



03/04

# **FFIS/BRIO USER INFORMATION**

# Table of Contents

<b>Chapter 1</b>	<b>Introduction to FFIS .....</b>	<b>4</b>
	Points of Contact .....	5
<b>Chapter 2</b>	<b>APHIS Accounting Structure .....</b>	<b>8</b>
	APHIS Program Code .....	8
	Appropriation Codes & Treasury Symbols .....	9
	NFC Master Files .....	10
	Other Stored Accounting .....	12
<b>Chapter 3</b>	<b>Instructions for Entering FFIS .....</b>	<b>14</b>
<b>Chapter 4</b>	<b>Verifying a Program Code .....</b>	<b>22</b>
<b>Chapter 5</b>	<b>Payment Research in FFIS .....</b>	<b>26</b>
	Table Reference Chart .....	29
	Treasury Offset Program .....	30
	PRCH to FFIS Interface .....	31
	TRVL to FFIS Interface .....	33
<b>Chapter 6</b>	<b>FFIS Processing Errors .....</b>	<b>36</b>
<b>Chapter 7</b>	<b>B2 - Expenditure Adjustments in FFIS .....</b>	<b>38</b>
	Expenditure Adjustment Form .....	53
<b>Chapter 8</b>	<b>YE – Period End Estimates in FFIS .....</b>	<b>56</b>
	Period End Estimate for Obligations .....	56
	Period End Estimate for Revenue .....	60
	Period End Estimate for Obligations Form .....	63
	Period End Estimate for Revenue Form .....	64
<b>Chapter 9</b>	<b>Instructions to Enter the Financial Data Warehouse (FDW) .....</b>	<b>66</b>
<b>Chapter 10</b>	<b>Instructions on Resetting the FDW Password .....</b>	<b>70</b>
<b>Chapter 11</b>	<b>FDW Reports .....</b>	<b>74</b>
	Report Descriptions.....	74
	Detail Transaction Report (DTR) Instructions .....	81
	Payroll Report by Pay Period (PRPP) Instructions.....	88
	Accounting Code Summary by BOC (ACSB) Instructions .....	95
	Payroll analysis.....	102
<b>Chapter 12</b>	<b>Brio Quickview/Insight .....</b>	<b>104</b>
	Printing Reports .....	104
	Saving a Query with the Results .....	106
	Saving a Query without the Results .....	110
	Opening a Report Sent as an Attachment .....	114
	Exporting Documents to a Spreadsheet or Database .....	118

<b>Chapter 13</b>	<b>Reference Information .....</b>	<b>122</b>
	Feeders .....	122
	DTR Reference Information for FFIS Transactions .....	124
	Feeder System Transactions by Feeder System .....	131
<b>Chapter 14</b>	<b>Supplemental Information .....</b>	<b>134</b>
	FY 2003 Pay Periods and Corresponding Processing Month .....	134
	Creating an Effective Password .....	138
	Brio Reports – Odds and Ends .....	139
	Brio Report Quirks .....	142
	Brio Tool Procurement and Installation.....	144
<b>Chapter 15</b>	<b>Brio Newsbreaks .....</b>	<b>150</b>

# **CHAPTER 1**

## **INTRODUCTION TO FFIS**

The Foundation Financial Information System (FFIS) is a commercial off-the shelf software package. It was developed to meet the financial requirements of Federal agencies as outlined in the Joint Financial Management Improvement Program (JFMIP) and the Chief Financial Officers (CFO) Act of 1990. The U.S. Department of Agriculture (USDA) acquired FFIS on December 23, 1994. The USDA implemented the system in phases beginning on October 1, 1996. All USDA has now been implemented into FFIS.

FFIS is a mainframe application maintained at the Office of the Chief Financial Officer/National Finance Center, (OCFO/NFC). The Associate Chief Finance Officer for Financial Systems is responsible for overall operations and maintenance of the system. FFIS is an integrated budgetary and proprietary accounting system that is table driven. These tables store the data for use by the various processes. FFIS contains more than 600 different tables.

Documents can be entered into FFIS by direct entry (integrated) or through a “feeder system” (interfaced). Integrated functions use FFIS to record accounting transactions directly into the system. Interfaced functions use front-end systems that feed transaction data into FFIS through batch processing, also referred to as the “nightly cycle.” According to the Office of the Chief Financial Officer (OCFO), there are 28 “feeder systems” that feed information to FFIS.

FFIS is a dual entry system, which requires that every transaction must post an equal debit and credit in the general ledger. FFIS uses a Data Warehouse and data marts to facilitate data retrieval and for use in financial reporting requirements, such as the USDA Consolidated Financial Statements.

## Points of Contact

<b>FFIS Team</b>		<b>BEST Team</b>	
Giana Jowers	301-734-6619	Stacye L. Teachman	301-734-8251*
Linda Stuckey	301-734-4972	Susan A. Murphy	301-734-6591*
Roy Mattson	612-336-3241	Sheri A. Wilkerson	301-734-83/2*
Sheila Hensley	612-336-3240	Gretchen K. Strecker	301-734-5691*
Liz Groth	612-336-3238	David Bard	301-734-4882*
		*Contact BEST Team members via email	

Call \* or write people from the list below based on the problem you are having or you may contact anyone from the FFIS Team list above for any other FFIS-related problem. They will help you or point you to the correct person.

Remember to call your normal NFC contact if it is not an FFIS-related issue.

<b>Problem</b>	<b>Contact Person</b>	<b>Telephone Number</b>
FFIS-Related travel payment issues (e.g., the transaction processed in <b>TRVL</b> , but there is a question about the payment)	Roy Mattson or Ernest Borrego	612-336-3241 or 3234
FFIS-related purchase order issues (e.g., the purchase order has processed in <b>PRCH</b> , but there is a question about the payment)	For purchase orders Roy, Sheila, Liz or Ernest Borrego	612-336-ext 3241, 3240, 3238, 3234
FFIS-related <b>UTVN, TRAN, GVTS, MPOL, FEDS, FTSP, or TELE</b> issues	Roy Mattson or Ernest Borrego	612-336-3241 or 3234
<b>PCMS, ABCO, and CAPS</b> transactions rejected in FFIS	Roy Mattson or Ernest Borrego	612-336-3241 or 3234
Documents entered directly into FFIS (e.g. <b>Agreements, Employee Reimbursements (SF1164), Training (SF182), Lease Payments</b> )	Roy Mattson Sheila Hensley Liz Groth	612-336-3241 612-336-3240 612-336-3238
Establishing new vendors	Contact your normal POC e.g., the MRPBS-FMD Payments Team or the MRPBS-ASD Purchasing Team. If unknown, call the PRISM Helpline. To establish an EFT Select EFT from the QuickStarts drop down menu.	612-336-3389
Establishing a new accounting code (HQ and/or Regions only)	Giana Jowers	301-734-6619

## Points of Contact - Continued

<b>Problem</b>	<b>Contact Person</b>	<b>Telephone Number</b>
SecureRemote installation	ATAC	1-877-944-8457
SecureRemote ID	Linda Stuckey	301-734-4972
SecureRemote Password	Linda Stuckey	301-734-4972
Establishing an NFC ID for use with FFIS	Linda Stuckey Giana Jowers	301-734-4972 301-734-6619
Trouble connecting to NFC	ATAC	1-877-944-8457
NFC Password needs to be reset	ATAC	1-877-944-8457
Establishing an FFIS ID	Linda Stuckey or Giana Jowers	301-734-4972 301-734-669
Maneuvering in FFIS	FFIS Team or training materials	See previous page for phone numbers
FDW error “ODSError-1003: Invalid database logon.” This is an FDW Host password problem. You may have put in the wrong password.	Try again	
FDW password needs to be reset	ATAC	1-877-944-8457
FDW proxy error or BRIO file not found	ATAC	1-877-944-8457
FDW error “Unable to launch application. Reason =31”. Your BRIO is not installed	ATAC	1-877-944-8457
FDW report problems – erroneous data, incomplete data, no data, etc.	BEST Team via email	See previous page for phone numbers
Travel Security Officer	Chemin Bolden	301-734-8788
TUMS/TELE Security Officers	Gretchen Rogalla Samuel Prieto	612-336-3387 301-734-7692
Personnel Security Officer	Betsy Fisher	612-336-3329
Purchasing Procurement Security Officer	Cheryl Amos	612-336-3375
Star Web Access	Faye Ackeret Laura James	612-336-3307 612-336-3311
PCMS	Megan Phommahaxay Laura Schultz	612-336-3243 612-336-3245

This page intentionally left blank.

## CHAPTER 2 APHIS ACCOUNTING STRUCTURE

### The APHIS Program Code Explained In FFIS & BRIO Terms

**Program** code is the nine digit accounting code made up of 2 digit appropriation, 1 digit Division, 4 digit Organization which includes the division and 3 digit reporting category.

5 2 3 4 0 3 0 3 0

**Fund** is the first two digits for the program code. It corresponds to the appropriation that authorized the spending.

5 2 3 4 0 3 0 3 0

**Division (DVSN)** is the third digit of the program code. For example, 528010030 = 8 for PPQ.

5 2 3 4 0 3 0 3 0

**Org Level 1** is a four digit code. It is used to roll up data to a high level in your organization. It may or may not correspond to the middle 4 digits of a program code. Org Level 2, 3, and 4 are used to designate lower levels of an organization. For example, 3403 is your Org level 2 and it rolls to 3400 which is your Org Level 1.

**Organization (ORGN)** is the middle 4 digits of a specific program code, and always corresponds to a specific program code.

5 2 3 4 0 3 0 3 0

**Reporting category (Reptg Cat.)** is the last 3 digits of the program code, or what used to be the project code. It identifies the project identified in the appropriation funding the transaction.

