

PPD ALERT



Foundation Financial Information System (FFIS)

Clean up and Verification of Vendor Information in FFIS Procurement Documents

Background

This PPD ALERT provides additional guidance regarding clean up of unliquidated obligations and verification of Vendor information in FFIS. Please refer to the Vendor Table Clean up for FFIS Implementation memorandum dated May 21, 2001, issued by Steve Helmrich, Director, Financial Management Division.

The Vendor information is in an eleven position alpha numeric field and consists of the Vendor Code and the Vendor Address Code. The Vendor Code is made up of the Vendor Tax Identification Number (TIN) which is followed by a space and then the Vendor Address Code, which is a one position alpha character. This information for the Vendor is assigned when a Vendor is added to FFIS.

Impact

PRCH clean up is underway to clear unliquidated obligations. Unliquidated obligation listings were sent to procurement offices (Area Procurement Offices included location information). Once this process is completed only “open” actions will remain. To ensure timely obligation and disbursement of funds, all obligating and payment documents must reference the FFIS Vendor information. This must be completed for all open obligations from fiscal year 1997 to the present.

What is needed

Procurement Officials must ensure that all purchase documents, regardless of the vehicle used (PRCH, AMPS, MISCPAY, or any other award document), must have a valid Vendor information in the FFIS Vendor Table. Vendor information is required for all open actions from 1997 to present and all new procurement awards.

In order to do this, you must have:

1. A valid NFC ID and Password.
2. A separate ID and password specifically for FFIS Vendor Access. (Contact Larry Cuppy on 301-504-1297 for more information).

3. Your computer must have NFC Emulation Software installed.
4. Also your computer must have Secure Remote installed (Contact your Information Technology Specialist for more information).

Who is responsible

FFIS Conversions Leads with the assistance of the Procurement Offices, throughout ARS, are responsible for assuring all obligating documents have valid Vendor information in FFIS.

What to do now

Procurement Officials with purchasing/contracting authority must search and verify the information in the FFIS Vendor Table to ensure that the remittance address for that vendor is in FFIS. Here are the necessary steps:

- 1) Read the Vendor Training Module Manual (white book) for description of fields and possible values for required fields. Enclosure 1 which is Attachment H, from the Vendor Training Module Manual, gives step-by-step instructions. An electronic version of the manual can be sent to you by e-mail, by contacting Alice Roache at aroache@ars.usda.gov.
- 2) Scan **VEND** (CICSP15, FF00) using the vendor's TIN to determine if the vendor code has already been established. Be sure to verify the remittance address. (Below is a helpful hint on how to search for remittance address in PRCH.)

If Vendor's remittance address is already established

- 3) Screen print the Vendor information and staple to the PO and place in file. Keep a separate record for frequently used vendors. Put the PO number and the corresponding Vendor ID on a list to be sent to Larry Cuppy, he will forward it to NFC. NFC will link the two together.
(Sample: 40-3K06-8-0909 123456789 A)

If the vendor is NOT in the VEND table

- 4) Complete the New Vendors - MS Access Database Worksheet and E-mail the MS-Access file to LCuppy@ars.usda.gov with a copy to your respective Conversion Lead. Larry Cuppy can furnish the worksheet electronically. Enclosure 2, is a copy of the worksheet outlining the required information.

Or,

- 5) Have your designated Vendor Coordinator add the vendor information to the VEND Table following the instructions in the "Vendor Training Module."

NOTE: Changes to the Vend Table can only be done by NFC. If you want to “change” an address in the Vend Table, use the COMMUNICATION TABLE (COMT) & RESPONSE TABLE (COMR) and send to NFC (See Enclosure 3)

Helpful hint:

To obtain Remittance Addresses through PRCH.

- 1) Log onto PRCH - Agency 03
- 2) Select TASK ID 15 - INVOICE STATUS INQUIRY
- 3) Type in the PO number from Unmatched PO Listing and press ENTER
- 4) If an invoice has been paid for the requested PO, the invoice information including the payment address will be on the screen.
- 5) This address can then be used to help identify the appropriate Vendor Code in VEND or be used to complete the New Vendor Worksheet, if not in VEND. Of course, not all PO's will have invoices, for those you may have to phone the Vendor to verify the remittance address.

