



Create AR Invoice Online Help Procedure

Purpose

Use this procedure to create an AR invoice.

Trigger

Perform this procedure when recording a direct sale.

Prerequisites

- Customer master data record
- GL account number
- WBS element

Menu Path

Use the following menu path to begin this transaction:

- Accounts Receivable ➔ AR Process ➔ Manage AR Documents ➔ Create AR Invoice

Helpful Hints

Please reference the GL Model Crosswalk Job Aid for additional details prior to completing the procedures outlined in this document.

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



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Procedure

1. Start the transaction by accessing the **Accounts Receivable** tab.
2. Click the **AR Process** tab AR Process.
3. Click the **Manage AR Documents** business activity link Manage AR Documents.

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4. Click the **Create AR Invoice** task link Create AR Invoice.
5. As required, complete/review the following fields:

Field	R/O/C	Description
Customer	R	<p>The customer is the entity buying the good or service. A unique customer master data record number represents each customer in the FMMI Customer Master Data table.</p> <p>Example: 3000001</p>

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Field	R/O/C	Description
Invoice date	R	The date the document was created. This could be different from the posting date if an AR invoice is created and parked on one date but approved at a later date. Example: 12/10/2009



The value in the Document Type field determines whether the document is an AR invoice or a credit memo for an AR invoice. FMMI knows that this is an AR invoice based on the value in the Document Type field in the header data. When the Create AR Invoice task is selected, FMMI defaults this value to DR. When the Create Credit Memo for an AR Invoice is selected, FMMI defaults this value to DG.

6. As required, complete/review the following fields:

Field	R/O/C	Description
Amount	R	The monetary value of goods or services sold. In FMMI, this value is always calculated in US Dollars. Example: 1000



The Amount represents the total amount of all line items in the document.

7. As required, complete/review the following fields:

Field	R/O/C	Description
Currency	R	 Example: USD



The Currency field is the unmarked field to the right of the Amount field.

8. As required, complete/review the following fields:

Field	R/O/C	Description
Fee Schedule	O	The fee schedule determines the rates and intervals at which interest, penalties, and fees apply to a past due account for eligible customers. Example: 1001



To access the Fee Schedule use the Down Arrow to scroll to the bottom of the header data.

9. Click the **Menu** button .



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Welcome PracticeLab One Help Log Off

Welcome Accounts Payable Accounts Payable **Accounts Receivable** Accounts Receivable Cost Management Cost Management Funds Management Funds Mana

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

Create AR Invoice | History Back Forward

Park Customer Invoice: Company Code USDA

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Post Editing options

Document

Edit Change company code F7
Goto Start search Bal. 0.00
Extras Adding tax Notes
Settings Screen variant
Environment Acct assignment templates Select account assignment template Ctrl+F7
System
Help Cancel F12 Save Account Assignment Template
Delete acct assg template

About DR (Customer Inv...
Amount 1000 USD Calculate tax
Tax Amount
Text
Company Code USDA US Dept of Agriculture Washington, DC
Agency Loc Cd
Payment Office
Lot No.

0 Items (Screen Variant: EnjoyFMMI)

St.	GL acct	Short Text	D/C	Amount in doc curr.	Assignment no.
			Credit		
			Credit		
			Credit		
			Credit		
			Credit		
			Credit		

10. Click the **Edit** menu item → **Acct assignment templates** menu item → **Select account assignment template** menu item



The Account Assignment Template allows the user to derive the correct GL account without entering a GL account number. The GL account number field is non-editable. Based on the information provided in the following steps, FMMI determines the correct GL account and populates it.



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Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Post Editing options

Trans EnjoyFMMI

Financial Transaction Library

Transaction model (selected)
Account assignment template

Amount 1000 USD Calculate tax

Tax Amount

Text

Company Code USDA US Dept of Agriculture Washington, DC

Agency Loc Cd

Payment Office

Lot No.

0 Items (Screen Variant : EnjoyFMMI)

St.	GL acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
			Credit		
			Credit		
			Credit		
			Credit		
			Credit		
			Credit		

11. Click the **Enter** button



FMMI defaults to the Transaction Model option. This option must be selected in order to create line items in the AR invoice.



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The screenshot displays the 'EnjoyFMMI - Enter Transaction' interface. At the top, there is a navigation menu with 'Accounts Receivable' highlighted. Below the menu is a search bar labeled 'GL Transaction / Var' with a search icon. The main area contains a table with the following columns: TVar, Description, Bu., Amount, R, Fund, Budget Per..., FndTyp, BOC, RSC, Cost Cnt, and WBS Element. The table is currently empty.