5 2 3 4 0 3 0 3 0

How is the program code used by FFIS?

When you enter a program code into FFIS, FFIS breaks the code down to its' specific data elements, which is Fund, Division, Organization and Reporting Category. FFIS then updates the tables based on these elements.

**Note:** Two very important data elements you must consider is FY and BFY. These are discussed in the FY and BFY explanation sheet.

## APHIS FY 2004 Appropriation Codes and Treasury Symbols

Appropriation Code	Description	Treasury Symbol
<b><u>General Fund Receipts</u></b>		
01	Interest Received	121435
02	Fees for Licenses and Permits	120891
03	Forfeit Unclaimed Money and Property	121060
04	Fines and Penalties	121099
05	Proceeds from Sale of Equipment	123220
07	Collections for Closed Year	123200
<b><u>Special Fund Receipt and Expenditure Accounts</u></b>		
06	Agriculture Quarantine Inspection (AQI) User Fee – Collections	125161
41	AQI User Fee - Expenditures	12 X 5161
<b><u>Annual Salaries &amp; Expenses</u></b>		
52	Program Delivery	1241600
57	Inter-USDA Reimbursable Agreements	1241600
58	Non-USDA Federal Reimbursable Agreements	1241600
59	Non-Federal Reimbursable Agreements	1241600
<b><u>No-Year Funds</u></b>		
10	Imprest Fund Advances	12 X 1600
11	Emergency Activities	12 X 1600
12	HUB Relocation	12 X 1600
15	Homeland Security Supplemental	12 X 1600
16	Emerging Plant Pests	12 X 1600
17	No Year Federal USDA Reimbursable Agreements	12 X 1600
18	No Year Federal Non-USDA Reimbursable Agreements	12 X 1600
20	Animal Care Supplemental	121/20115
25	No Year Homeland Security KS Cooperative Agreement	12 X 0115
39	DHS Reimbursement	12 4 1600
60	Hazardous Waste Management	12 X 0500
70	Travel Advances	12 X 1600
72	Contingency Funds	12 X 1600
73	No-Year Reimbursable Agreements	12 X 1600
75	Import/Export User Fee Activities and ROT	12 X 1600
76	APHIS Information Technology Infrastructure	12 X 1600
77	Boll Weevil	12 X 1600
78	Screwworm	12 X 1600
79	Fruit Fly	12 X 1600
85	Buildings and Facilities	12 X 1601
<b><u>Trust Funds</u></b>		
83	Miscellaneous Contributed Funds	12 X 8226
<b><u>Deposit Accounts and Clearing Funds</u></b>		
08	Deposit Fund Suspense Account	12 F 3885
89	Budget Clearing Account	12 F 3875 (16)
90	Proceeds of Sales, Personal Property	12 F 3845 (16)
<b>APHIS AGENCY LOCATION CODE (ALC)</b>		<b>12403400</b>
<b>ACCOUNTING STATION</b>		<b>0079</b>

## NFC Master Files

Type of Payment	NFC System	Form	NFC Publication			Send To:
			Title	Chapter	Section	
Commercial Utilities	UTVN	AD – 474, Transmittal Telephone and Utility <b>OR</b> via TUMS @ www.nfc.usda.gov	II	3	1	USDA, NFC Box 60,000 New Orleans, LA 70160
Commercial Telephone	TELE	AD – 474, Transmittal Telephone and Utility <b>OR</b> via TUMS @ www.nfc.usda.gov	II	3	3	USDA, NFC Box 60,000 New Orleans, LA 70160
GSA Telephone and Switchboard	FTSP	AD – 995, GSA, Telephone Transmittal	II	4	5	USDA, NFC, Special Obligation and Payment Unit P.O. Box 61,600 New Orleans, LA 70160
GSA Customer Supply	FEDS	AD – 633, FEDSTRIP	II	4	1	USDA, NFC Misc. Payments Section Box 60,000 New Orleans, LA 70160

### NFC PAYROLL

The accounting code for the T& A is stored in a Master File. Use the accounting code usage block on the T& A input form to enter a new accounting code.



United States  
Department of  
Agriculture

Office of the  
Chief Financial  
Officer

National  
Finance  
Center

P.O. Box 60000  
New Orleans  
Louisiana 70160

Vendor Payments, Section 3, Telephone Vendor System (TELE)

Bulletin: TELE 02-1, Telephone Data Download Report

Date: January 9, 2002

To: Holders of the TELE Procedure

This bulletin announces the immediate availability of telephone account master information from the Telephone Vendors System (TELE) via the NFC Reporting Center. TELE users can view or download TELE account master records using the Telephone Data Download Report. The TELE account master contains a variety of information including the service location, accounting classification profile, vendor name and remittance address, and details of the three most recent payments. Note: Agencies in the Foundation Financial Information System (FFIS) need to access FFIS to obtain final disbursement information on the three most recent payments.

### **NFC Reporting Center Requirements**

- A personal computer (PC) and a secured telecommunications link to the National Finance Center
- A version number 4.0 or higher Web Browser with Java Script enabled
- Security access

### **Security Access**

Users must have an authorized user ID and password to access the Reporting Center. If you do not have a user ID and password, you must contact your NFC Security Officer. When requesting Reporting Center access to the Telephone Download, be sure to provide the agency or agencies that you are limited to and also indicate your specific need for the Telephone Data Download Report.

### **Using the Reporting Center**

To use the Reporting Center, go to the NFC Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the Reporting Center icon in the Application Launchpad section of the home page. At the Reporting Center Home Page, type in your user ID and password and click the [Login] button. In the Reporting Center, click on the Administrative Reports category, which will display the Telephone Download as an option. The Telephone Download option displays various selection criteria. Choose optional election criteria parameters and click the [Go] button. If you require further explanation of the selection criteria, click the [More] button to provide additional information regarding the Telephone Download.

**“An Equal Opportunity Employer”**

## Other Stored Accounting

Type of Payment	NFC System	Action Needed to Update Accounting
PCMS Purchase Card	PCMS	The cardholder changes the profile accounting code in PCMS.
PCMS Fleet Card (Gasoline)	PCMS	The cardholder can change the profile accounting on-line in PCMS  -- OR -- send an email to Archie Crandall (Archie A Crandall) which includes: tag number, accounting code, your name and your telephone number.
GSA Leased Vehicles	MPOL	To change the stored accounting, contact your local Fleet Management Office  -- OR -- change the accounting in Mileage Express on the internet at <a href="http://www.fss.gsa.gov/mileageexpress">www.fss.gsa.gov/mileageexpress</a> when you report your mileage.
Leases		Notify the Realty Team in Minneapolis of any change in accounting codes.
Purchase Order Renewals		Notify the Purchasing Office who issued the purchase order of any change in accounting code with the following information: new purchase order number (if unknown, old purchase order number), new accounting code, your name and telephone number
APHIS Leased Vehicles		See Purchase Order Renewals
Contracts (multiple year)		Ensure the AD – 700 sent to the applicable Contracting Office for new fiscal year processing contains the correct accounting code.
Federal Express		Ensure preprinted forms contain the correct accounting code.

This page intentionally left blank.

## CHAPTER 3 INSTRUCTIONS FOR ENTERING FFIS

**Step 1:** Double <click> on the **NFC-FFIS.Ink** Icon on your desktop.



**Step 2:** <Type> your **AP number** and <type> in the **password**.

**Remember: You must enter your AP number in all capital letters. It will not accept it otherwise.**

The password is your agency (34) and the zip code of your location. For example: Riverdale, MD would be 3420737. Press <enter>.



**VPN-1 SecureClient Authentication**

Secured by  
VPN-1™ SecureClient

Check Point  
Software Technologies Ltd.  
[www.checkpoint.com](http://www.checkpoint.com)

Please authenticate yourself to site:  
**199.130.206.218**

Use Certificate

User name:

Password

Enter password later

Type in password now:

OK Cancel Help

**Step 3:** <Click> **enter** or **ok** through this screen. If the wording is **blue** with the above message you are in the system. If it is **red** you are not in the system. If you do not connect quickly enough you will have to reconnect. Go to the Reconnect to FFIS page for an example.