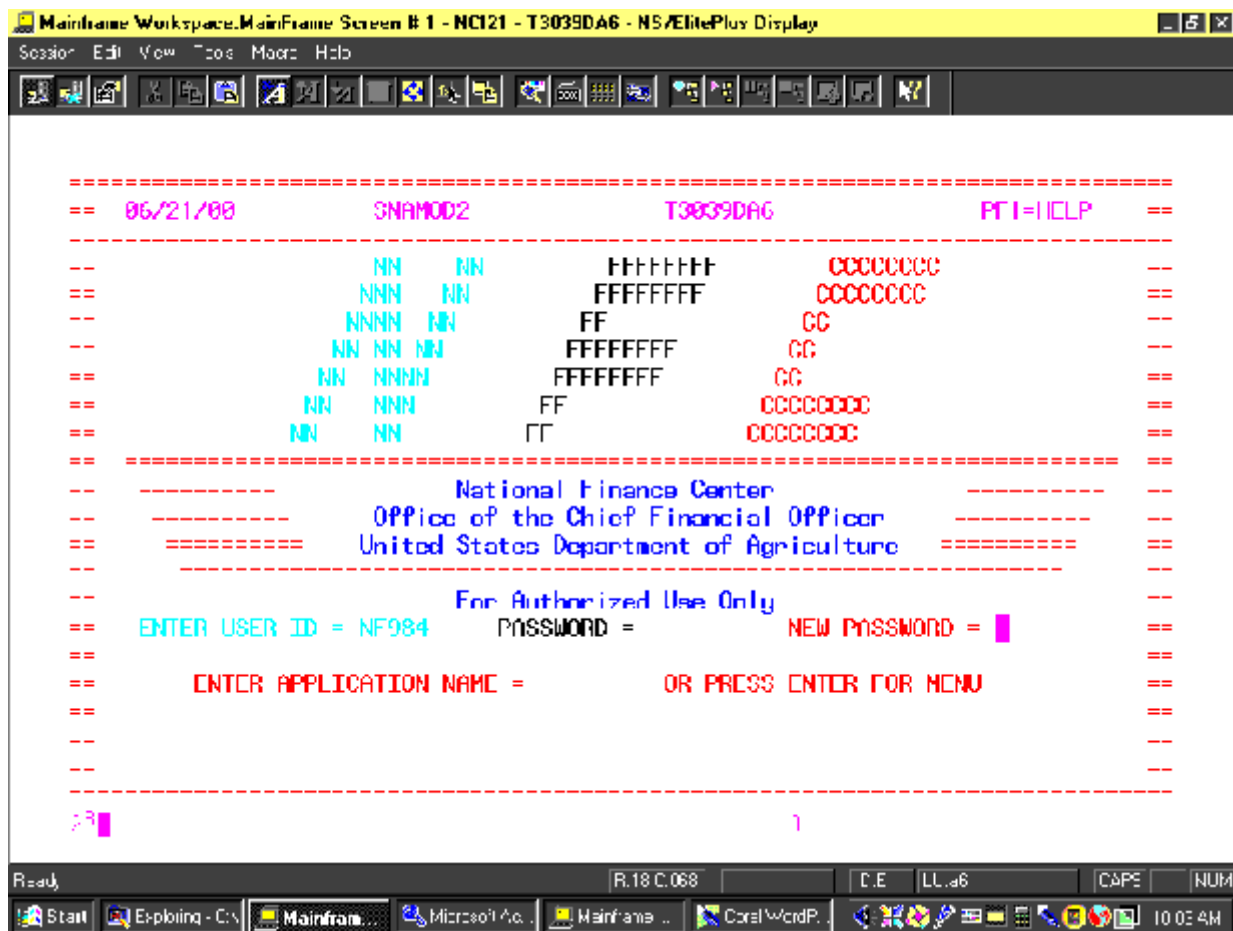
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PPD ALERT NO.: 2001-15

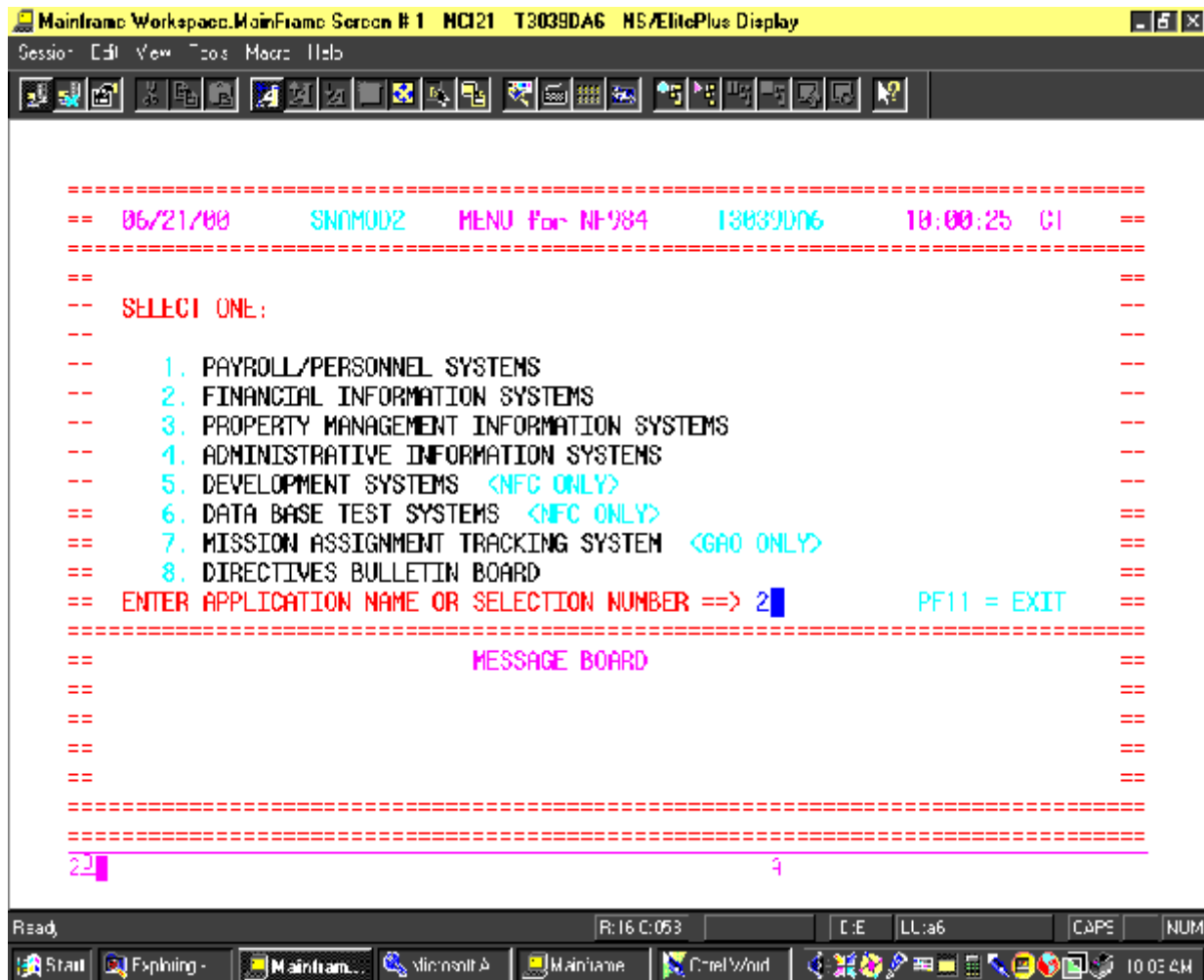
**USDA, NATIONAL FINANCE CENTER (NFC)
FOUNDATION FINANCIAL INFORMATION SYSTEM (FFIS)
FFIS ACCESS AND EXIT PROCEDURES
JULY 12, 2000**

