

## Searching FMMI for GIPSA Billing Documents and/or FFIS Converted Documents

The screenshot shows the GIPSA Billing Application interface. On the left, there is a vertical navigation menu with options like Dashboard, Create Bill, Search, Reports, Admin, Message Center, Customer, Rate Code, FA Code, Shorthand Code, and FMMI Interaction. A welcome message "Welcome, Denise" and application version information "GIPSA Billing Application Version: 1.0.0.3" are also present.

**Message Center:**

- Quick Search section with fields for BD Number and Customer Name, and a "Search" button.
- Summary table showing messages from GLOBAL (10/6/2011) and POFO (10/5/2011).
- Pagination controls: Audience dropdown, First, Prev, Page 1 of 1, Next, Last.

**Recently Worked:**

Recently Worked (30)	Open (6)	Pending (0)	Submitted (13)	Processed (11)	Cancelled (0)	Rejected (2)
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Showing Results 1 - 10 of 11

Action	BD Number	Bill Type	Bill Amount	Customer Name	GBA Status	FMMI Status	Billing FO	Date Processed
	11NO090001	FMMI	\$1,080.00	ADM	Processed	Posted	FGIS - New Orleans Field Office	10/8/2011
	12CW100001	FMMI	\$205.20	A K ACRES	Processed	Posted	FGIS - Domestic Inspection Operations Office	10/8/2011
	12CW100001	FMMI	\$188.00	CDFA GCI	Processed	Posted	FGIS - Crowley Suboffice	10/8/2011
	11GF090007	FMMI	\$345.00	Viterra	Processed	Posted	FGIS - Grand Forks Field Office	10/8/2011

To search for GBA documents in FMMI using the FMMI document number, you must first verify the documents were Processed and the FMMI status is posted. (Please see above)

To retrieve the FMMI document number, click on the view icon next to the BD number of the FMMI posted document.

The screenshot shows the GIPSA Billing Document page. It displays bill information for BD Number: 11NO090001, Bill Type: FMMI, Billing FO: FGIS - New Orleans Field Office, Customer Name: ADM, Customer Address: PO BOX 1470 DECATUR, IL 62525, and Bill Comments: FGIS-30's.

**Line Items:**

Action #	Shorthand Code	Date of Service	Rate Code	Rate	Units	Amount	Line Description
1	11XX04050R52GRFH0100FMPRO01	9/19/2011	G201	\$36.00	30.00	\$1,080.00	FGIS-30

Total: \$1,080.00

Buttons: Save, Re-Open.

Click on the View History link in the upper right hand corner of the GIPSA Billing Document.

## GBA Helpful Hints #4

Home | About GIPSA | Help | Contact Us | Logoff

<a href="#">Dashboard</a> <a href="#">Create Bill</a> <a href="#">Search</a> <a href="#">Reports</a> <a href="#">Admin</a> <b>Message Center</b> <ul style="list-style-type: none"> <li><a href="#">Customer</a></li> <li><a href="#">Rate Code</a></li> <li><a href="#">FA Code</a></li> <li><a href="#">Shorthand Code</a></li> <li><a href="#">FMMI Interaction</a></li> </ul> <p>Welcome, Denise</p> <p>GIPSA Billing Application Version: 1.0.0.3</p>	<h3 style="text-align: center;">View Bill History</h3> <p style="text-align: center;"><b>BDNumber : 11NO090001</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>FMMI Version</th> <th>Action Type</th> <th>FMMI Doc #</th> <th>GBA Status</th> <th>Total Amount</th> <th>Submitted By</th> <th>Date Submitted</th> <th>Date Processed</th> </tr> </thead> <tbody> <tr> <td><a href="#"></a></td> <td>1</td> <td>Create</td> <td>1800097899</td> <td>Processed</td> <td>\$1,080.00</td> <td>LeRoy Capper</td> <td>10/7/2011</td> <td>10/8/2011</td> </tr> </tbody> </table> <p style="text-align: center;"><a href="#">Back</a></p>		FMMI Version	Action Type	FMMI Doc #	GBA Status	Total Amount	Submitted By	Date Submitted	Date Processed	<a href="#"></a>	1	Create	1800097899	Processed	\$1,080.00	LeRoy Capper	10/7/2011	10/8/2011
	FMMI Version	Action Type	FMMI Doc #	GBA Status	Total Amount	Submitted By	Date Submitted	Date Processed											
<a href="#"></a>	1	Create	1800097899	Processed	\$1,080.00	LeRoy Capper	10/7/2011	10/8/2011											

