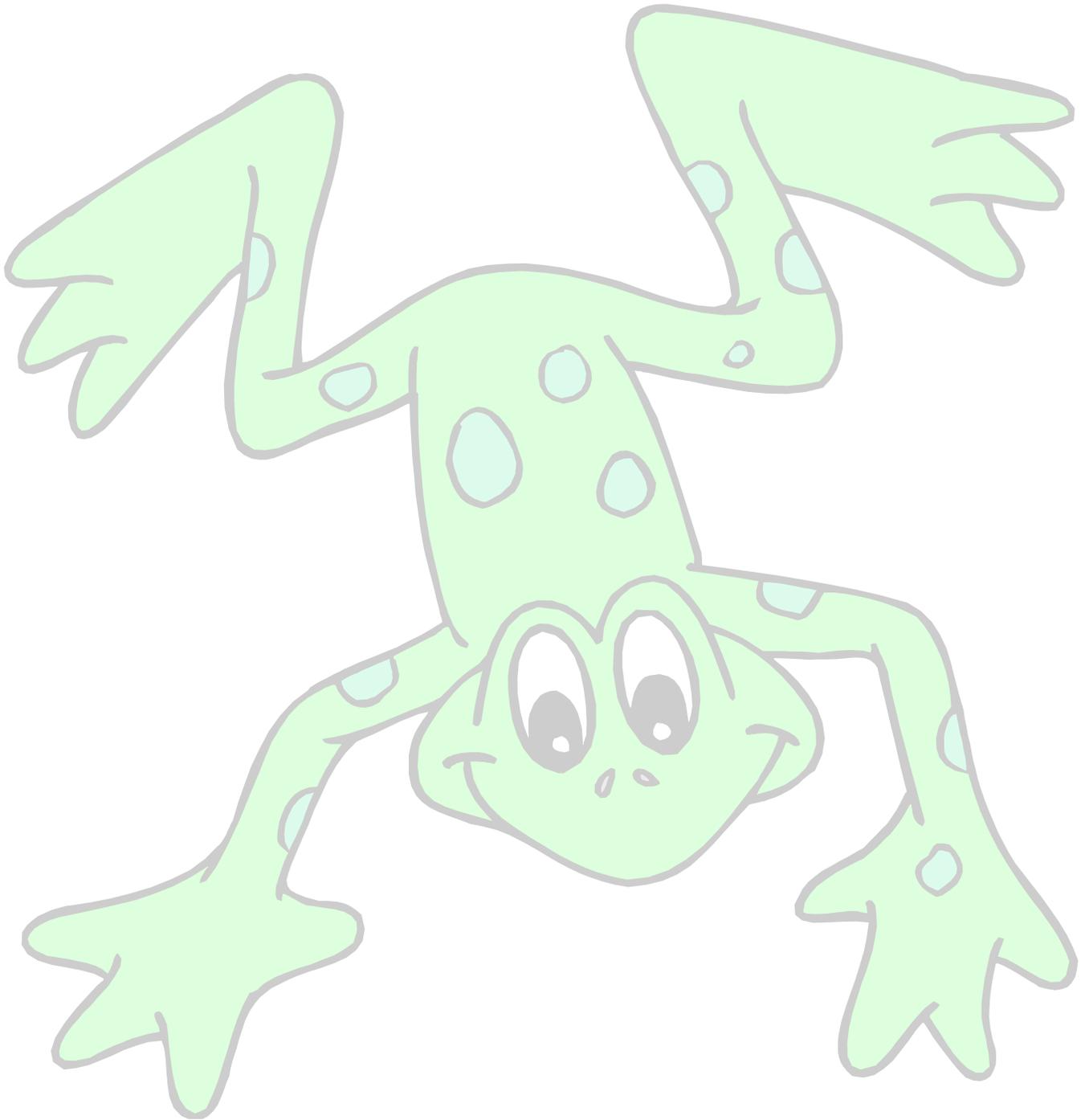
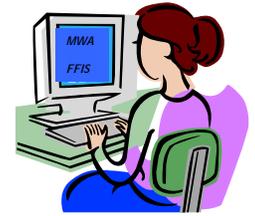