This attachment provides security access information and gives specific sign-on instruction for the **FF00 Application** in the **CICSP15 Production Region**. Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including identification numbers (user ID's), passwords, and obtaining access to a specific application, contact your Agency Security Administrator.

- 1) **Enter User ID** field - Key in your assigned User ID (e.g., NF999), and press the 'TAB' key.
- 2) **Password** field - (alphanumeric; 6 - 8 characters) - Key in your password (not displayed).



Press the 'Enter' key.

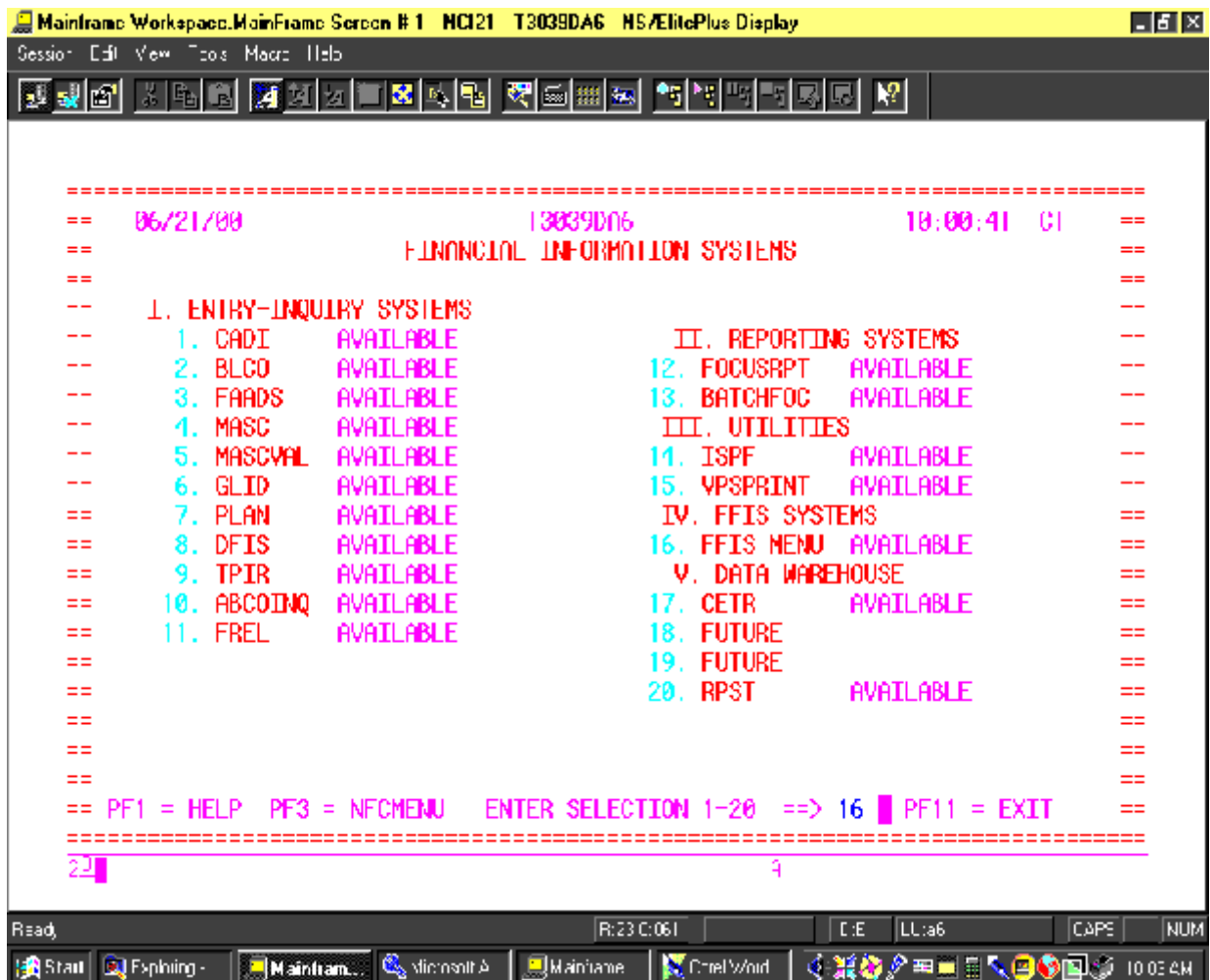


Key in option '2' at the cursor below.