12. Click the **GL Transaction / Var** field

13. Click the **Search** button



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The screenshot shows the 'EnjoyFMMI - Enter Transaction' interface. A search criteria dialog box is open, displaying a list of transaction types. The 'BD Adjustments - B2' option is highlighted. The background window shows a table with columns for 'SC', 'Cost Cnt', and 'WBS Element'.

14. Click appropriate menu option, example: **BD** **Receivables** .
15. Click the **Enter** button



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EnjoyFMMI - Enter Transaction

Menu Cancel System Append Replace

GL Transaction / Var

TVar	Description	Bu.	Amount	R	Fund	Budget Per...	FndTyp	BOC	RSC	Cost Cnt	WBS Element

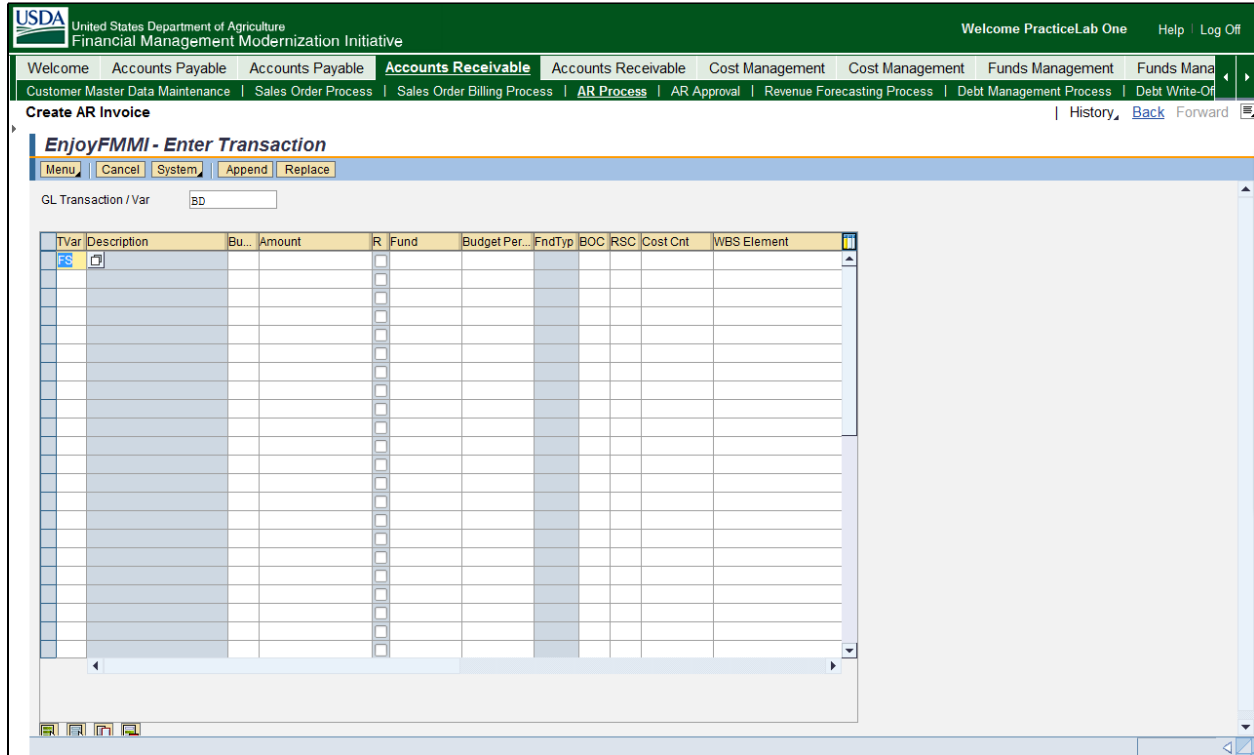
16. Click the **TVar** field

17. Click the **Search** button



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20. As required, complete/review the following fields:

Field	R/O/C	Description
BusA	R	Example: CF00
Amount	R	The monetary value of goods or services sold. In FMMI, this value is always calculated in US Dollars. Example: 1000



This amount represents the value of the line item.

21. As required, complete/review the following fields:

Field	R/O/C	Description
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Fund	R	<p>A Fund is a 10-digit alphanumeric naming structure. The format includes:</p> <ul style="list-style-type: none">· An Agency Identifier· High-level business area· Agency defined naming structure <p>A Fund is a Funds Management Master Data element within FMFI that represents a set of specific accounting elements for recognition of obligation (budget) authority. A Fund is referenced whenever spending occurs.</p> <p>Example: WC004609C</p>
Budget Period	R	<p>A 4-digit code which indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with Ending Budget Fiscal Year. Each budget fiscal year begins October 1 and ends September 30. Budget periods can be annual, multi year or no year.</p> <p>Example: 09XX</p>

22. Click the **RSC** field to enter the revenue source code.

23. Click the **Search** button .



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26. As required, complete/review the following fields:

Field	R/O/C	Description
WBS Element	R	Structural element in a work breakdown structure representing the hierarchical organization of a project. Example: CF.RA.TEST.01



Each line item requires a unique WBS element which is a combination of WBS element and budget period.