Write down the FMMI Document #

Log into FMMI

Welcome Denise Ruggles | Help | Log Off

History Back Forward

**FMMI**  
Transforming Financials at the People's Department

**System Use Notification**

This is a United States Department of Agriculture computer system, which may be accessed and used only for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

https://portalqa2.fmmi.usda.gov/irj/portal/#

Start Microsoft ... GBA Support GBA User Ma... Microsoft Exc... FMMI Home... 4:04 PM

Click on Accounts Receivable.

## GBA Helpful Hints #4

The screenshot shows the USDA Financial Management Modernization Initiative web interface. The top navigation bar includes links for Welcome, Accounts Payable, Accounts Receivable (which is selected), Cash Reconciliation, Cost Management, Funds Management, General Ledger, Sales Order Billing Process, AR Process, AR Approval, AR Evaluation, AR Reports, Sales Order Reports, Account Statement Process, BI Accounts, History, Back, Forward, and Log Off.

The main content area is titled "Manage Billing" and contains a "Business Activity" section with a "Manage Billing" link. A message indicates "There are no items to display".

The browser status bar shows the URL <https://portalqa2.fmmi.usda.gov/irj/portal/#> and the system time as 4:05 PM.

Click on AR Process.

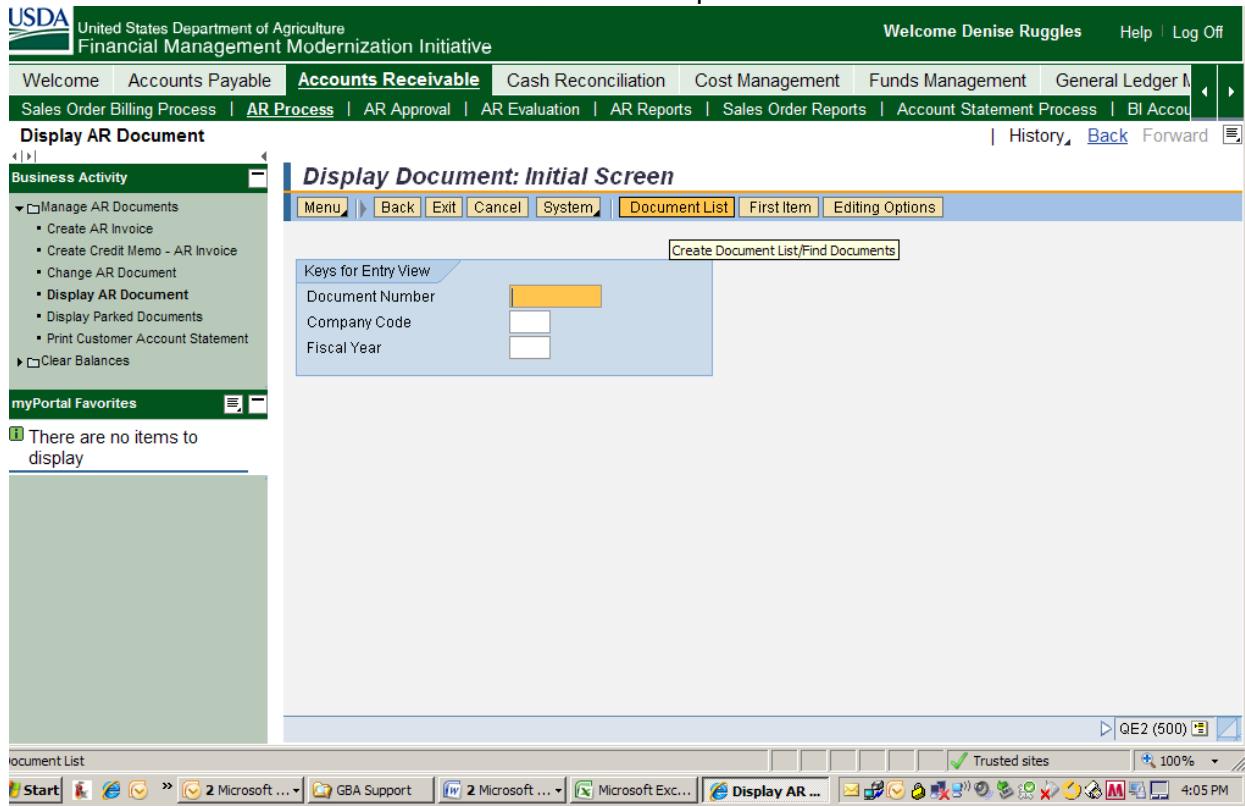
The screenshot shows the same USDA Financial Management Modernization Initiative web interface, but the "AR Process" link in the top navigation bar is now selected. The main content area is titled "Manage AR Documents" and contains a "Business Activity" section with a "Manage AR Documents" link. This link has several sub-options: Create AR Invoice, Create Credit Memo - AR Invoice, Change AR Document, Display AR Document, Display Parked Documents, Print Customer Account Statement, and Clear Balances.

