



United States Department of Agriculture



**Financial Management
Modernization Initiative (FMMI)**

*Business Process Approach –
Common Agreement Numbers (CANs)*

Version 7

November 2009



Question:

How will Common Agreement Numbers (CANs) be managed in FMMI?

Background:

The CAN is a legacy FFIS data element to represent the Vendor and Customer on both sides of a reimbursable agreement between two USDA agencies. The CAN is stored on the VEND table and contains an agency identifier, fiscal year, a unique digit combination identifying the agreement, and an indicator of “P” for provider or “R” for receiver. In FFIS, both agencies use the CAN as the “Vendor” on their respective obligating documents. This number is used primarily to reconcile IPAC transactions.

Approach:

There will still be a need for the CAN until all USDA agencies are in FMMI. However, CAN numbers will not be created in FMMI as unique elements. The CAN number will only be referenced on FMMI business transactions, where applicable.

There are four scenarios by which two USDA entities will enter into reimbursable agreements. The role of the CAN number varies depending on the scenario.

Note: This paper addresses reimbursable agreements between separate USDA entities with different Treasury Account Symbols (TAS). The approach for handling agreements between two USDA entities under the same TAS will be addressed in future documentation.

Scenario 1: FFIS requesting agency; FFIS providing agency

The current reimbursable agreement process, from creation of the CANs in VEND by COD to obligation, billing, and IPAC disbursement and collection, will not change. Note: CANs in FFIS will continue to use the Treasury Bureau Codes.

Scenario 2: FMMI requesting agency; FMMI providing agency

There is no need to create CAN numbers for this scenario. Reimbursable agreements between two FMMI agencies should follow the INTR sales order process. Please refer to the FMMI Online Help Procedures for more information.

To access FMMI Online Help, log into the FMMI system and click the **Help** link in the top right corner of the screen. The following path will take you to the correct OLHP: *01 - Online Help Procedures, Simulations, and Job Aids by Process Area (e.g., Accounts Receivable) -> Accounts Receivable -> Simulations and Online Help Procedure*. The name of the OLHP is *Create Sales Order INTR*. The PDF is a printable document.

The requesting agency’s Purchase Order must reference a Vendor Master record representing the providing agency, with the following elements:

- Vendor Account Group “ZFDU”
- 12401240 ALC
- Internal Trading Partner
- Payment Office “USDA”
- Payment Method is blank

The providing agency’s Sales Order (or Forecast of Revenue (FoR) document) must reference a Customer Master record representing the requesting agency, and should also have the following elements:

- Customer Account Group “USDA Agency Sold To Party”
- 12401240 ALC
- Internal Trading Partner
- Payment Office “USDA”
- Payment Method “R”



In short, the requesting agency creates a FMMI Purchase Order (PO). Next the providing agency creates a FMMI Sales Order, or a Forecast of Revenue document in the case of Working Capital Fund activity. The Sales Order or FoR *must* reference a valid Purchase Order number, and cannot exceed the amount of the corresponding Purchase Order. As a result, the Requesting Agency must prepare the FMMI Purchase Order first and provide the FMMI Purchase Order Number to the Providing Agency so that the Providing Agency can complete the Sales Order or FoR.

After billing, disbursement and collection takes place by utilizing an process within FMMI to automatically recognize revenue and expense on the performing and receiving side of the agreement, respectively. This process will greatly reduce eliminations issues between USDA agencies.

Scenario 3: FFIS requesting agency; FMMI providing agency

Reimbursable agreements between an FFIS requesting agency and a FMMI providing agency are handled through the following process:

1. The FFIS MO document must contain a valid CAN number which represents the FMMI providing agency. Note, only the “P” side of the CAN will be created in FFIS and will still use the Treasury Bureau Codes. FGXT will use the old FFIS agency code, for agencies in FMMI with new ALCs the new ALC will be used, the FFIS agency flag will be “N” instead of “Y.”
2. The FMMI Sales Order or FoR will contain the FMMI-generated Customer number in the Sold-to or Customer field, respectively. The Sales Order or FoR does *not* require a Purchase Order Number in this scenario. The FFIS Agency’s Customer Master Record that the FMMI Agency must select should contain the following elements:
 - a. Account Group “USDA”
 - b. The agency’s ALC
 - c. A Trading Partner that is not internal
 - d. The Payment Office of the agency
 - e. JIOK Payment Methods
3. The corresponding CAN number will be populated on the FMMI Sales Order or FoR, for reference only. The specific fields will vary by the type of agreement document and are included in Appendix A of this document.
4. Collection will occur through the IPAC process.