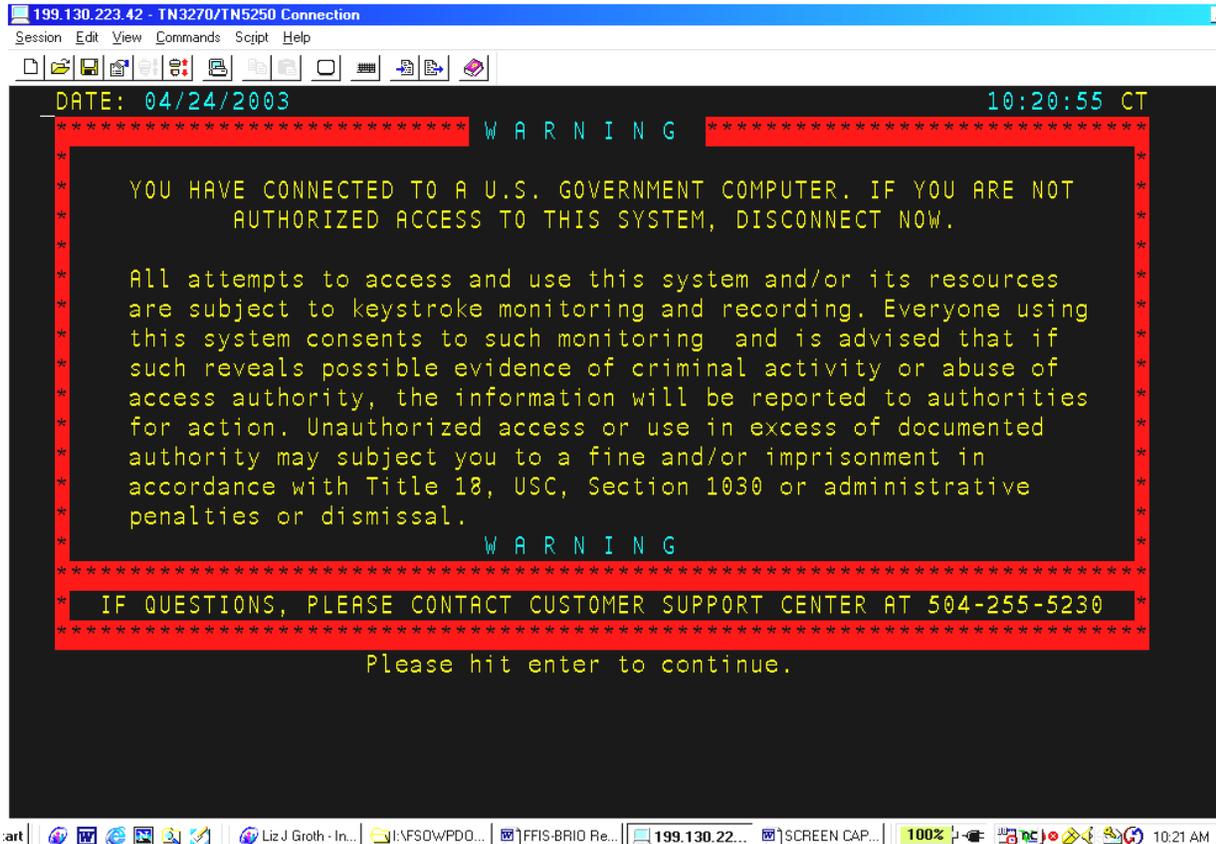


**NOTE:**

**If you were unsuccessful entering the system you will be taken back to Step 2.**

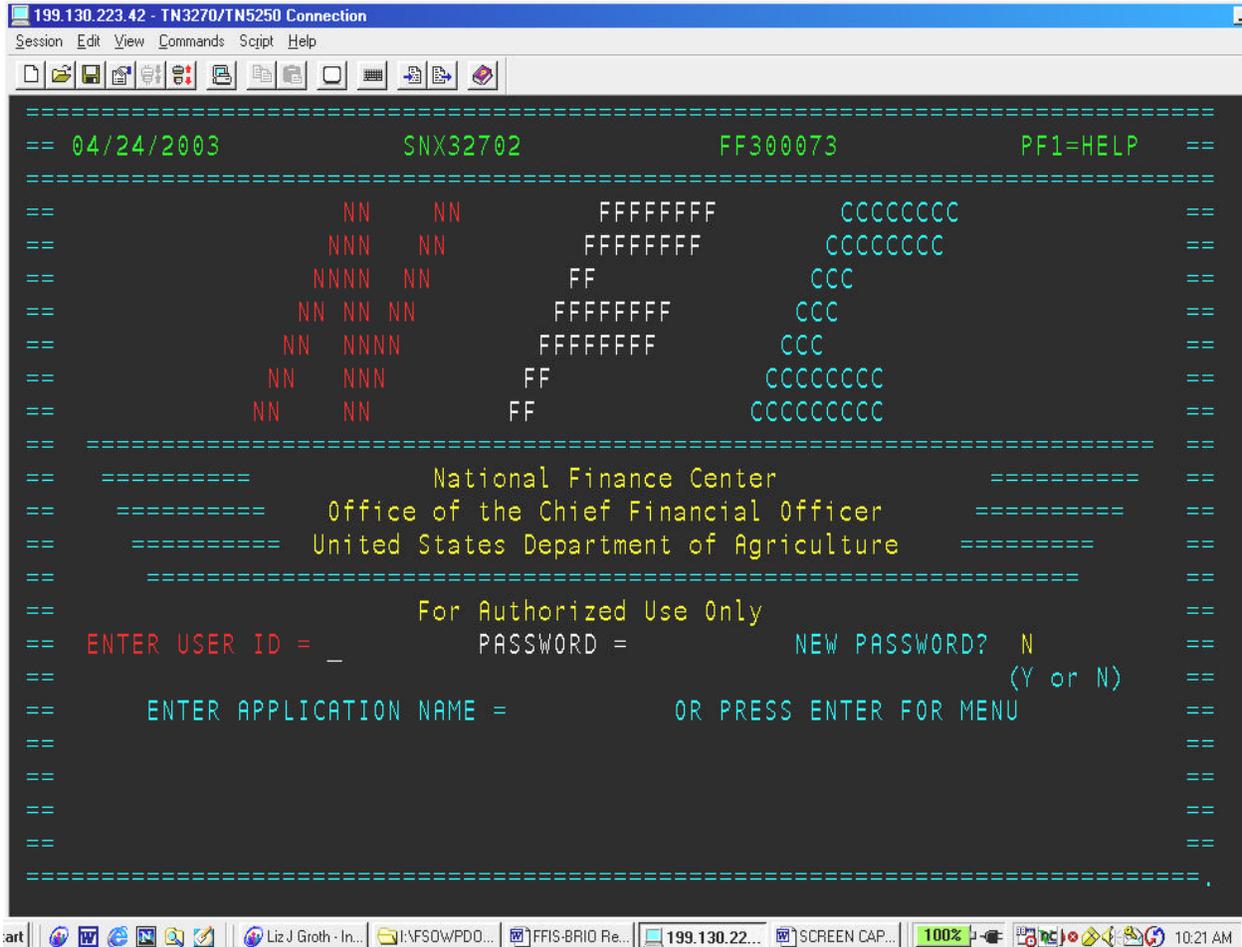
- Check to make sure your AP number is all in CAPS and double check that you used the correct password.
- If it still does not work call security because you may not be set up, or you may be using the wrong AP number, or your AP number may be deactivated.
- To keep your AP number active you must use it every month. If you don't, NFC will deactivate it after 90 days and reassign it to another user.
- The security contact person is Linda Stuckey at 301-734-4972.

**Step 4:** Helpful Hint: When you are at this screen, click anywhere on the screen with your mouse and then **<click> Enter**. You will automatically go to the NFC banner screen.

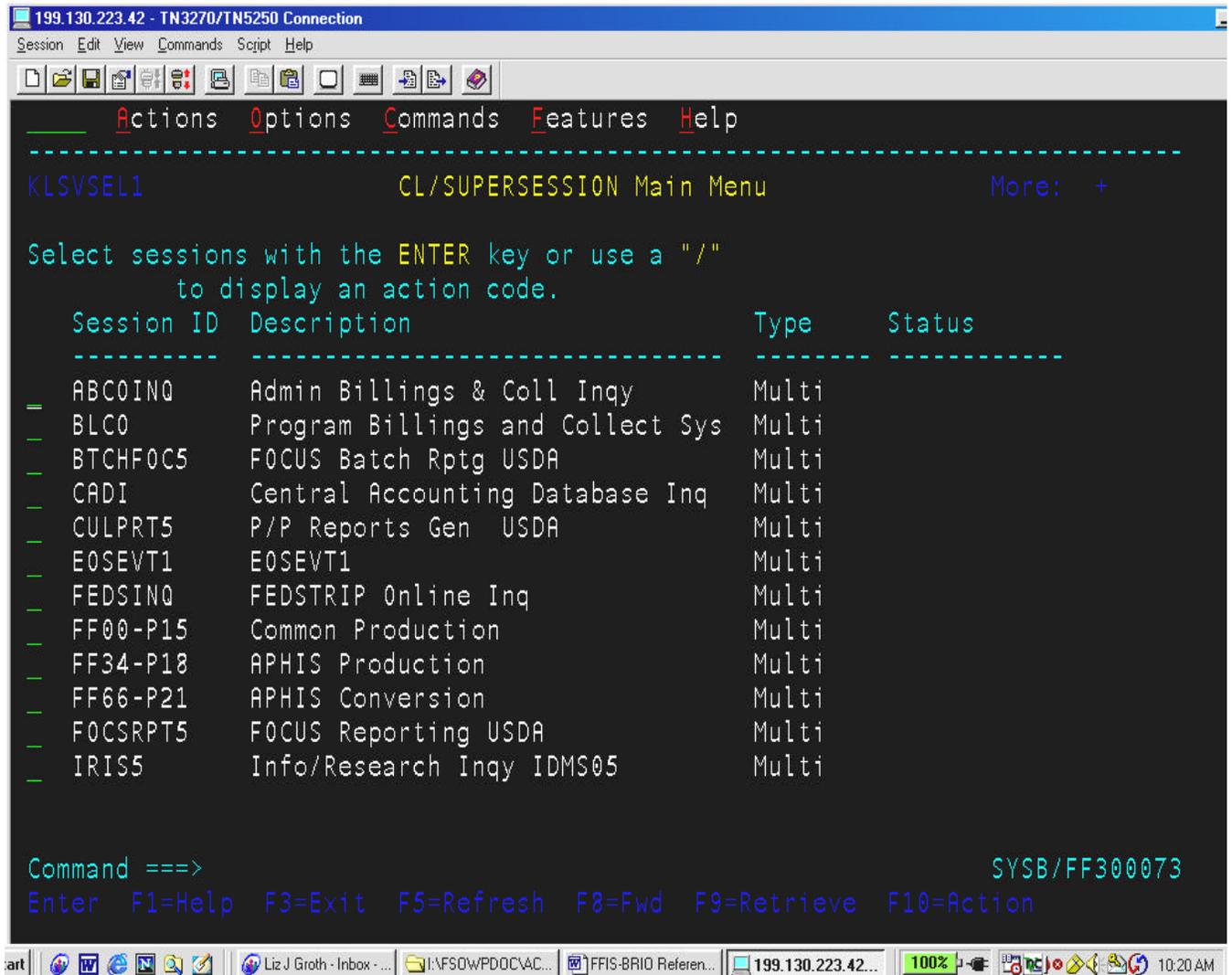


Please hit enter to continue

**Step 5:** At the banner screen <type> your **AP number** and your 6-8 digit **password** and <press> **enter**. If you reach this screen and the screen says password suspended, call Security, Linda Stuckey at 301-734-4972.  
**See Chapter 14 for Creating an Effective Password.**