Press the 'Enter' key.

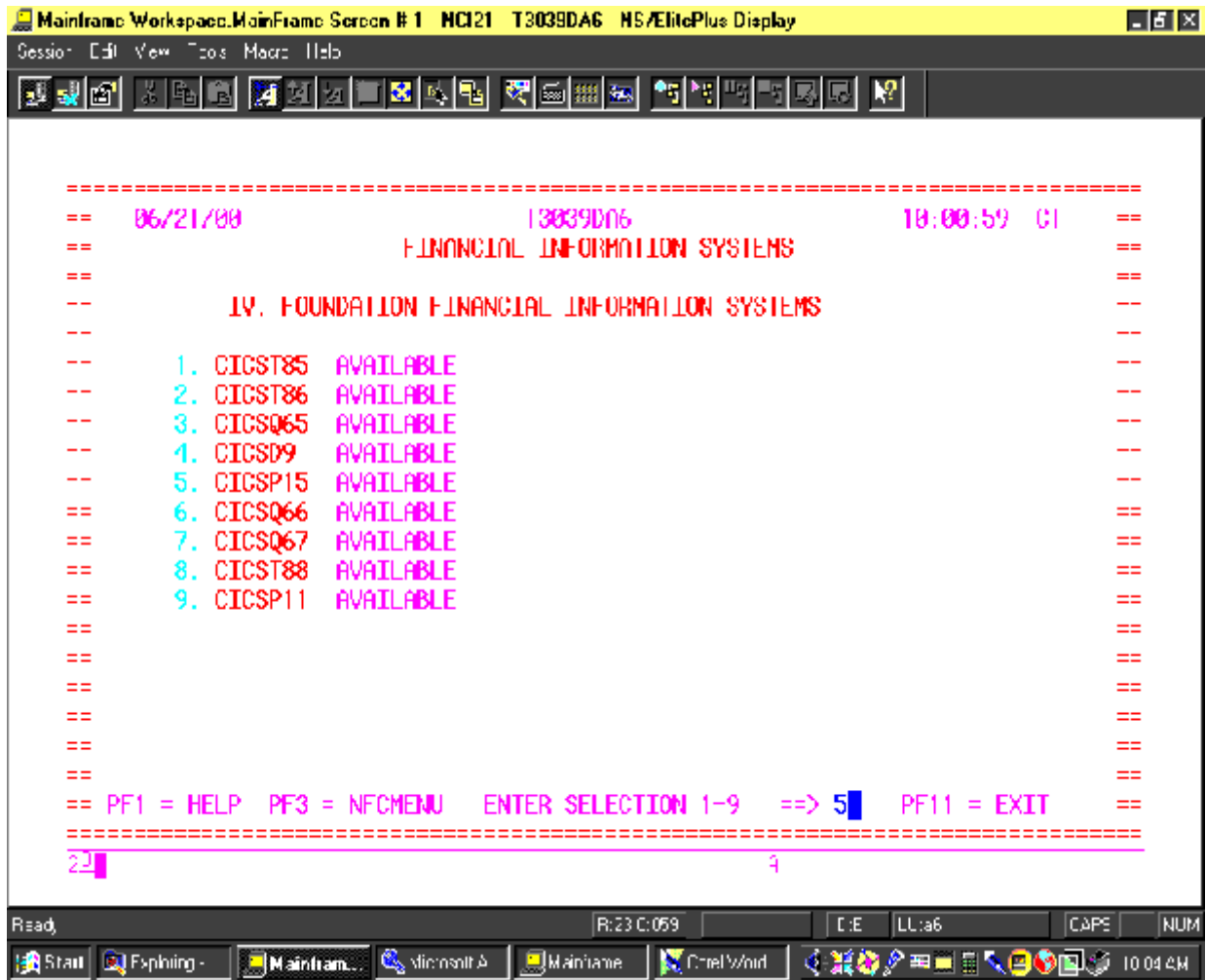
Key in option '16' at the cursor below.

Press the 'Enter' key.