A message indicates "There are no items to display".

The browser status bar shows the URL [https://portalqa2.fmmi.usda.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal\\_content!2fcom.fmmi!2fcc](https://portalqa2.fmmi.usda.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fcom.fmmi!2fcc) and the system time as 4:05 PM.

Click on the triangle next to Manage AR Documents to display Business Activities. Click on Display AR Document.

## GBA Helpful Hints #4

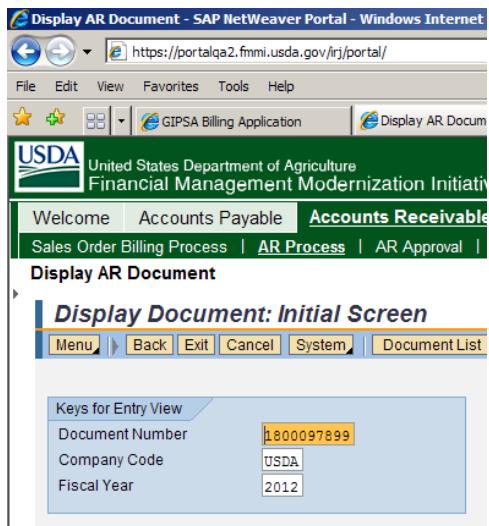


From this screen you have two options:

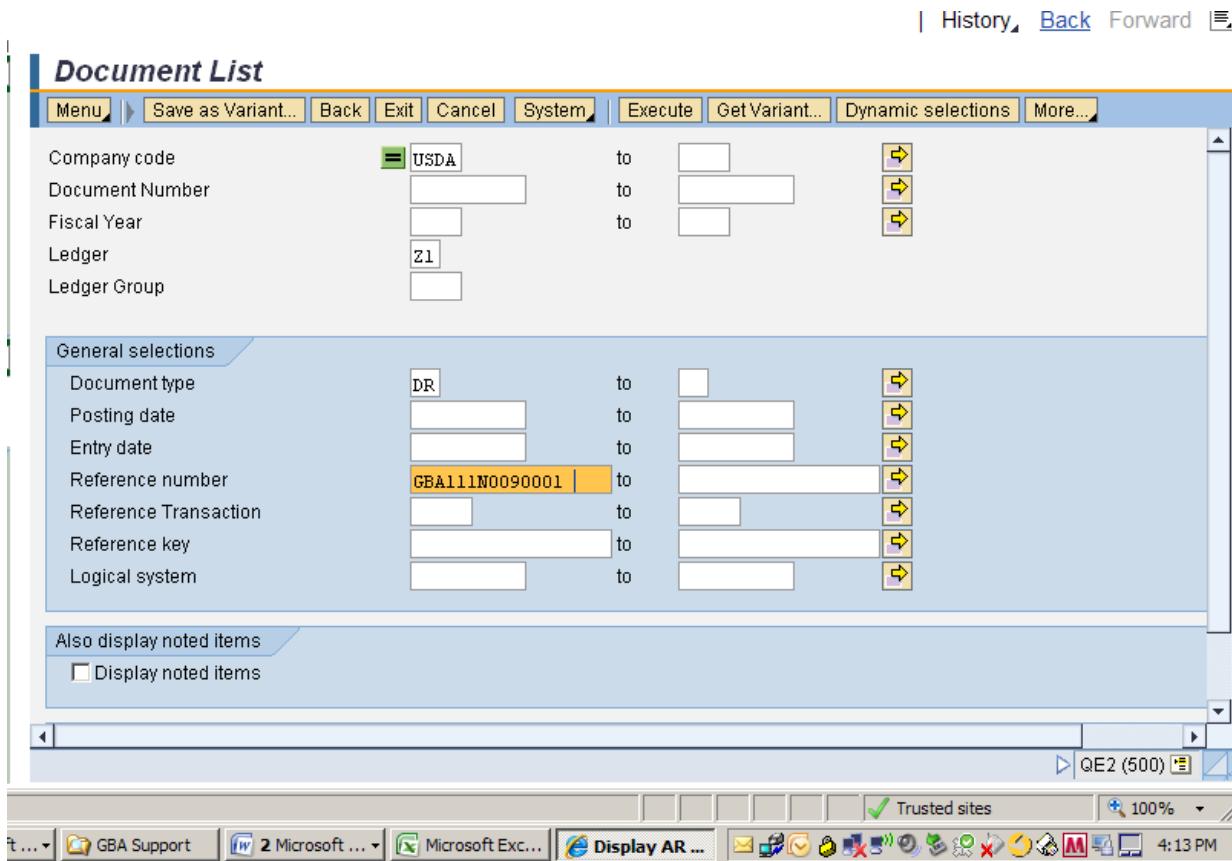
- 1) Enter the Document Number, Company Code = USDA, and Fiscal Year
- 2) Or click on Document List and search...

## GBA Helpful Hints #4

Option 1) Searching with the FMMI document number retrieved from GBA



Or Option 2) Searching with the GBA feeder document number



Company Code is USDA

Billing Document Type is DR

Enter Reference Number (All GBA interfaced documents start with GBA1, followed by GBA Billing Number)...FFIS start with BD, then the document number, and line number (BD11FM0900001004)...**Each open line was cross walked separately.** Fiscal year for FFIS documents is FY 2011.

Then click the execute button in middle menu.

## GBA Helpful Hints #4

The screenshot shows the 'Document List' screen in the GBA system. The top menu bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable' (which is selected), 'Cash Reconciliation', 'Cost Management', 'Funds Management', 'General Ledger M...', 'Sales Order Billing Process', 'AR Process', 'AR Approval', 'AR Evaluation', 'AR Reports', 'Sales Order Reports', 'Account Statement Process', 'BI Accou...', 'Welcome Denise Ruggles', 'Help', and 'Log Off'. A toolbar below the menu contains 'History', 'Back', 'Forward', and other navigation icons. On the left, a sidebar titled 'Business Activity' lists options like 'Manage AR Documents', 'Create AR Invoice', etc., and 'myPortal Favorites' which shows 'There are no items to display'. The main area is titled 'Document List' and contains a table with columns: CoCode, Reference Key, DocumentNo, Year, Type, Doc. Date, Pstng Date, HeaderText, Reference, Us..., and F0. One row is visible: USDA, 1800097899USDA2012, 1800097899, 2012, DR, 09/19/2011, 10/06/2011, GBA111NO090001, F0. At the bottom of the table, it says '1 items displayed'. The status bar at the bottom shows 'QE2 (500)' and 'Trusted sites'.