Scenario 4: FFIS providing agency; FMMI requesting agency

Reimbursable agreements between an FFIS providing agency and a FMMI requesting agency are handled through the following process:

1. The FFIS RA document must contain a valid CAN number which represents the FMMI requesting agency. Note only the “R” side of the CAN will be created in FFIS and will still use the Treasury Bureau Codes. FGXT will use the old FFIS agency code, for agencies in FMMI with new ALCs the new ALC will be used, the FFIS agency flag will be “N” instead of “Y.”
2. The FMMI Purchase Order will contain the FMMI-generated Vendor number. The FFIS Agency’s Vendor Master Record that the FMMI Agency must select should contain the following elements:
 - a. Account Group “ZFUD”
 - b. The agency’s ALC
 - c. A Trading Partner that is not internal
 - d. The Payment Office of the agency
 - e. IJKO Payment Methods
3. The corresponding CAN number will be populated on the FMMI Purchase Order header, in the “Communication” tab.
4. Collection will occur through the IPAC process.

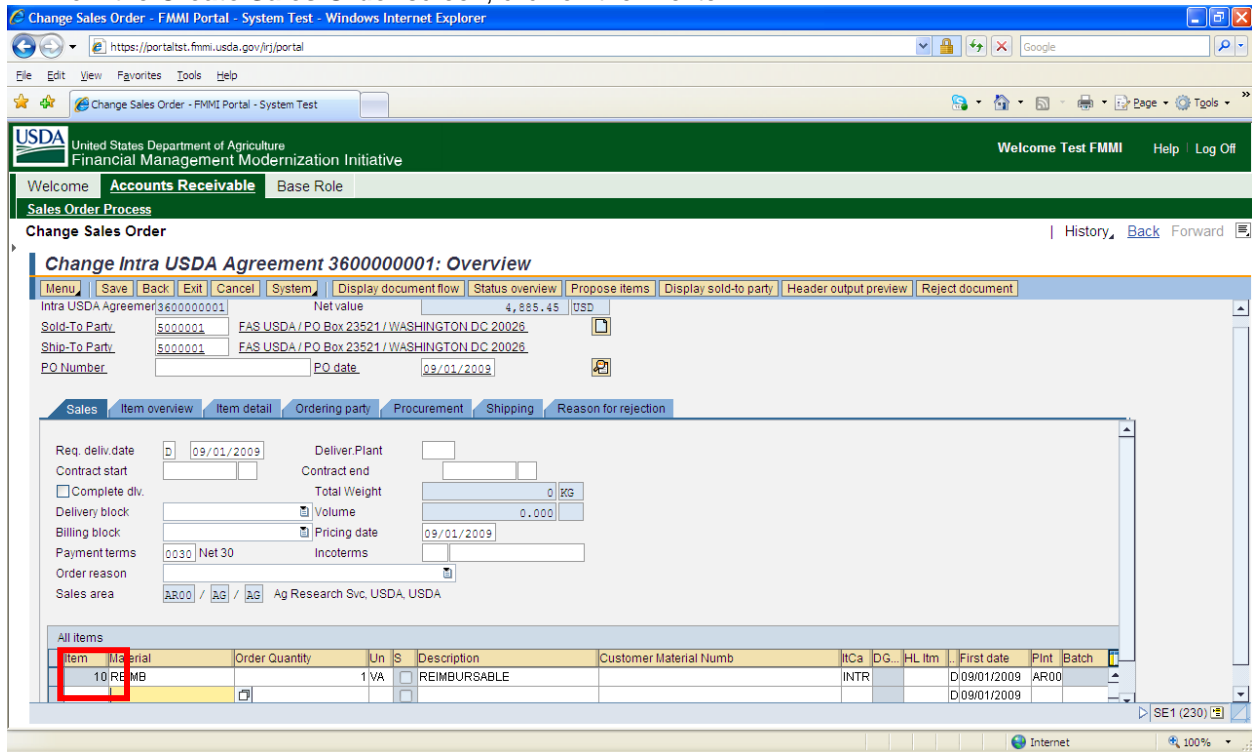
The CAN will serve no functionality in FMMI, but will serve as a reference to tie reimbursable agreements between FMMI and FFIS USDA agencies until the entire department has implemented FMMI.