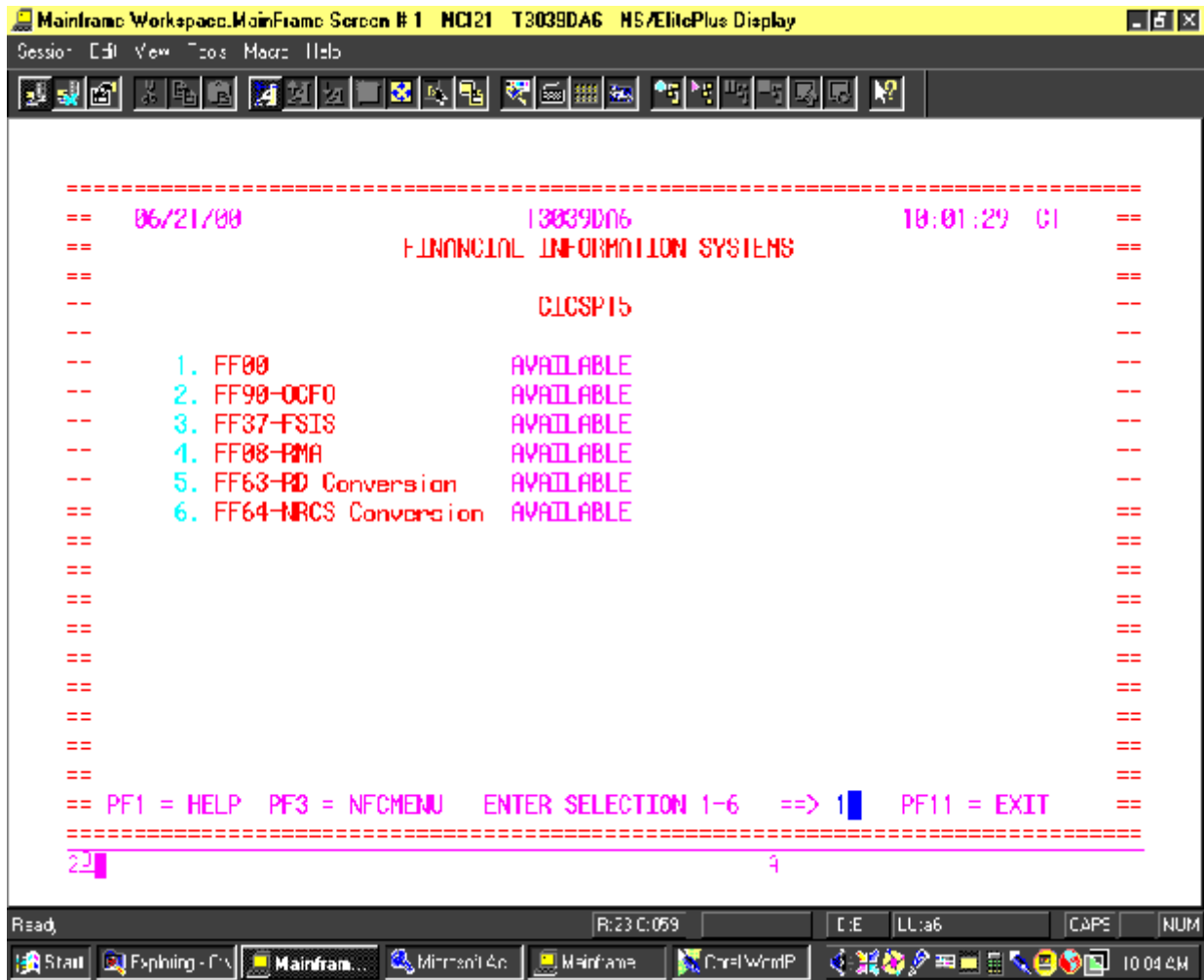


Key in option '5' (or option linked to Agency's production region) at the cursor below.

Press the 'Enter' key.