Fundamentals of FFIS





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:

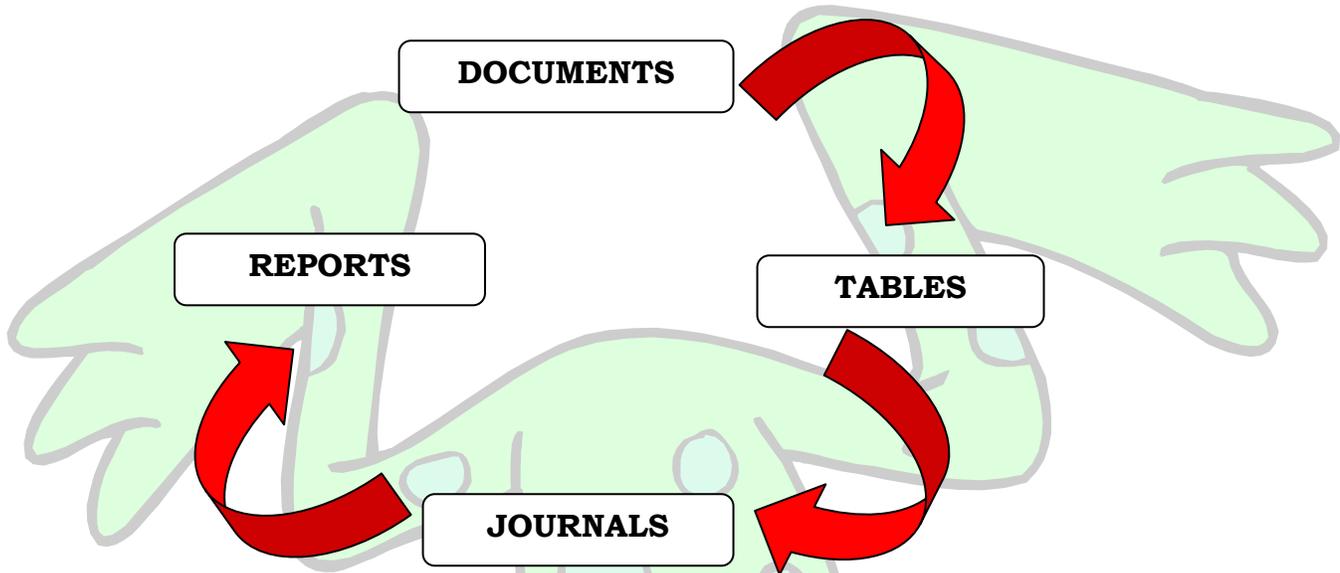
- ✿ Table and document processing functions
- ✿ Offline accounting processes
- ✿ System maintenance functions and reporting

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

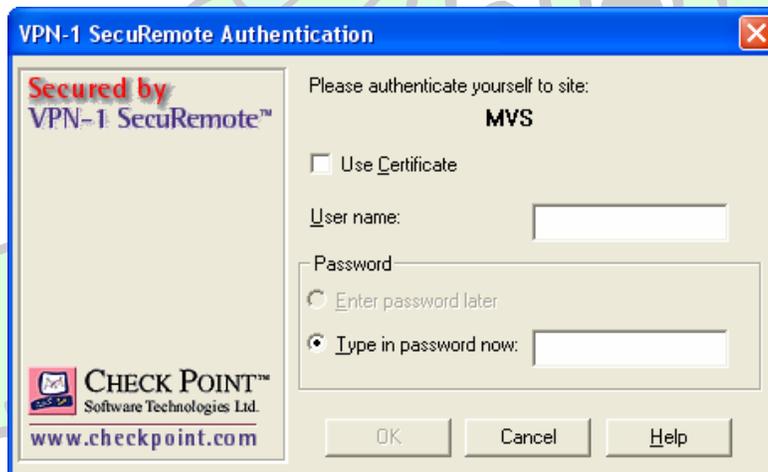
- ✿ Have authorized security clearance
- ✿ Use a terminal or personal computer that is connected through your telecommunication network to the mainframe computer located at National Finance Center (NFC)