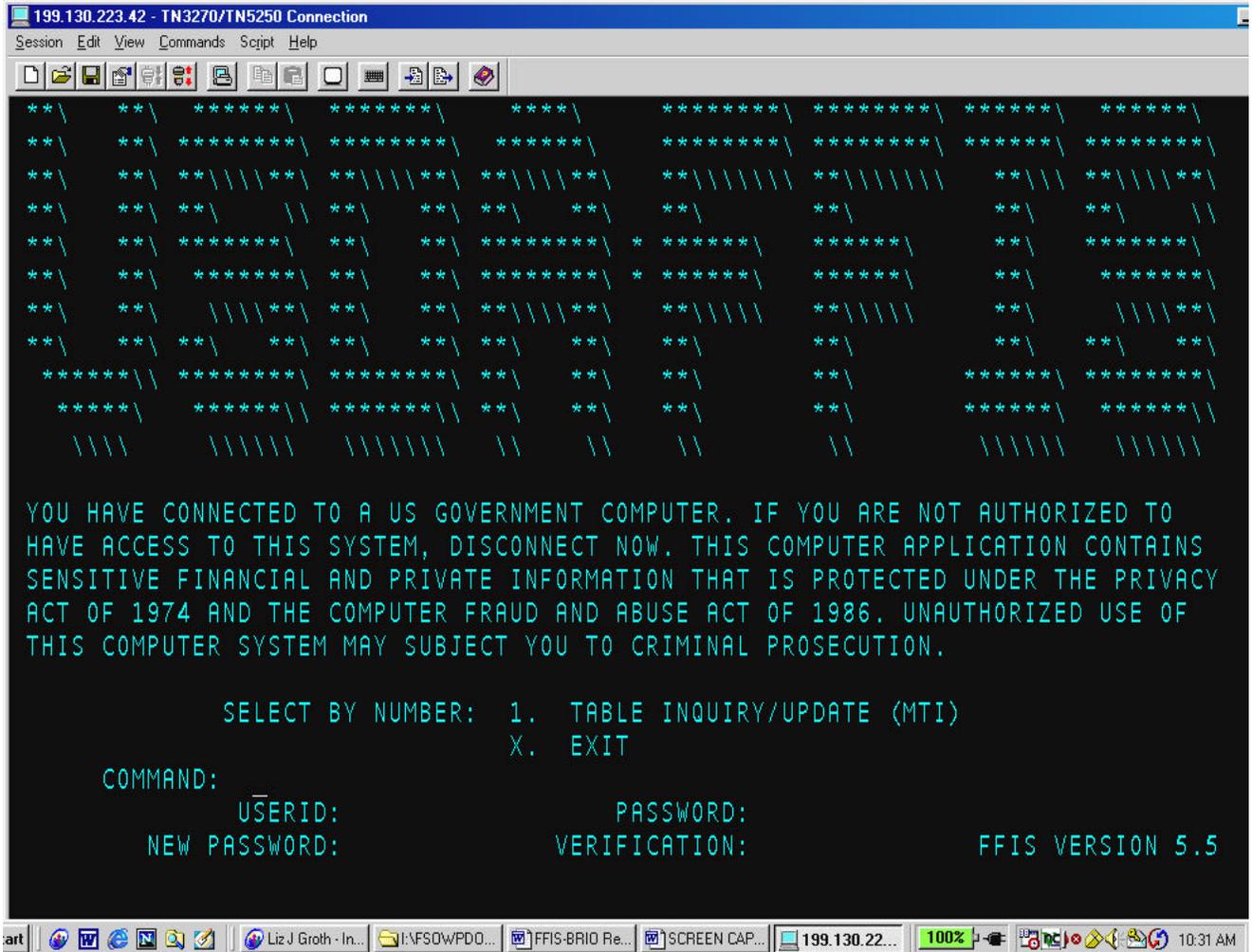


**Step 6:** After the NFC banner screen you will place your cursor on **FF34 – P18 APHIS Production** and <press> **Enter**. Your default screen may look differently than the above example. You will be able to view only the items you have access to.



**Note:** If you receive a screen that says “SYSTEM IS NOT READY FOR ONLINE – TERMINATED” it means that FFIS is down. You should try again later. Exiting out of this screen incorrectly can lead to problems entering the FFIS system when it is ready. To exit properly <press> the **End key** on your keyboard and <type> **Bye**.

**Step 7:** At the USDA FFIS screen you will <type> **1** on the “Command” line, <type> your “User ID” which will begin with a U, and <type> Your 8 character FFIS password. <Press> **Enter**. If you have problems entering the system at this screen, call ATAC at 1-877-944-8457 to have your FFIS password reset.





This page intentionally left blank.

## CHAPTER 4 VERIFYING A PROGRAM CODE IN FFIS

**Step 1:** Take a look in SASP to see if there has been spending. If spending has occurred then the program code is set up correctly.

If there has been no spending in SASP (meaning no entries exist) for the BFY in question go to ACXT. The ACXT table should look like the following:

```
199.130.223.42 - TN3270/TN5250 Connection
Session Edit View Commands Script Help
ACTION: R TABLEID: ACXT USERID: UEGR
ACCOUNTING STRUCTURE CODE CROSS-REFERENCE TABLE
KEY IS FY, AGENCY, ACCOUNTING STATION, ASC1
FY: 02 AGENCY: 34
ACCOUNTING STATION:
-----ACCOUNTING STRUCTURE CODE-----
ASC1: 2523803254
ASC2:
USER-ENTERED RECORD?: Y
-----FFIS ACCS-----
SEC1: 3
BFYS: 02 FUND: DIVISION:
BUDGET ORG/SUB: COST ORG/SUB:
PROGRAM: 523803254 JOB: RPTG:
SUB BOC: SUB REV SRC:
CLOSED BFYS: CLOSED FUND:
```

The keys to query are: FY, Agency (34), and the ASC1 is the 10 digit accounting code, which is the 1 digit BFY, and 9 digit program code.

**Step 2:** If the ACXT is correct then go to the PGM table and check to see that the program code (9 digits) is set up in the PGM table.

```

199.130.223.42 - TN3270/TN5250 Connection
Session Edit View Commands Script Help
ACTION: R TABLEID: PGM USERID: UEGR
PROGRAM REFERENCE TABLE
KEY IS BUDGET FISCAL YEAR, PROGRAM
BUDGET
FISCAL      PROGRAM      PROGRAM      PROGRAM      PROGRAM      PROGRAM      ALLOTMENT
YEAR        PROGRAM      CLASS        CATEGORY     TYPE         GROUP        PROGRAM
-----
01-  02      523803004    G&A
PROGRAM NAME: WCF ADVANCES          SHORT NAME: SU 06/13/02
02-  02      523803005    G&A
PROGRAM NAME: DEPARTMENTAL CHARGES  SHORT NAME:
03-  02      523803008    G&A
PROGRAM NAME: AGENCY FEDEX CLOSEOUT  SHORT NAME: FROM 01 ROLL
04-  02      523803010    G&A
PROGRAM NAME: DEFAULT BULK BUY       SHORT NAME: SU 02/26/02
05-  02      523803011    G&A
PROGRAM NAME: DEFAULT FOR PHONE CHARGES SHORT NAME: SU 03/10/03
06-  02      523803254    G&A
PROGRAM NAME: LIMITED PAYABILITY CHECKS SHORT NAME: FROM 01 ROLL
07-  02      523901030    G&A
PROGRAM NAME: MANAGER'S OFFICE       SHORT NAME: FROM 01 ROLL

```

The keys to query are: BFY and Program.

**Step 3:** If the PGM and the ACXT are correct, then go to the DVAL table.

```
199.130.223.42 - TN3270/TN5250 Connection
Session Edit View Commands Script Help
ACTION: R TABLEID: DVAL USERID: UEGR
DEFAULT VALUES REFERENCE TABLE
KEY IS CODED ELEMENTS

01-          ----- CODED ELEMENTS -----
FISC YR: 02  H/L: L TRANS CODE:      TRANS TYPE:
BFYS: 02    FUND:      DIV:          BUDGET ORG/SUB:
COST ORG/SUB:      PGM: 523803254  BOC/SUB:
REV SRCE/SUB:      JOB:          RPTG:

          ----- DERIVED ELEMENTS -----
BFYS: 02    FUND: 52      DIV: 3      BUDGET ORG/SUB: 3803 24
COST ORG/SUB:      PGM:          BOC/SUB:
REV SRCE/SUB:      JOB:          RPTG: 254
GL ACCOUNT:      OFFSET GL ACCOUNT:      VENDOR:
```

The keys to query are FY, BFY and Program

If one or more of the tables are missing your program code entry then you will need to send an email to FFIS Codes with the program code, Budget Fiscal Year, short and long name and a summary of the research you have completed.

**Step 4:** If all tables appear to be in order, re-validate that a specific spending document has processed correctly.

**Step 5:** If you determine all tables are correct and have a valid processed spending document but still can't see the action in BRIO, contact the functional administrator Giana Jowers 301-734-6619.

This page intentionally left blank.