Click on the line to highlight and click on the button Choose to open

The screenshot shows the 'Display Document: Data Entry View' screen. The top menu bar and toolbar are identical to the previous screenshot. The main area is titled 'Data Entry View' and contains several input fields: Document Number (1800097899), Company Code (USDA), Fiscal Year (2012), Document Date (09/19/2011), Posting Date (10/06/2011), Period (1), Reference (GBA111NO090001), Cross-CC no. (empty), Currency (USD), Texts exist (checkbox), and Ledger Group (empty). Below this is a large grid table with columns: C..., Itm, PK, SG, Account, Description, Amount, Curr., BusA, Fund, BP, Functional Area, Cost Center, Funds Ctr, WBS element, Funded. Two rows are visible: one for ADM (3279825) and one for ServRev-Exch (5200000200). The status bar at the bottom shows 'QE2 (500)' and 'Trusted sites'.

## GBA Helpful Hints #4

For Additional Columns click on the choose layout icon, and select change

The screenshot shows the 'Change Document: Data Entry View' screen in the USDA Financial Management Modernization Initiative. The main area displays a grid of transaction data. A toolbar at the top includes buttons for Save, Back, Exit, Cancel, System, Display Another Document, Select Individual Object, Display Document Header, Display Currency, and More... A specific button labeled 'Change Layout...' is highlighted in orange. The status bar at the bottom shows 'PE1 (500)' and the time '4:20 PM'.

Here you can add columns (like **TEXT – which contains GBA Line Description**) or remove columns from your screen display. REMEMBER to click on the green checkmark to implement in your screen. You can also save this format to use in the future.

The screenshot shows the 'Change Layout' dialog box. It has two main sections: 'Displayed Columns' on the left and 'Column Set' on the right. In the 'Column Set' section, the 'Text' item is selected and highlighted in yellow. At the bottom of the dialog are buttons for checked (green checkmark), unchecked (red X), and cancel (red X).

In my next example I removed Lgth (Ledger Item), PK (Posting Key), Business Area (GP00), and Fund (GP0004050R), Fund Center (since Cost Center are one for one), Pmt meth. supplement, and added TEXT.

## GBA Helpful Hints #4

Display AR Document

| History Back Forward |

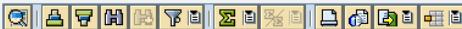
### Change Document: Data Entry View



Menu | Save Back Exit Cancel System | Display Another Document Select Individual Object Display Document Header Display Currency More...

Data Entry View

Document Number	1800072781	Company Code	USDA	Fiscal Year	2012
Document Date	09/19/2011	Posting Date	11/23/2011	Period	2
Reference	GBA112FM110001	Cross-CC no.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	<input type="checkbox"/>



Itm	Account	Description	Amount	Functional Area	Cost Center	Funded Program	Cm...	Tr.Prt	Text
1	3217090	NORFOLK SOUTHERN RAILWA	7,200.00	AGDEFAULT		FPDEFAULT	AR	COM	SC2955 US Amines Lemoyne AL
2	5200000203	Rev Svcs-CommAct-Exc	1,800.00-	GP00520000000000	GPGRFO0500	GP.FO.RRPR.01.TOFO	0203	COM	SC2955 Indiana Hillsdale MI
3	5200000203	Rev Svcs-CommAct-Exc	1,800.00-	GP00520000000000	GPGRFO0500	GP.FO.RRPR.01.TOFO	0203	COM	SC2955 PPG Indus Barberton OH
4	5200000203	Rev Svcs-CommAct-Exc	1,800.00-	GP00520000000000	GPGRFO0500	GP.FO.RRPR.01.TOFO	0203	COM	SC2955 BWX Barberton OH
5	5200000203	Rev Svcs-CommAct-Exc	1,800.00-	GP00520000000000	GPGRFO0700	GP.FO.RRPR.01.NOFO	0203	COM	SC2955 US Amines Lemoyne AL

PE1 (500)

Trusted sites



100%

Start | F1 F2 F3 F4 > GBA S... 4 Mic... Disp... 2 Ad... Micros... Hyperl... Search... 4:37 PM