organization Type	SUB BOC
Cooperative Extension Service	CO
Female Owned	FO
Other Federal Research	FR
1890 Land-Grant College	HB
Individual	IN
1862 Land-Grant College	LG
Minority Owned	MO
Other	OT
Private Non-Profit	PN
Private for Profit	PP
Private University or College	PR
Public University or College	PU
State Agricultural Research Station	SA
Small Business	SB
State or Local Government	SL
Veterinary School or College	VE

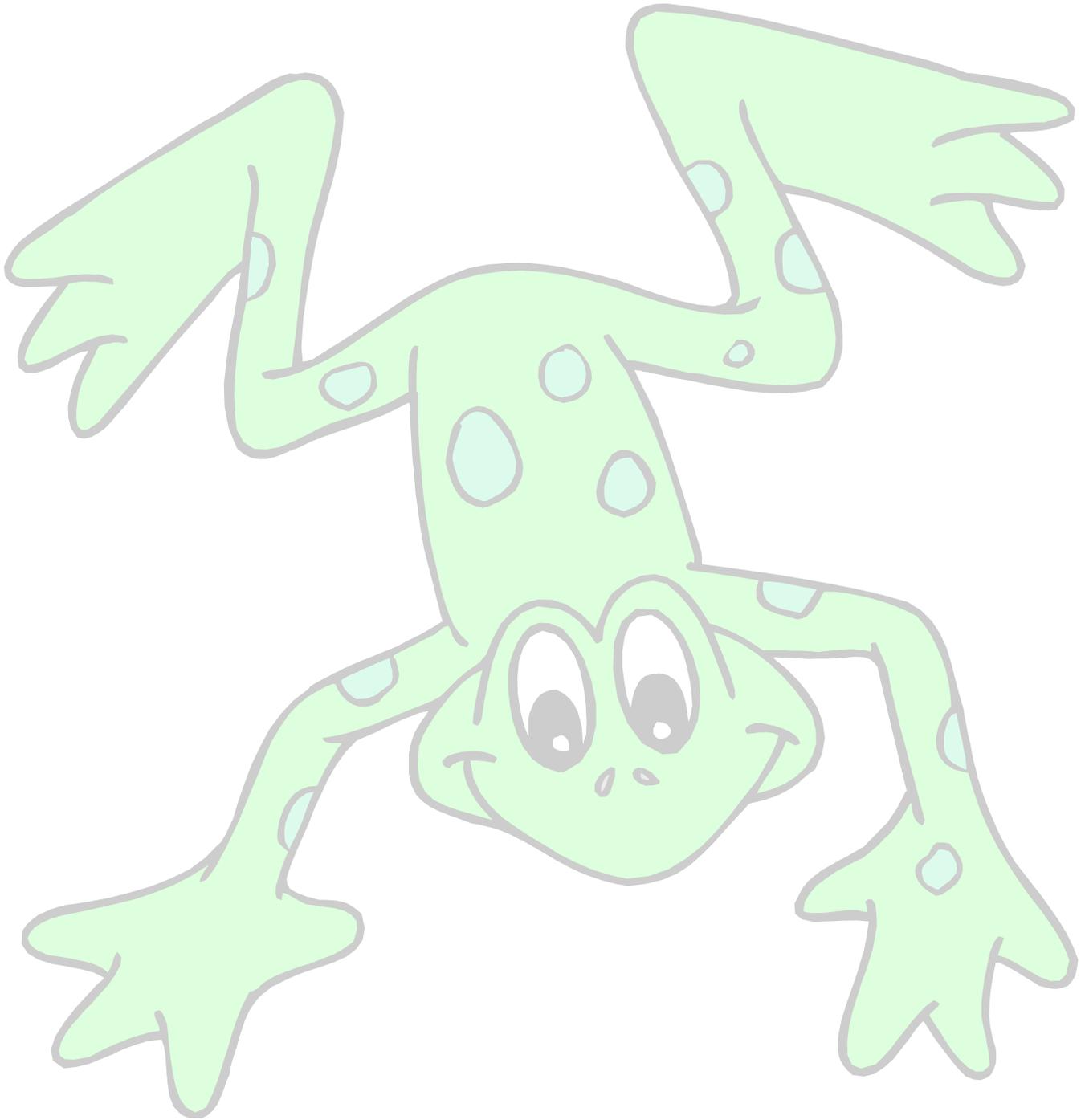


Certification of Year End Estimate

SBFOs are required to do a screen print for the ALOC table for their division (Area) for all Fund Types (01,08,91,92,93,95,02, etc.), review the information, certify that it is complete/correct, and fax the information (with certification) to the Chief, Fiscal Operations Branch, FMD



Index



A

Access to add a Vendor · 67
Accounting · 51
Accounting Adjustments · 38
Accounts Receivable · 50
ACXT · 48
Agreements · 121
Allotment/Allocation/Plan · 110
Area Vendor Code · 150
ARS Spending Document Numbering Scheme · 23

B

B2 · 28
Billings & Collections · 122
Billings and Collections Process for Incoming Reimbursable Funds · 129
BL · 26
BL History Report · 110
BRIO Logon · 73
BRIO REPORTS · 72
Budget Execution · 16

C

Certification of Year End Estimate · 152
Closed Appropriations · 37
Closeouts · 124
Collection Process · 123
Commands · 19
Common Agreement Numbers · 125
Common Errors · 63
Contract & Agreement Report · 117

D

Data Entry Tables · 42
Debtor/Paying Agency Accounting Requirements · 137
Defining Budget Fiscal Year · 8
Defining Fiscal Year · 8
Direct Entered · 18
Document Commands, Status Codes and Errors · 19
Document ID's · 22
Document Inquiries · 51
Document Types · 20