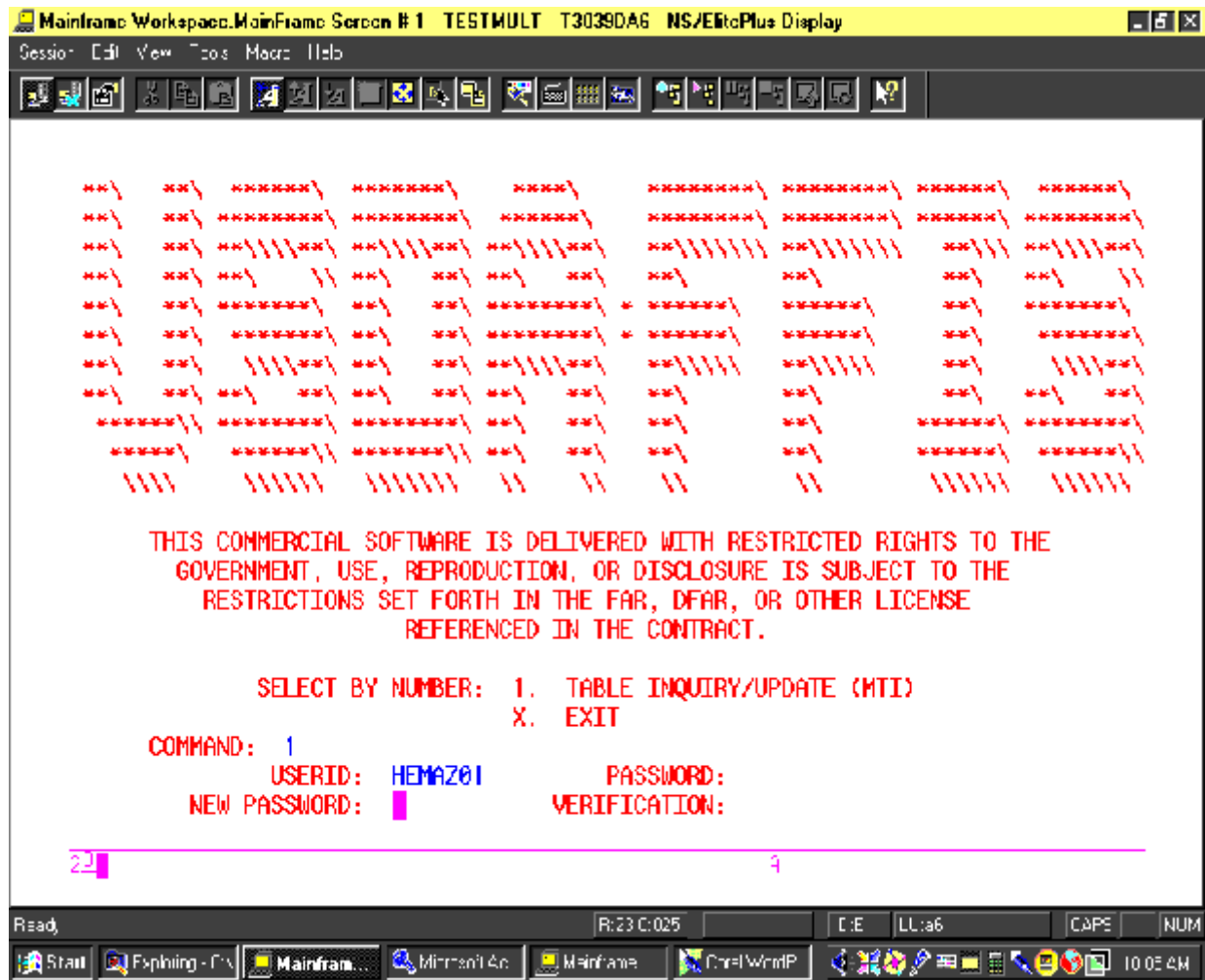


Key in option '1' (or option for Agency's application) at the cursor below.



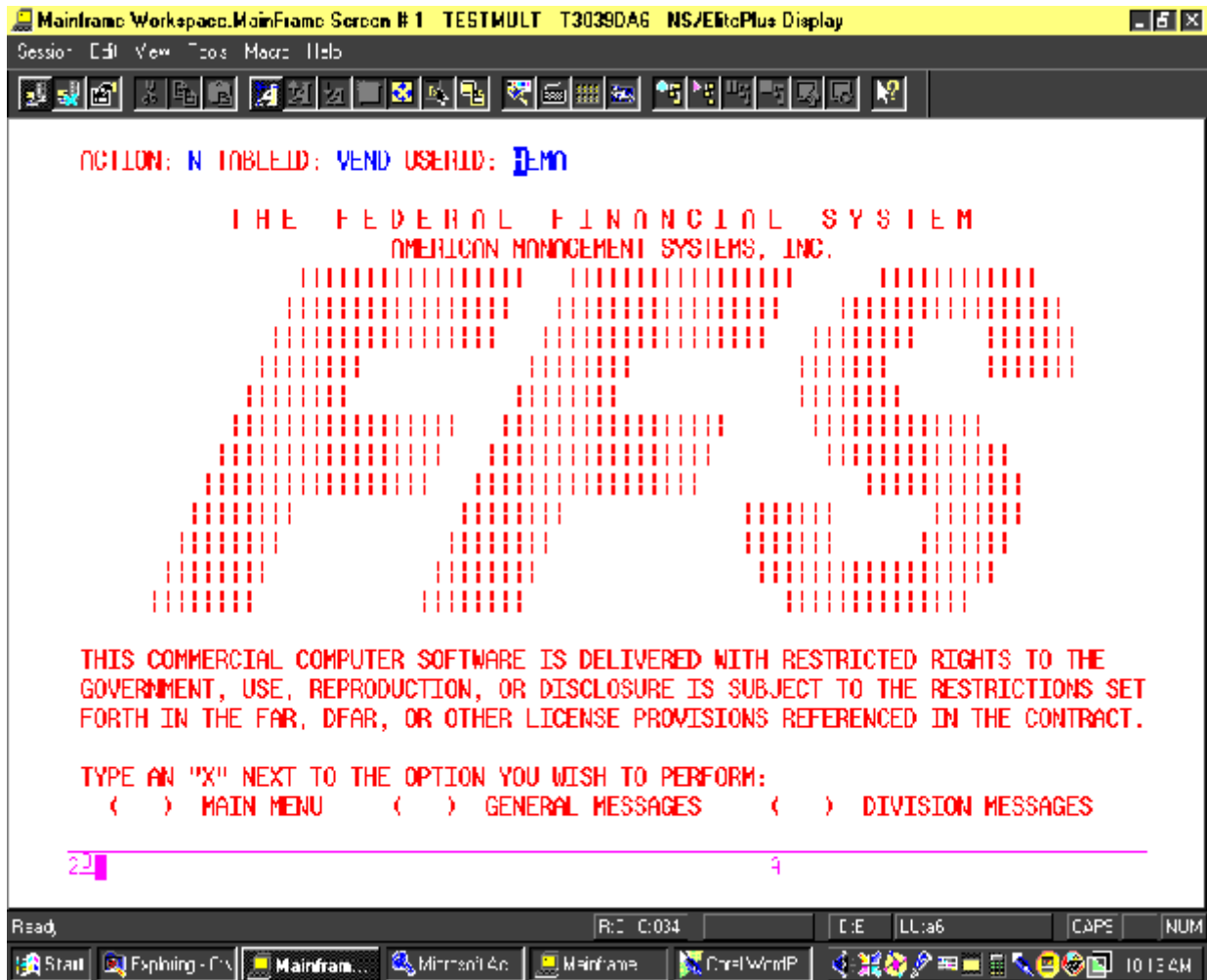
Press the 'Enter' key.