## CHAPTER 5

### PAYMENT RESEARCH IN FFIS

**NOTE: If the payment is for a purchase order, begin with GIDT. This table will give you the FFIS document number created in the PRCH to FFIS interface. Take the obligation document number from GIDT and go to DXRF.**

**If the payment is for travel, begin with TIDT. You will need the Social Security Number and Travel Authorization Number for the traveler. This table will give you the FFIS document number created in the TRVL to FFIS interface. Take the document number from TIDT and go to PVHT.**

**If you know the document number, but do not know the vendor code:**

1. Begin with the DXRF table.  
This table will give you the Vendor Code used in the document.
2. Type “N” in the action field and **DXRF** in the screen field and hit <Enter>.  
The action field will automatically change to an “S” (scan).
3. Enter in the document Trans Code and Document Number and hit <Enter>.  
This will give you the Vendor Code that was used.
4. Next, go to the PVHT table.  
Enter “N” in the action field and **PVHT** in the screen field and hit <Enter>. This table will give you payment voucher information – specifically, dates accepted, scheduled, and closed.
5. Enter in the complete Vendor Code, Trans Code and Document ID and hit <Enter>.  
Review the document and verify the system shows it paid. If there is no closed date it does not mean a check/direct deposit hasn’t been issued. It simply means the manual feed from Treasury to FFIS is not complete. If you are just checking a date and do not need check information, this table should give you this information and no need to go further. If the vendor needs a check number continue with the next couple of steps.
6. Go <Home> (while still on the PVHT screen) and type “L” (leaf) in the action field to go to the **VXDD** table. This table will give you the schedule number.
7. Go <Home> and in the action field type “L” and in the screen field type **TSCL** and hit <Enter>. This table will give you the check number. The check you are researching will be the first line of the information provided. Please note, there could be a number of lines with the same check number.
8. Go to CHKL. GO <Home> and in the action field type “N” and in the screen name **CHKL**. This table will give you detailed information about the check.

***If you know the exact vendor code, but do not know the document***

1. Begin with the **VXRF** table.  
This table will give you all *accepted* documents that use the vendor code you type in.
2. Type “**N**” in the action field and **VXRF** in the screen field and hit <Enter>.
3. Enter in the vendor code you need to look up and hit <Enter>.  
The action field will automatically change to an “**R**”. This will allow you to page through the documents (this will only be necessary if there is more than a page of documents).  
Once you find the document you believe is your payment, note the document Trans Code and Document ID number.
4. Next, go to the **PVHT** table.  
This table will give you payment voucher information – specifically, dates accepted, scheduled, and closed. Type “**N**” in the action field and **PVHT** in the screen field and hit <Enter>.
5. Enter in the complete Vendor Code, Trans Code and Document ID and hit <Enter>.  
Review the document and verify the system shows it paid. If there is no closed date it does not mean a check/direct deposit hasn’t been issued. It simply means the manual feed from Treasury to FFIS is not complete. If you are just checking a date and do not need check information, this table should give you this information and no need to go further. If the vendor needs a check number continue with the next couple steps.
6. Go <Home> (while still on the **PVHT** screen) and type “**L**” (leaf) to the **VXDD** table.  
This table will give you the schedule number.
7. Go home and in the action field type “**L**” in the action field and **TSCL** and hit <Enter>.  
This table will give you the check number. The check you are researching will be the first line of the information provided. Please note, there could be a number of lines with the same check number.
8. Go to **CHKL**. GO <Home> and in the action field type “**N**” and in the screen name **CHKL**. This table will give you detailed information about the check.

## **Helpful Information:**

### **Table Information:**

Note - you can only look up information on ACCEPTED documents. If it isn't accepted, the document may be on SUSF on a hold, rejected, scheduled, or pending status.

### **Header and Line table information:**

1. In a document such as an obligation or payment there are two parts. The first is the header. This information includes the vendor code (TIN, name, address/EFT information) and document total. Secondly, is the line. This information includes the budget object code, accounting code, and fiscal year. There can be many lines that make up the document total. A simple example would be:

- a. Account Example: A payment for \$1,000.00 is divided between two accounting codes at \$500.00 each. In this case there will be two lines.
- b. Fiscal Year example: An obligation for \$1,000.00 that uses two budget fiscal years is entered. Two lines will be necessary to obligate \$500.00 for FY 1999 and one for \$500.00 for FY 2000.
- c. BOC Example: An obligation for \$15,000.00 needs to be entered. \$10,000.00 is capitalized property, \$2,500.00 is software, and \$2,500.00 is for miscellaneous supplies. Three line items will be entered.

**Note** - you can leaf between header and line tables quite freely. Save yourself some time by leafing (Action of "L") instead of re-typing the information.

### **Vendor Code Suggestion:**

A vendor code is actually comprised of two fields. The first, is ten digits long and the second is one digit. The second field is used primarily for the different locations (addresses) for the same vendor. A couple examples, IBM, Dell, Pitney Bowes, etc....

Because these vendors probably have numerous entries, the best way to find the vendor code you need is to type in the TIN on the VEND table. This will allow you to leaf through the many entries. If you do not know the vendor's TIN, begin at the VNAM table. You can type in the name of the vendor and maybe find the TIN.

## Table Reference Chart

Table Name:	Information you know (required):	Information it will provide:
DXRF	Trans Code and Document ID Number	This table will provide vendor code, dates, outstanding obligation amount (if inquiring on an obligating document), payments made against obligation (if the payments referenced the obligation).
VXRF	Vendor Code Used in the Document	This will list ALL documents that used this vendor code. This table is continuous. Therefore as the year goes on there will be more and more documents (more documents to leaf through). This table will also give you the acceptance date of the document. This may assist you in finding a particular document if you know when it was processed.
OBLH	Trans Code and Document ID Number	This table is the HEADER for an obligation. It will provide you with the vendor code (name and address) and document total.
OBLL	Trans Code and Document ID Number	This table is the LINE information of an obligation. It will provide you with the account code each line was charged against, the budget object code, the line to reference in a payment document, amount for each line, and budget fiscal year.
PVHT	Vendor Code, Trans Code and Document ID Number	This table is the HEADER information for a payment. It will give you the name and address of the vendor used for the payment, the total amount of the payment, and the acceptance, schedule, and closed date of the document.
VXDD	(Leaf to this table from PVHT)	This will give you the schedule number for the payment you are researching.
TSCH	Fiscal Year, SCHED CAT, & SCHED Number (Leaf to this table from the VXDD)	This is the HEADER table that will give you eft/check range. Remember there can be a number of payments in a schedule.
TSCL	Fiscal Year, SCHED CAT, & SCHED Number (Leaf to this table from TSCH)	This is the LINE table that will give you the check amounts associated with a schedule.
CHKH/CHKL	Check Number and Disbursing Office	This is the HEADER and LINE table that will give you the check number for your payment. Unfortunately, the information you need is needed for inquiry, therefore the first check of the check range for the particular schedule you are researching is necessary (begin with the TSCH table).

## Treasury Offset Program and What it Means to You

If a person (usually a traveler) does not get his full payment from FFIS, it could have been because that person owed money to another government agency. APHIS participates with Treasury in the Treasury Offset Program (TOPS). In this program, before an EFT or check payment is distributed by Treasury, Treasury compared with other government agencies (such as Housing and Urban Development or Internal Revenue Service) to see if the payee owes money to another government agency. If he does, Treasury will withhold the amount owed (up to 90% of the payment due) and remit it to the government agency. The payee will get a check for the difference.

If someone calls and tells you they received only a portion of their payment due (e.g. they vouchered for \$652.98 in TRAV and received only \$6.53), call the NFC inquiry line at 1-800-421-0323. They will be able to determine if a Treasury offset has taken place.

FFIS will eventually post the offset, but it is currently a manual process and is one month behind. Once posted, you will be able to see the offset by following these guidelines:

- \* Start on PVHT by getting the record in question. Note if the payment was made by EFT or by check. If there is a check address, the payment was made by check. The full amount vouchered will show up on this and subsequent tables. The only table that shows the amount of the offset is TOPT. All other tables (where there is and amount) show the full amount.
- \* Leaf to VXDF
- \* Leaf to TSCL. Print the screen.
- \* Go to the TOPT table. (Use an action of "N"ext.)
- \* Enter the Check Number, Fiscal Year, SCHED CAT, SCHED Type, and Agency Schedule Number from the TSCL screen print you just did. Enter "03" as the D.O.

This will bring up the social security number of the payee in question and the offset amount. This is the amount that was sent to a government agency for overdue payment.

**Remember**, the update of the TOPT table is one month behind. So, **do not rely on the system when questioning a recent underpayment**. Call the inquiry line so that they can look it up.

## PRCH to FFIS Interface

**Transaction Codes:** The transaction codes and their descriptions for the PRCH to FFIS interface are listed below.

PRCH Order Type	MO Order	Receipt	Payment Voucher Invoice	Foreign Currency Invoice	OPAC Payable	Standard Voucher
40	GA (MO)	EA (RC)	VA (PV)	RV (PV)	KA (DD)	SP (SV)
41	GB (MO)	N/A	VB (PV)	RV (PV)	KB (DD)	SP (SV)
41p	N/A	N/A	VB (PV)	N/A	N/A	N/A
42	GC (MO)	N/A	VC (PV)	N/A	N/A	SP (SV)
43	GD (MO)	N/A	VD (PV)	N/A	KD (DD)	SP (SV)
45	N/A	N/A	VE (PV)	N/A	N/A	SP (SV)

**GIDT Table:** The table below provides the information necessary to use GIDT for PRCH obligation and receiver documents –Trans Codes GA, GB, GC, CD, and EA.

Field	Definition
Key 1	PRCH Purchase Order Number
Key 2	PRCH Line Item
Key 3	PRCH Accounting Line
Key 4	Blank



The PRCH interface overwrites the “GA” in the FFIS document field with “EA” so that subsequent payment vouchers will reference the receipt rather than the obligation.