27. Click the **Scroll Right** button .



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The screenshot shows the 'EnjoyFMMI - Enter Transaction' interface. At the top, there's a navigation bar with 'Accounts Receivable' highlighted. Below it, a table is displayed with the following columns: TVar, EarnFund, EFltm, C, Functional Area, Funds Center, Funded Program, and Item Text. The 'Functional Area' column has a dropdown menu open, showing 'AGDEFAULT' as the selected option.

28. As required, complete/review the following fields:

Field	R/O/C	Description
Functional Area	R	Example: AGDEFAULT



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The screenshot shows the 'EnjoyFMMI - Enter Transaction' interface. At the top, there's a navigation bar with 'Accounts Receivable' highlighted. Below it, a table is displayed with the following data:

TVar	EarnFund	EFltm	C	Functional Area	Funds Center	Funded Program	Item Text
FS				AGDEFAULT	CF0000000		

Below the table, there are buttons for 'Menu', 'Cancel', 'System', 'Append', and 'Replace'. A 'GL Transaction / Var' field contains the value 'BD'.

30. As required, complete/review the following fields:

Field	R/O/C	Description
Funds Center	R	Example: CF00000000



To add additional line items, click in the next available line and provide the fields described in the previous steps.

31. Click the **Append** button .



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Create AR Invoice History Back Forward

Park Customer Invoice: Company Code USDA

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice

Basic data Payment Details Tax Withholding tax Notes

Customer 4005281 SQL Ind

Invoice date 12/11/2009 Reference

Posting Date 12/11/2009

Document Type DR (Customer Inv...)

Amount 1,000.00 USD Calculate tax

Tax Amount

Text

Baseline Date

Company Code USDA US Dept of Agriculture Washington, DC

Agency Loc Cd

Payment Office

Bal. 0.00

Customer Address

Mr. DANIEL R AKLUF
1607 26TH ST APT 10
CODY WY 82414-4036

999-999-9999

Ols

Bank account 12345678901234567
Bank Number 322281426
MIRAMAR FEDERAL CREDIT UNION

1 Items (Screen Variant: EnjoyFMMI)

St.	GL acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
	5200000200	ServRev-Exch	Credit	1,000.00	
			Credit		
			Credit		
			Credit		
			Credit		

32. Click the **Save parked document** button **Save parked document**.



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Create AR Invoice | History Back Forward

Park Customer Invoice: Company Code USDA

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Customer SGL Ind
Invoice date Reference
Posting Date 12/11/2009
Document Type DR (Customer Inv...
Amount Calculate tax
Tax Amount
Text
Company Code USDA US Dept of Agriculture Washington, DC
Agency Loc Cd
Payment Office
Lot No.

0 Items (Screen Variant: EnjoyFMMI)

St.	GL acct	Short Text	D/C	Amount in doc. curr.	Assignment no.
			Credit		
			Credit		
			Credit		
			Credit		
			Credit		
			Credit		

Document 1800001301 USDA was parked

33. The transaction has been completed successfully. End of transaction.



This transaction must be approved by the AR Approver before it is posted to the FMMI GL.

View the confirmation message at the bottom of the screen, "Document 18XXXXXXXXX USDA was parked."



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Comments

Refer to the following additional materials.

- GL Model Crosswalk Job Aid

To display the listed job aid, please do the following:
Navigate to <https://portal.fmmi.usda.gov> in Internet Explorer
Login to FMMI using a valid Level 2 eAuth ID and password

Click the **Help** link on the right side of the FMMI Portal banner to access FMMI Online Help
Click on the **FMMI Process Areas** link
Click the **Accounts Receivable** link
Click the **Job Aids** link
Select the appropriate job aid listed above

- Approve and Post AR Document
- Create Credit Memo for AR Invoice
- Display AR Document
- Display Parked Document
- Create AR Reversal
- Change AR Reversal

To display the listed online help procedures, please do the following:
Navigate to <https://portal.fmmi.usda.gov> in Internet Explorer
Login to FMMI using a valid Level 2 eAuth ID and password

Click the **Help** link on the right side of the FMMI Portal banner to access FMMI Online Help
Click on the **FMMI Process Areas** link
Click the **Accounts Receivable** link
Click the **Online Help Procedures** link
Select the appropriate online help procedure listed above.