Appendix A:

The following screenshots show where to populate the CAN numbers on FMMI Sales Orders, Forecast of Revenue Documents, and Purchase Orders.

Sales Order:

1. From the **Create Sales Order** screen, click on the line item.



2. Go to the **Order Data** tab



3. Type the CAN in the **Your Reference** field

Change Sales Order - FMMI Portal - System Test - Windows Internet Explorer

https://portalst.fmmi.usda.gov/irj/portal

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Welcome Test FMMI Help Log Off

Accounts Receivable Base Role

Sales Order Process

Change Sales Order | History Back Forward

Change Intra USDA Agreement 360000001: Item Data

Menu Save Back Exit Cancel System First item Previous item Next item Last item Delete item Display document flow Item output view Item availability Batch Determin More...

Sales Document Item 10 Item category INTR Reimb - No Advance
Material REIMB REIMBURSABLE

Conditions Account assignment Schedule lines Partners Texts Order Data Status Structure Additional data A Additional data B

Sold-to party
PO number 450000010
Purchase order date 09/01/2009
Purchase order type
Purchase order item 10
Your Reference [highlighted]
Customer Material

Ship-to party
Purchase order no.

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Forecast of Revenue:

1. On the **Create Overview** screen, type the CAN on the **Text** field of the line item

Create Revenue Forecast - FMMI Portal - System Test - Windows Internet Explorer

https://portalst.fmmi.usda.gov/irj/portal

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Accounts Receivable Cost Management Funds Management General Ledger Management Periodic Processing Purchasing

Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Process AR Approval Revenue Forecasting Process Debt Management Process Debt Write

Create Revenue Forecast | History Back Forward

Forecast of revenue: Create Overview scrn

Menu Save Back Exit Cancel System Header data Detail line item Select all Deselect all Check Document header long text Copy Items More...

Document number [New] Document Date 10/19/2009
Document type WC Working Capital Fund Posting Date 10/19/2009
Company Code USDA USD US Dept of Agriculture Currency/rate USD
Doc.text
Currency USD
Grand total 0.00

D...	Overall amount	Text	Commitment item	Funds Center	Fund	Budget Per...	Func	Funded Program
	20,000	890369A9NO R	REVENUE	CF00000000	CF0000014R	10XX	AULT	

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Purchase Order:

1. Type the CAN in the **Your Reference** field in the **Communication** tab in the Header.

The screenshot shows a web browser window displaying the 'Create Purchase Order' form in the FMMI Portal. The browser title is 'Create Purchase Order - FMMI Portal - System Test - Windows Internet Explorer'. The URL is 'https://portalst.fmmi.usda.gov/fmjportal'. The page header includes the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative'. The main navigation bar contains various menu items, with 'Purchasing' highlighted. Below the navigation bar, the 'Create Purchase Order' form is displayed. The 'Communication' tab is selected, and the 'Your Reference' field is populated with the value '89039BASNO P'. Other fields include 'Standard PO', 'Vendor', 'Doc. date' (10/19/2009), 'Org. Data', and 'Status'. The 'Item Overview' section shows a dropdown menu for 'Item' set to 'New Item'. The browser status bar at the bottom indicates 'Internet' and '100%' zoom.