



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.





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

| United States Department of Ag Financial Management | ^{griculture} Modernization Initia | tive | | | w | elcome PracticeLab One | Help │ Log Off |
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| Customer Master Data Maintenance | Sales Order Process | Sales Order Billing Proces | ss <u>AR Process</u> AR | Approval Revenue Fo | orecasting Process Del | bt Management Process | Debt Write-Of |
| Create AR Invoice | | | | | | History | Back Forward |
| Etailed Navigation | Bark Custome | er Invoice: Compan | W Code USDA | | | | |
| | | | | | | | |
| Manage AR Documents Create AR Invoice | Menu Save parked | document Back Exit Can | cel System I ree on | Company Code Simi | ulate Save as completed | Post Editing options | |
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| Change AR Document | | | | Bal. 0.00 | 000 | | |
| Display AR Document Display Parked Documents | Basic data Payr | ment Details Tax Wit | thholding tax Notes | | | | |
| Display Parked Documents Print Customer Account Statement | | | | ^ | | | |
| ► Analyze & Record Payment | Customer | ☐SGL Ind | | | | | |
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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 | | 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. |
| | | Example: 3000001 |





| Field | R/O/C | Description |
|--------------|-------|---|
| Invoice date | | 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 | | 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 | | 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 Menu





Create AR Invoice - FMMI Portal - Training

| United States I Financial M | Department of A | _{griculture} Modernization | Initiative | | | | | | | V | Velcome PracticeLab One | Help Lo |
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10. Click the Edit menu item → Acct assignment templates menu item → Select account assignment template menu item Select account assignment template



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.





Create AR Invoice - FMMI Portal - Training

| United States Department of Agriculture Financial Management Modernization Initiative | Welcome PracticeLab One | Help 🕴 Log Off |
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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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- 12. Click the GL Transaction / Var field
- **13.** Click the **Search** button





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





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- 16. Click the TVar field
- 17. Click the Search button





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- 18. Click the appropriate menu option, example:
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- **19.** Click the Enter button





Create AR Invoice - FMMI Portal - Training

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

| Field | R/O/C | Description |
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| 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 | A Fund is a 10-digit alphanumeric naming structure. The format includes: An Agency Identifier High-level business area Agency defined naming structure A Fund is a Funds Management Master Data element within FMMI that represents a set of specific accounting elements for recognition of obligation (budget) authority. A Fund is referenced whenever spending occurs. Example: WC004609C |
|---------------|---|---|
| Budget Period | R | 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. Example: 09XX |

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

23. Click the Search button





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| USDA 200 Exchange Revenue | | | | - | | |
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- 24. Click the appropriate menu option, example: USDA 200 Exchange Revenue
- 25. Click the Enter button





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

| Field | R/O/C | Description |
|-------------|-------|---|
| WBS Element | | 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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28. As required, complete/review the following fields:

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





Create AR Invoice - FMMI Portal - Training

| elcome | Accounts | Pavable | Agriculture t Modernization Accounts Paya | able Ac | counts Receivable | Accounts Receivable | Cost Management | Cost Management | Funds Management | Funds Mana |
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29. Click the Funds Center field





Create AR Invoice - FMMI Portal - Training

| elcome | Accounts | Payabl | e | Accounts Paya | able <u>Accoun</u> | ts Receivable | Accounts Receivable | Cost Management | Cost Management | Funds Management | Funds Mana |
|------------|------------|----------|-----|-----------------|--------------------|---------------------|------------------------------|-------------------------|----------------------|----------------------|-------------|
| | | intenano | ce | Sales Order Pro | ocess Sales | Order Billing Proce | ess <u>AR Process</u> AR | Approval Revenue Fore | casting Process De | | |
| eate AR | Invoice | | | | | | | | | History ₄ | Back Forwar |
| Enjoyl | FMMI - E | nter | Tra | ansaction | | | | | | | |
| | | | | pend Replace | | | | | | | |
| GL Transad | tion / Var | BD | | | | | | | | | |
| | | | | | | | | | | | |
| TVar | EarmFund | EFItm | CF | Functional Area | Funds Center | Funded Prog | ram Item Text | | 11 | | |
| FS | | | | AGDEFAULT | CF00000000 | £ | | | ^ | | |
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30. As required, complete/review the following fields:

| Field | R/O/C | Description |
|--------------|-------|-----------------------|
| Funds Center | R | |
| | | Example: CF0000000 |



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 Append





Create AR Invoice - FMMI Portal - Training

| United States Department of Agriculture Financial Management Modernization Initiative | Welcome PracticeLab One | Help Log Off |
|--|-------------------------|----------------|
| Welcome Accounts Payable Accounts Payable Accounts Receivable Accounts Receivable Cost Management Cost Managem | ent Funds Management | Funds Mana |
| Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Approval Revenue Forecasting Process | Debt Management Process | Debt Write-Of |
| 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 | | |
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| Transactn Invoice | | |
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| Basic data Payment Details Tax Withholding tax Notes Customer | | |
| Customer 4005281 | | |
| Invoice date 12/11/2009 Reference 1607 26TH ST APT 10 | | |
| Posting Date 12/11/2009 CODY WY 82414-4036 | | |
| Document Type DR (Customer Inv | | |
| Amount 1,000.00 USD Calculate tax 🗗 🍄 999-999-9999 😰 | | |
| Tax Amount | | |
| Text | | |
| Baseline Date Bank account 12345678901234567 | | |
| Company Code USDA US Dept of Agriculture Washington, DC Bank Number 322281426 | | |
| Agency Loc Cd MIRAMAR FEDERAL CREDIT UNION | | |
| Payment Office | | |
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32. Click the Save parked document button Save parked document





Create AR Invoice - FMMI Portal - Training

| United States Department of Agriculture Trinancial Management Modernization Initiative | Welcome PracticeLab One | Help │ Log Off |
|--|-------------------------|----------------|
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| Customer Master Data Maintenance Sales Order Process Sales Order Billing Process AR Approval Revenue Forecasting Process D | | Debt Write-Of |
| Create AR Invoice | History | Back Forward 🗏 |
| Park Customer Invoice: Company Code USDA | | |
| Menu Save parked document Back Ext Cancel System Tree on Company Code Simulate Save as completed Post Editing options | | |
| Transactn Invoice | | |
| Bal. 0.00 CCO | | |
| Basic data Payment Details Tax Withholding tax Notes | | |
| | | |
| Customer SGLInd SGLind | | |
| Invoice date Reference Posting Date 12/11/2009 | | |
| Posting Date 12/11/2009 Document Type DR (Customer Inv 1) | | |
| Amount Calculate tax | | |
| Tax Amount | | |
| Text | | |
| Company Code USDA US Dept of Agriculture Washington, DC | | |
| Agency Loc Cd | | |
| Payment Office | | |
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| Q BBB RR L DO AV | | |
| 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 18XXXXXXXX USDA was parked."





Comments

Refer to the following additional materials.

• GL Model Crosswalk Job Aid

To display the listed job aid, please do the following: Navigate to <u>https://portal.fmmi.usda.gov</u>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 <u>https://portal.fmmi.usda.gov</u>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.