Documents · 15
DVAL · 47

E

Entering Accounting Codes · 45
ERRG Table · 63
Errors · 20

F

Feeder Document Rejects · 64
Feeder Interface · 53
Feeder Systems · 54
FFIS Accounting Code Classification Structure Configuration (ACCS) · 8
FFIS Data Entry · 150
FFIS Tables · 50
Frequently Used Tables · 44
Functional Administrators · 8
Fundamentals of FFIS · 5

I

Incoming Soft Funds (ISF) report · 129
Inquiry Tables · 41
Internet Billing Form (IBIL)-Non-Federal · 139
Internet Billing System (IBIL)-Federal · 134
IPSC · 33

M

Method for Vendor Searches · 68

N

Navigation · 18
NFC Password Life Expectancy · 14
No Year Funds · 37

O

Object Class Reports · 91
OPEN ITEM SUMMARY REPORTS · 97
ORGN · 49
Outgoing Reimbursable Agreements · 125

P

Payroll · 54
PCMS Errors · 64
PCMS Report · 103
PCMS Tables · 52
PCMS/FFIS Interface · 54
PDL Reports · 84
Period End Estimates · 150
PGMT · 46
PRCH Errors · 65

R

Reference Tables · 41
Relationship of Tables · 45
Researching Spending Documents · 55
Researching Vendor Information · 69

S

Salary Lapse · 148
Salary Lapse Adjustments in FFIS · 148
Sale of Assets · 38
Search for Vendors · 67
SECI Codes · 62
Security Administrator · 7
Sign on and Login · 9
Specific Cooperative Agreements (SCA) · 141
Spending · 51
Status Codes · 19
Sub Object Class Codes · 151
SUSF Management · 58

T

Table Maintenance Responsibilities · 44
TABLES · 39
TDL Reports · 76
Travel and Transportation · 54
TRVL Errors · 65
Types of Agreements and Billing Procedures · 129
Types of Errors · 63

V

Vendor ID · 67
Vendor Information · 66
Vendor Table · 40
Vendors by Name · 68

W

Wire Transfer/Electronic Transfer · 71

Y

YE · 34
YE Estimates · 151
Year End Closeout Activities · 150