- 1) **COMMAND** field - Key in # '1'.
- 2) **USERID** field - Key in your **FFIS User ID**.
- 3) **PASSWORD** field - Key in your **FFIS password** (will not be displayed).



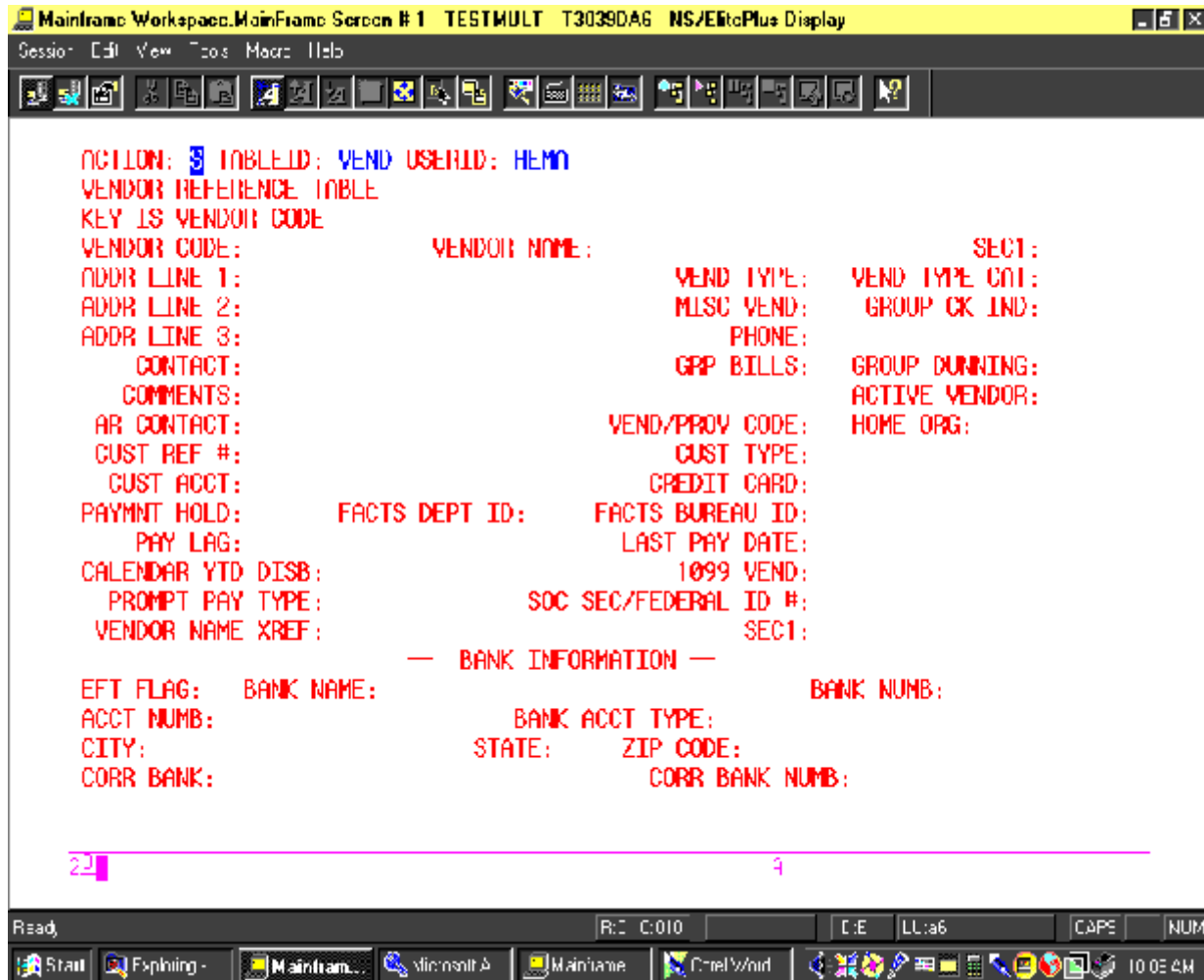
Press the 'Enter' key.

- 1) **ACTION** field - Key in 'N' for 'New'.
- 2) **TABLEID** field - Key the **abbreviation (ID)** of the table you want to view.



Press the 'Enter' key.

The following blank VEND screen will be displayed.



Commands to exit FFIS:

- 1) Key in 'E' in the 'ACTION' field and press the 'ENTER' key.
- 2) Key in 'X' in the 'COMMAND' field and press the 'ENTER' key.
- 3) A blank screen is displayed. Key in 'BYE' at the cursor and press the 'ENTER' key.

4) Press the '**PF11**' key to complete the exit routine.

Enclosure 2

NEW VENDORS -MS Access Database (Worksheet)

Refer to Vendor Training Module (white book) for

VENDOR-CODE _____ (TIN)

VENDOR-ADDRESS-CODE _____ (“A” if vendor has no other remittance address in the system.
Use next sequential alpha if the vendor has more than one
remittance address in the system.)