**GIDT Table:** The table below provides the information necessary to use GIDT for PRCH payment documents – Trans Codes VA, VB VC, VD, VE, and RV.

Field	Definition
Key 1	PRCH Purchase Order Number
Key 2	“LAST PAYMENT NUMBER”
Key 3	Blank
Key 4	Blank



To determine the next payment voucher payment number, the PRCH Interface creates a GIDT entry with specific information in Key 2. See table above.

**GIDT Table:** The table below provides the information necessary to use GIDT for PRCH OPAC documents – Trans Codes KA, KB, and KD.

Field	Definition
Key 1	PRCH Direct Disbursement Number (OPAC Bill #) & “SIBAC” & Inv Date (from 420 record)
Key 2	PRCH Purchase Order Number
Key 3	PRCH Line Item
Key 4	PRCH Accounting Line



To determine the next payment voucher document number, the PRCH interface creates a GIDT entry with specific information in Key 2. See table above.

## TRVL TO FFIS Interface

**Transaction Codes:** The transaction codes and their descriptions for the TRVL to FFIS Interface are listed **below:**

<b>Transaction Code</b>	<b>Document Type</b>
XA	TRVL Advance to Employee – Travel Order Document (TO)
XO	TRVL Obligation – Travel Order Document (TO)
XT	TRVL Travel Voucher (TDY) – Travel Voucher Document (TV)
XV	TRVL Travel Voucher (RELO) – Travel Voucher Document (TV)
XP	TRVL Relocation Service Payment Voucher – Payment Voucher Document (PV)
XZ	TRVL Payroll Zap – Cash Receipt Document (CR)
XC	TRVL Cash Receipt (Advance Collection ) – Cash Receipt Document (CR)
XN	TRVL Distribution of Cash Balances Voucher – Standard Voucher Document
XE	TRVL HIT/OASDI Matching Agency Expense – Standard Voucher Document
XG	TRVL Guest Treasury Symbol Voucher – Standard Voucher Document
XW	TRVL Withholding Tax Voucher – Standard Voucher Document
XD	TRVL Dummy Advance – Travel Order Document (TO)



The Travel Interface Document Inquiry Table (TIDT) relates all travel documents created for a travel transaction. The TRVL to FFIS interface uses TIDT rather than GIDT.

**TIDT Table:** The table below provides the information necessary to use TIDT for the TRVL to FFIS interface.

<b>Element</b>	<b>Description</b>
SSN	Social Security Number
Auth No	Authorization Number
Agcy	Agency document created in
Type	Four position code identifying types of transactions
Begin Date	Begin date of travel (Not used in obligations)
End Date	End date of travel (Not used in obligations)
Accounting Class	Accounting Structure Code (ACCS) (Obligations only)
BOC	Budget Object Class (Obligations only)
Schd #	Feeder System Schedule Number
Seq #	Sequence number of transaction
FFIS DocID	FFIS Trans Code, Trans Number and Line Number
Vendor	FFIS Vendor Code

This page intentionally left blank.

## Chapter 6

### FFIS Processing Errors

Before gaining assistance in resolving any error code, review your data entry to ensure it is accurate and that the expenditure is valid for the BFY and accounting code listed on your source document.

#### Warning

**W = warning:** Informational note, or an indication of a situation that may need further attention. These errors **do not** prevent you from completing the processing of the document; however, you do need to review them and be sure they are corrected or okay to process through. **The error code will end with a W.**

(Note: SC06W-Insufficient Allotment Funds can always be processed through.)

#### Overrideable

**O = overrideable:** Advises you of situations requiring special attention. These errors **do** prevent you from processing successfully. Review your document to ensure your data is correct and appropriate. An individual with the proper authority may override the error but they will need documentation supporting their decision for an auditor. Work documents with these errors to HELD status and notify the appropriate office of the need for the override. **The error code will end with an O.**

##### MRPBS FMD Accounting Team Override

Error code **SC230 - Oblg Against Expired Account** -

Roy Mattson, Liz Groth, Sheila Hensley, and Vikki Soukup can override this error.

Note: When this override is applied, the Accounting Team is stating this is a valid obligation against a prior year account and funding must be made available.

##### MRPBS FMD BEST over rides

Error code **SC200 - Insufficnt Appropriation Funds** -

At year end, no-year funds are closed out just like one-year funds, except the unobligated balances are carried into the new year. This error message may be indicating FY-02 unobligated funds were closed and whatever the balance was at the time was placed in FY-03. It may be that funding needs to be brought back to cover this expenditure. The BEST team will perform the analysis and either override the document or increase the funding.

Error code **SC030 - Insufficient Apportionment Funds -**

The APHIS apportionments usually equal the appropriation for a given FUND. See the explanation for **SC200**.

If you get either of these errors on a document, revalidate you have the correct program code and Budget Fiscal Year (BFY). Also, confirm this is a valid expenditure for the entered BFY.

Send the e-mail request to MRPBS FMD-BEST. It is in your Lotus Notes directory.

In the subject line put "Please Review Documents."

In the body of the e-mail list the Trans Code, Sec 1, and Document number.

You may want to list the line the error is occurring on, but they have to review the entire document anyway as the override is applied to a document not a line.

## **Fatal**

**E = fatal:** Indicates an error that must be corrected or the document will **not** process. **The error code will end with an E.**

All fatal errors can be resolved within the Minneapolis Financial Teams **except:**

Error code **SC14E - Allocation not found** - indicates a budget has not been established for this accounting code's Fund and Division.

Error code **SC05E Allotment not found** - indicates a budget has not been established for the Org Level 1 associated with the program code.

**These two fatal errors need the attention of MRPBS FMD - BEST.** Send an e-mail to MRPBS FMD - BEST with "please review documents" as the subject line and the Trans Code, Sec1, and Document number in the body.

## **CHAPTER 7**

### **B2 - EXPENDITURE ACCOUNTING ADJUSTMENTS IN FFIS**

Most transactions are recorded in the accounting system by preparing documents that are entered into a National Finance Center (NFC) feeder system (i.e., payroll, travel, purchase orders, etc.) or with documents that are sent to Minneapolis for direct entry into FFIS (i.e., contracts, agreements, indemnity payments, etc.). When accounting data has been entered incorrectly and it is determined an accounting adjustment must be made, the first choice is to modify the original document. When that is not possible, the mechanism for making these adjustments may be a FFIS “B2” document. This section provides guidance to offices for determining if a B2 document is the proper mechanism for making an accounting adjustment and provides instructions for preparing the adjustment documentation.

#### **I. Background:**

The USDA, FFIS Project Office was very hesitant to allow miscellaneous accounting adjustments in the Foundation Financial Information System (FFIS). The accounting adjustments provide no audit trail to the general ledger and are often inappropriate. If used incorrectly, they will create abnormal balances in our ledger and on our Consolidated Financial Statements and Treasury reports.

The B2 transaction code was created for APHIS based on our process for offsetting agency overhead. It can also be used to correct accounting entries when the program code or budget object code (BOC) needs to be changed. It is a clone of the FFIS Standard Voucher document.

APHIS is committed to a stringent review of this authority, monitoring it for misuse, and revoking access to enter document by users when appropriate. The Financial Management Division (FMD) will internally review a representative sample of the B2's processed each year. Each program is encouraged to self-audit the adjustments processed by their staff. The Office of the Inspector General (OIG) is very likely to select random samples of B2 documents to audit each year, as part of their audit of the USDA Consolidated Financial Statements.

The B2 adjustment would only be performed in situations where an incorrect program code or budget object code (BOC) was used on a document. An “incorrect” program code or BOC means it is a valid code in FFIS but not the proper code for a specific transaction. An “invalid” program code is not established in FFIS. You would not prepare an accounting adjustment for an invalid program code. In this case, you need to contact the FFIS Functional Administrator in FMD, Riverdale, MD.

## II. Determining When to Use a B2 Document:

Below are some items to consider before deciding to make an adjustment:

1A) **Feeder Correction:** Can the original document be corrected in the original feeder system? If the answer is yes, amend the original document in its feeder. There are 5 feeder systems that allow for corrections to be made through them into FFIS.

**PCMS:** If the transaction is PCMS-related it must be corrected in PCMS. The PCMS is a feeder that back-feeds from FFIS and both balances must match. Note: A transaction in PCMS can be “reconciled” or changed many times.

**PC TARE:** If an “invalid” program code was used on a T&A, the document will be paid but put in a forced release status. Do not do a B2 transaction or a corrected T&A in this case. You need to contact the FMD, Accounting Team in Minneapolis and provide them with a correct program code to resolve this situation. If an “incorrect” program code was used on a T&A, please process a corrected T&A. If the incorrect program code was used on many T&A’s the program budget analyst must decide the best correction method. Note: If it is determined a B2 is the best correction method, the HOURS need to be entered in the “Quant:” field in FFIS. The hours must be moved as well as the obligations to keep reports such as the Status Of Funds Extract accurate.

**PRCH:** The purchasing feeder is designed to track modifications to original procurement documents. A modification to the original purchase order is your preferred method for correcting accounting and BOC information. If you determine it necessary to correct a purchasing document directly in FFIS, the entire purchase order must be closed before processing the adjustment. Closed means that all goods were received, the vendor was paid, and any remaining obligations on the purchase order were cancelled.

**TRVL:** The Travel system only obligates relocations and therefore, allows for adjustments of the AD-202 for relocations only. These must be corrected in the travel system if the traveler is still in the process of relocating and vouchering for expenses. If the relocation is complete and fully paid it cannot be modified in travel and you will have to adjust it in FFIS. If a voucher for temporary duty has processed and paid in travel, it must be adjusted in FFIS.