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):



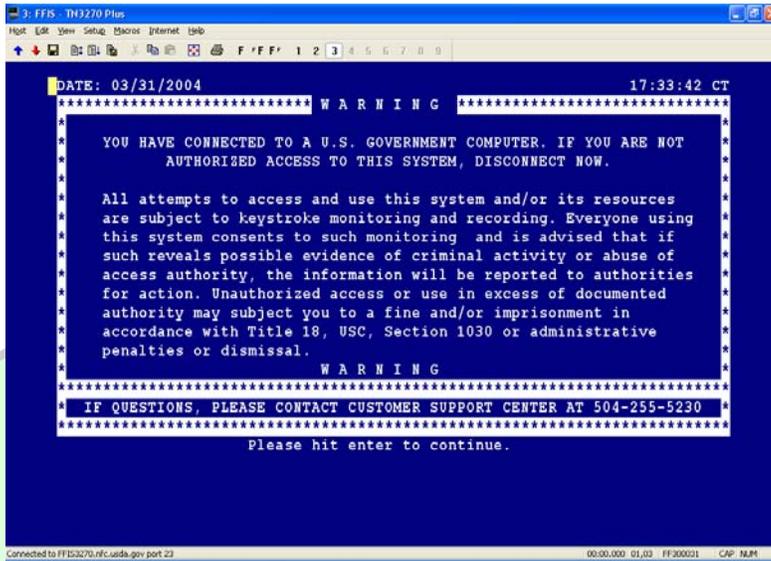
The screenshot shows a dialog box titled "VPN-1 SecuRemote Authentication". On the left, it says "Secured by VPN-1 SecuRemote™" and includes the Check Point logo and website. The main area contains the text "Please authenticate yourself to site: NFC-FFIS". There is a checkbox for "Use Certificate" which 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):

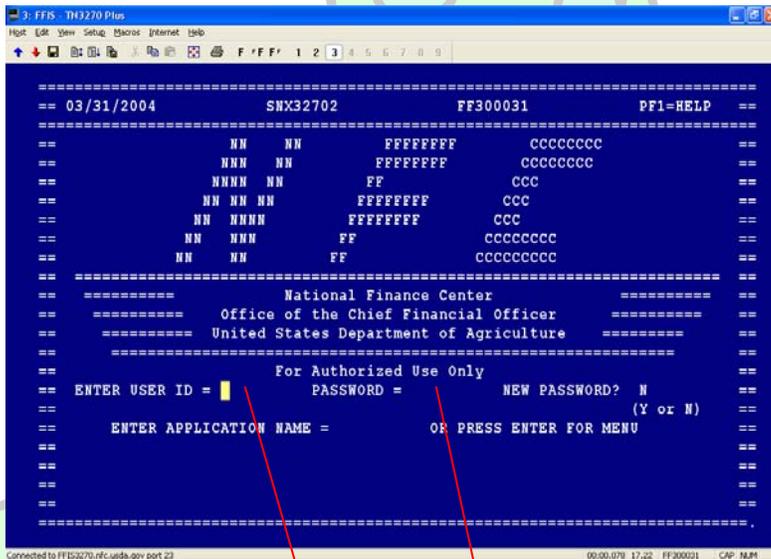


The screenshot shows a dialog box titled "VPN-1 SecuRemote Authentication". On the left, it says "Secured by VPN-1 SecuRemote™" and includes the Check Point logo and website. The main area contains the text "Please authenticate yourself to site: MVS". There is a checkbox for "Use Certificate" which is 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"


```
2: FFIS TH3270 Plus
Http: 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

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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
Http: 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

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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