VENDOR-NAME _____

VENDOR-ADDRESS-LINE 1 _____

VENDOR-ADDRESS-LINE 2 _____

CITY _____

STATE-CODE _____

ZIP-CODE _____

VENDOR-TYPE _____ (C= Commercial; see Attachment C, pg 4 for others)

GROUP-CHECK-IND

N (N=Do not group payments to same vendor)

VENDOR-PHONE _____ (not required, but nice to have)

CONTACT _____ (not required, but nice to have)

CUSTOMER-ACCOUNT _____ (optional if not used by FOB)

1099-VENDOR-IND _____ (Yes or No)

SOC-SSN-FED-ID#

_____ (Federal Tax ID; TIN)

GROUP-BILLS-FLAG N (N=Do not group bills issued to vendor on the same day)

GROUP-DUNNING-FLAG N (N=Do not group same day payment notices to vendor)

PROMPT-PAY-TYPE _____

C=Construction-14 days; D=Dairy-10 days; M=Meat-7 days; N=Immediate -5 days;
O=Other-30 days; P=Perishable -10 days; X= Type 42 PO -20 days)

TIN-TYPE-IND _____ (S = SSN; F = TIN; I = ITIN)

AR-TYPE _____ (Leave blank)

USDA, NATIONAL FINANCE CENTER (NFC) COMMUNICATION TABLE (COMT) & RESPONSE TABLE (COMR)

The purpose of this memorandum is to establish operating procedures for the FFIS COMT and COMR common tables that resides in the CICSP15 Production Region. These procedures should be strictly adhered to, and are subject to future revisions as operational experience dictates.

The COMT and COMR tables were established within the FFIS environments to be used as the primary means of communication between the USDA/ National Finance Center (NFC), implemented Agencies, technical support staff and other users. Questions or requests regarding Common tables can be transmitted through this medium.

1) The COMT table will allow a user to enter a question or request from any on-line terminal in the field. Users can scan selected records within the COMT table. The COMT records are automatically deleted after the COMR records have been changed and entered for transmission.

2) The COMR table will be used by the Project Office and the NFC / FFIS Operations Branch (FOB) Table Maintenance Group to transmit responses and document resolutions for questions and requests. Users should scan their selected records (identified by Key Field) within the COMR table to review responses and resolutions for satisfactory completion. The NFC/FOB Table Maintenance Group will review the COMT table that resides in the FF00 Application of CICSP15 production environment on a daily basis. All questions and requests concerning Department Standards and Posting Models will be forwarded by FOB to the Project Office in Washington for review & resolution. All requests for ACED entries and posting models should include a brief description of the business process to be accommodated. All questions and requests concerning VEND, VNAM, and certain other Common tables will be resolved by FOB.

ACED issues will be acknowledged only after review and approval (for further action) by the Agency's Project Leader, Application, or Data Administrator. The approval process should occur by having the Project Leader, Application, or Data Administrator change the item from the COMT screen view with the word "Approved" at the end of the displayed text. The changed/updated COMT record will then show the authorizing ID. Each Agency should provide the NFC/FOB Table Maintenance Group with a list of User IDs having the authority to approve these requests.

VEND and VNAM related questions or requests will be reviewed and resolved without direct input from the Project Office, or prior approval by the Project Leader, Application, or Data Administrator.

1) Each Agency and NFC Branch should exercise adequate internal controls via the FFIS STAB table to manage selected users who will be authorized to request these changes.

2) The requesting user should include the **Vendor Code** and the **Vendor name** of the record to be updated. This gives a two-point verification when identifying the subject record. The user should also include their name and phone number.

Our objective is to provide a final response regarding non-Vendor maintenance/issues on the COMR table within **‘three working days’** from the time a question, or request was entered into the COMT table (excluding weekends & holidays). Our objective is to provide a final response regarding Vendor maintenance/issues on the COMR table within **‘twenty-four hours’** from the time a question, or request was entered into the COMT table (excluding weekends & holidays). If an issue or item is deemed urgent because of required payments that may be due immediately, or in less than the referenced time frames, please advise accordingly.

All resolved non-Vendor issues will remain on the COMR table for minimum of ninety (90) days. After the ninety-day period, the resolved items will be archived on floppy disc and FOB’s shared M:\ drive, and deleted from FFIS.

All resolved Vendor issues will remain on the COMR table for minimum of ninety (90) days. After the ninety-day period, the resolved COMR table items will be archived on floppy disc and FOB’s shared M:\ drive, and deleted from FFIS.

The following Department and NFC personnel will be responsible for the table maintenance tasks referenced above;

<u>CONTACTS</u>	<u>ORGANIZATION</u>	<u>PHONE #</u>
<u>EDDIE MALTER</u>	<u>NFC</u>	<u>(504) 255-6122 LA</u>
<u>GAIL ROUSSEVE</u>	<u>NFC</u>	<u>(504) 255-4440 LA</u>
<u>LESLIE MORTON</u>	<u>NFC</u>	<u>(504) 255-5726 LA</u>
<u>PAULINE MYRICK</u>	<u>PROJECT OFFICE</u>	<u>(202) 619-7637 DC</u>
<u>GENEVA JONES</u>	<u>PROJECT OFFICE</u>	<u>(202) 619-7647 DC</u>
<u>JEFFERY BOUDREAUX</u>	<u>PROJECT OFFICE</u>	<u>(202) 619-7635 DC</u>