**PROP:** The back feed from FFIS to the Property system does not recognize B2 documents, therefore, if you process a B2 with a Budget Object Code (BOC) of 31\*\*, where the asterisks equal any two digit combination except 3140, you will create an out-of-balance condition between PROP and the General Ledger. BOC 3140, non-accountable property (under \$5,000 acquisition cost), does not impact the Property system. If you need to change a BOC or accounting code on a FFIS entry that does NOT have BOC 3140, you must contact the Minneapolis Property team via email at MRPBS ASD – Property. They will data enter your correction and the PROP system will back feed the information to FFIS. You will see the corrected entry on your financial reports with a DV Trans Code. Note: Entries made prior to this notice will be reversed and corrected by MRPBS FMD sometime in FY 2002. You will be notified in advance. **You should never data enter an accounting adjustment for any property BOC except 3140 and never for a document with a trans code beginning with “DV”.**

1B) **If the answer is NO.** If the original document cannot be corrected in the feeder then consider preparing a B2 accounting adjustment. The Voyager, UTVN, TELE, FTSP, MPOL and Travel (except for relocations when amending the AD-202) feeders do not lend themselves to corrections. In addition, the stored accounting feeders like UTVN, TELE, FTSP, MPOL must have a document submitted to NFC to correct the accounting code on future documents. The intent is to keep the stored master feeder systems accurate. A list of NFC Master Files (stored accounting) feeder systems, the form needed to establish or correct the account information, and the NFC publication covering the system can be found in the Chapter 2.

2) **Program Code Problems.** Is the program code (accounting code) set up correctly in FFIS? The program code may be valid in FFIS but set up incorrectly in the FFIS tables ACXT and DVAL. For example, you have a Fund 73 accounting code appearing under Fund 76 data, or one of your offices is aligned with the wrong regional organization code. In these situations **do not** prepare an accounting adjustment. Please contact the FFIS Functional Administrator in FMD, Riverdale, MD for assistance in resolving these matters. If we do not fix the underlying problems with accounting codes, errors in processing transactions will continue to occur.

3) DVSN, FUND, or Prior Year/Budget Fiscal Year (BFY). Does the adjustment affect more than one DVSN (8 = PPQ, 9 = VS, etc.) and/or FUND (52, 57, 58, 59, 77, etc.) and/or BFY? If yes, the adjustment is probably needed. But if the DVSN and FUND are not changing, especially in a prior year, the adjustment most likely isn't needed because reports will show the activity closely related. When the DVSN and FUND are not changing, but the reporting category (project code or last three digits) is, an adjustment may be indicated. All B2 adjustments that do not change FUND and/or DVSN should be reviewed in depth prior to processing. The Analyst managing the account is responsible for making the final decision as to whether an adjustment is needed or not.

4) Amount. Is the amount of the adjustment material? The program analyst should determine the materiality, given the circumstances of the adjustment. Note: All Congressional reporting from APHIS rounds to the nearest thousand and sometimes million. However, there are valid cases where an amount considerably lower must be adjusted. For example; a single gasoline transaction was charged to IES and belongs to VS.

5) Payment Status. ALL adjustments will be made only on "Closed" transactions in FFIS. The person making the B2 adjustment must maintain documentation that the action is closed in their files. This can be determined by reviewing the PVHT and PVLT tables in FFIS. We recommend that you make screen prints. Do not process the adjustment until you can document a closed status.

6) Backup Detail. The Description field must specify information that can refer you back to the detail documents that made up your adjustment amount. In an audit, you may be required to produce the original documents to support this adjustment. You are the only one that has the information that produced the adjustment. ALL entries with a description such as "change or correct accounting, account adjustment, correct BOC, or MISC accounting adjustment" will be reviewed/audited extensively. These are not adequate descriptions. The description must reflect specific details regarding the reason for the adjustment. For example, in the case of a reimbursement offsetting, the agreement number would be appropriate. Other examples of good descriptions are the log number for your B2s, a travel authorization number, the project name, or 'J. Brown's travel for GIPSA'. The description should be something that would point you back

to the detailed inventory of what makes up the adjusted amount in your files. If need be, create a log. For a sample, see Appendix.

7) **Still not sure?** If you are unsure that an adjustment needs to be completed, or that the B2 document was prepared correctly, ask someone to review it. Utilize peers in your program or call Stacye Teachman in FMD, Riverdale, MD at (301) 734-8251.

### **III. Who In APHIS Can Do These Adjustments?**

Only those people that have security clearance may enter these adjustments directly in FFIS. This security access will be reviewed by each Program. An approved list of personnel authorized to make these entries is reviewed quarterly.

### **IV. Types of Adjustments**

A. Referencing (One-to-one) adjustments are those where a closed payment voucher can be referenced.

- The Vendor Id: use the exact same code cited on the original voucher. This is a two position field.
- The correction is to the BOC or Program code. (Can not correct BOC 31\*\* except 3140).
- The Reference Doc Id field must contain the exact Trans Code and Doc Id Number of the original payment voucher. It is a two position field.
- The entire amount of the Payment Voucher must be in closed status in FFIS.
- A specific description is needed to remind you why the adjustment was made.

B. Overhead Offsetting, adjustments are made to transfer a representative amount of obligations equal to the Agency overhead percent. We refer to these as a “mass” transfer, because individual transactions can not be identified.

- The Vendor Id: 34Standard
- The BOC for overhead offsetting is 2558.
- There must be documentation to show that closed transactions in the amount to be transferred were in FFIS for the FUND to be decreased. For example: your adjustment includes salary and benefits, TDY travel and a purchase order. You must confirm all the salary and travel have processed into FFIS and that the entire purchase order is closed. You should not process the adjustment until all components of it are confirmed closed.
- A detailed inventory of the items adding to the total of the transfer must be available on request from a reviewing/auditing source.

C. If a “Mass” Adjustment transaction for other than overhead offsetting,

- The Vendor Id: 34Standard

- The Major Object Class must be used for each subtotal amount. These entries require one decrease and one increase line for each major object code class.
- There must be documentation to show closed transactions in the amount to be transferred where in FFIS for the FUND to be decreased. For example: your adjustment includes salary and benefits, TDY travel and a purchase order. You must confirm all the salary and travel have processed into FFIS and that the entire purchase order is closed. You should not process the adjustment until all components of it are confirmed closed.
- A detailed inventory of the items adding to the total of the transfer must be available on request from a reviewing/auditing source.

## V. Transaction Code/ Transaction Type To Use For Adjustments

Trans Code is B2 for all adjustments referred to in this document.

- 1) Expenditure adjustments will use the Trans Type of TO.
- 2) Revenue adjustments will use the Trans Type of FI.

**Note: Revenue is only adjusted by FMD in Minneapolis when posting collections and accounts receivable.** These transactions will refer to revenue source codes for the budget Object Code (BOC). If you identify an entry for revenue that should be adjusted, please contact FMD, Minneapolis.

## VI. Adjustments May Be Performed ONLY On CLOSED Items

### 1. Always in Closed Status:

The following list of items are accrued (obligated) and expended (paid) in the same transaction; if they are in FFIS, they are closed. If you know one of these successfully processed in a feeder and you can not find it in FFIS, it may be on SUSF in REJECT status. This list is not inclusive:

PACS; Payroll	UPS
TRAV - Domestic TDYs AD-616	SF-1164's
FTSP	Indemnities
TELE	Fee Basis Payments
UTVN	International Services - VADRs
Lease Payments	Utilities
MPOL	Foreign Payments
TRAN	Wire Transfers
GPO	MISC Claims; TORT, Medical, EEO, etc.

IPAC if they don't reference

All "NO" Trans Coded documents

PCMS but you can not do a B2 accounting adjustment for PCMS - ever.

## 2. May be in an Open or Closed Status:

The following items are accrued (obligated) in one transaction in FFIS. Then at a later date, another transaction processes that references and liquidates (pays) it. There are instances where the payment may not correctly reference the original expenditure and it will not be liquidated. Instead the payment may be processed under a different expenditure Doc Id and then liquidated. In these instances, your Unliquidated Expenditures (obligations) will be overstated. The list is not inclusive:

- PRCH - Purchase Orders
- Relocations in TRAV
- Agreements
- Contracts
- Reimbursable Work Authorization (RWA)
- IPAC if they reference
- FEDS

## **VII. Prior Year Recovery Information**

A recovery happens when a prior budget fiscal year's spending is decreased in a no year fund and that funding or budget authority is available for APHIS to spend in the current year. Example, if you data enter a decrease to a BFY = 00 and the accounting code begins with 15, 16, 17, 18, 20, 25, 41, 72, 73, 74, 75, 76, 77, 78, 79, 83 or 85 you may want to invoke a recovery. A recovery does not happen every single time your decrease spending in a Prior Budget Fiscal Year of a No Year Fund but it should happen in a small percentage of the actions.

### **All B2 transactions decreasing spending in a prior/no-year fund must follow these processing procedures:**

Step 1: B2s where a Prior Budget Fiscal Year on a No Year Fund has spending being decreased, you must work the document to "SCHED" status only.

Step 2: Then in the FFIS 'Action:' field instead of typing an R to run the document to accept status, type an 'H' to put the document in HELD" status.

Step 3: Then email MRP-BS FMD - BEST. In the subject line of the email state "B2 in HELD Status for Recovery Review". Include the FFIS Document ID number in your e-mail and your telephone number.

Step 4: We will review the document and create a recovery, if necessary. This will be our top priority when we see the email. We will notify you of the processed document via email.

Step 5: If you would rather not follow the new procedures, you can mail the hard copy B2 form and back up documentation to the USDA, APHIS, FMD, Budget Execution and Support Team, 4700 River Road, Mail Slot 56, Riverdale, MD 20737.

This procedure does NOT apply to decreases in spending in the current Budget Fiscal Year. Nor does it apply if you are decreasing spending in the annual funds 52, 57, 58, 59.

#### **VIV. Form**

Attached to these guidelines is a sample Accounting Adjustment Form. It is available in soft copy as an Excel Spreadsheet. You may also reproduce the attachment. Use of this form is not mandatory unless you are not doing your own adjustments. The office data entering your adjustments will probably require this form be prepared. The form and preparation instructions may be found in next step.

The form AD-757, Miscellaneous Payments System, is obsolete. It does not have the correct blocks to prompt you for all the necessary information.

#### **X. The FFIS Adjustment - B2**

##### **INSTRUCTIONS FOR COMPLETING EXPENDITURE ADJUSTMENT DOCUMENT:**

Attachment Line #	Enter a 3-digit number for each line from 001 to 030. Remember: for research purposes it is recommended each document be kept to 30 lines or less.
BFY	Enter the 2-digit Budget Fiscal Year
Program	Enter the 9-digit Program Code
BOC	Enter the 4-digit Budget Object Code; Can not adjust BOC's 31** except 3140.
Vendor Code	Enter the Vendor Code related to the adjusting entry. If a one-to-one adjustment, use the vendor code cited on the original voucher. If for a mass transfer summarized to the major object class level of detail or for overhead offsetting use the Vendor ID 34Standard.
Quant	This field is used to record hours when transferring payroll. This field only accepts whole numbers, you can not put in fractions of hours. Example: 16.5 will not be accepted you will either have to round up or down. Use of the B2 to transfer payroll is used only when there is no other option available. Please check with your Headquarters staff or FMD to validate that the B2 is the proper way to correct payroll for your situation.

Reference Trans ID	For one-to-one adjustments, reference the exact Trans Code and Doc ID Number of the original payment voucher. For mass transfer, leave blank. This is a two digit field.
Amount	Enter dollars and cents in the amount column.
I/D	Increase or Decrease -- To transfer amounts from a particular accounting code, enter a "D" in this column. To transfer amounts to a particular accounting code, enter an "I" in this column. The increases and decreases for each document MUST equal zero. Note: the decrease goes on the first line of the entry.
Description	Limit of 30 characters -- This field must specify information that can refer you back to the detail documents that made up your adjustment amount.
Closed in PVHT/PVLT	Adjustments may be performed ONLY on CLOSED items.

**XI. Assistance:**

Personal Contacts - please work up through your program's chain-of-command, usually a state or regional office or refer to the FFIS Points of Contact list provided in the Budget Analyst FFIS training course.

Contact ATAC on 1-(877)94-ITHLP or 1-(877) 944-8457 if you are having any connection or printing problems. It is a toll free call.

## Examples of Various Expenditure B2 Accounting Adjustment Scenarios

<u>Line</u>	<u>BFY</u>	<u>Fund</u>	<u>TS</u>	<u>BOC</u>	<u>I/D</u>	<u>Recovery?</u>
Scenario A. Change to a BOC						
1	00	73	12x1600	2614	D	No, funding needs to stay in BFY '00
2	00	73	12x1600	3100	I	
Scenario B. Emergency Funding the old days						
1	00	77	12x1600	1100	D	Yes, 01-77 crosses Treasury Symbols
2	00	54	121600	1100	I	Upward Spending Adjustment
Scenario C. Contingency Funding						
1	98	52	1291600	2500	D	Downward Spending Adjustment – No Recovery
2	98	72	12x1600	2500	I	Reduces Carryover in to FY 2002
Scenario D. Reimbursable Funding						
1	99	52	1291600	1100	D	Downward Spending Adjustment – No Recovery
2	99	57	1290600	1100	I	Upward Spending Adjustment
Scenario E. Correct Accounting Code on a Contract						
1	01	11	12x1600	2500	D	Current Spending Decreased – No Recovery
2	01	52	121600	2500	I	Current Spending Increased
Scenario F. Overhead Offsetting						
1	00	52	1201600	1100	D	\$100 – Downward Spending – No Recovery
2	00	11	12x1600	1100	I	\$50 – Reduces Carryover
3	00	77	12x1600	1100	I	\$50 – Reduces Carryover
Scenario G. T&A with Wrong Accounting Code						
1	00	77	12x1600	1100	D	\$100 – Yes, Recovery
2	00	52	12x1600	1100	I	\$50 – Upward Spending
3	00	11	12x1600	1100	I	\$50 – Reduces Carryover
Scenario H. Voyager Charge to Wrong Year						
1	01	41	12x5161	2614	D	Downward Spending Adjustment – No Recovery
2	00	41	12x5161	2614	I	Reduces Carryover
Scenario I. PO Charged to Wrong Year						
1	01	52	1211600	3141	D	Downward Spending Adjustment – No Recovery
2	00	41	12x5161	3141	I	Reduces Carryover
Scenario J. Reimbursable Offset						
1	01	52	1211600	1100	D	Current Spending Decreased – No Recovery
2	01	73	12x1600	1100	I	Current Spending Increased
Scenario K. Reimbursable Correction						
1	00	73	12x1600	1200	D	Yes, Recovery
2	00	52	1211600	1200	I	Upward Spending Adjustment

**A Recovery should be Considered IF:**

- The BFY is a Prior Year
- The Fund being decreased is a No Year
- The increase is not in the same Fund
- The budget authority should be moved to the current FY No Year Fund for future spending.

# Making an Adjustment to an Incorrect Program Code

To Begin the process of making an adjustment, you must create a B2 document. Below is an example of the B2 document Header screen.

**B2  
Document  
Header  
Screen**

COMMND:	DOCID: 1	01/03/03 14:03:05
STATUS:	BATID:	SEC2:
H-		
	STANDARD VOUCHER DOCUMENT	
SV DATE:		ACCOUNTING PERIOD: 2
ACTION: 3	EXPENSE (E), REVENUE (R), GL (G), BUDGET (B): 4	FUND:
BUDGET FYS:		
REVERSAL PERIOD:		
COMMENT:		BUDGET OVERRIDE IND:
REF TRANS ID:		
DOCUMENT TOTAL: 5		
DESCRIPTION: 6		
A--*HD37-TYPE BATID/DOCID & PRESS ENTER		

The table below shows required fields for the B2 document header screen. The fields are numbered in the example screen.

**B2  
Document  
Header  
Screen  
Required  
Fields**

#	Field	Data	
1	DOCID	Trans Code	B2 (Type of Document)
		Sec 1 Code	Enter the appropriate Sec 1 Code
			YYADJ# where:  YY = Last 2 digits of the fiscal year  ADJ represents an adjustment  # = 6-digit number generated by FFIS
2	ACCOUNTING PERIOD	Enter the accounting period in MMY format.	
3	ACTION	E (Enter new document)	
3	EXPENSE(E), REVENUE (R), GL (G), BUDGET (B)	E (Expense)	
4	DOCUMENT TOTAL	0.00 (Document Total)	
5	DESCRIPTION	Provide a meaningful description which will take you back to the source documents.	



The document total in the B2 Header screen will always be zero dollars for an adjustment because it is the sum of the line amounts in the Line Screens, which should have equal and offsetting amounts.

**B2  
Document  
Header  
Screen  
Instructions**

To enter a B2 document Header screen for adjustments, follow the steps outlined in the table below.

<b>Step</b>	<b>Action</b>
1	Type L in ACTION (of any FFIS table screen)
2	In the TABLEID field, type B2
3	Press the spacebar twice to clear possible remaining data
4	Press Enter, and the B2 header Screen appears
5	Tab to the DOCID field. The transaction code B2 should be displayed.
6	Tab to the next field, and type in the appropriate Sec 1 Code.
7	In the next field type in YYADJ# (YY = last 2 digits of the fiscal year).
8	Press Enter.
9	Tab to ACCOUNTING PERIOD and type in the accounting period in MMY format.
10	Tab to ACTION and type E.
11	In the EXPENSE (E), REVENUE (R), GL (G), BUDGET (B) field, type E.
12	Tab to DOCUMENT TOTAL and type 0.00.
13	Tab to DESCRIPTION and type a meaningful description which will take you back to the source documents.
14	Press Enter and the B2 Line screen appears.
15	Fill in the line screen fields. (Steps are detailed in the next segment of this section.)



The system will automatically assign a sequential document number as the DOCID when the user types in “YYADJ#” (YY = the last 2 digits of the fiscal year, ADJ = Adjustment, and # = a 6 digit number generated by FFIS).

**B2  
Document  
Line  
Screen**

Below is an example of a B2 document Line Screen. Information for these screens should be for incorrect and correct program codes. The fields are numbered on the example screen.

```

COMMND:          DOCID:          01/06/03 08:43:01
STATUS:          BATID:          SEC2:          000-000 OF 000
01-
      LINE NUMBER: 1          TRANS TYPE: 2          EXP/REV/GL/BUD:
      BUDGET FYS: 3          FUND:          DIVISION:
BUDGET ORG/SUB:          COST ORG/SUB:          PGM: 4
BOC/REV SOURCE: 5  SUB BOC/SUB SRCE:          JOB:          RPTG:
      CLOSED BFYS:          CLOSED FUND:
VENDOR: 6          NAME:          QUANT:
SCHD FISC YR:          SCHD CAT:  SCHD TYP:  SCHD NO:
D.O.:          GUEST SYMBOL:
REF TRAN ID: 7          DOC TYP:  AGREE #:  ADV:
INVOICE NO:          INVOICE DATE:  INVOICE LINE:
AMOUNT: 8          INC/DEC IND: 9  ACC DATE:  OBL FY:
DESCRIPTION: 10          TREAS NO:
  
```

#	Field	Data
1	LINE NUMBER	Line number from 001 to 999 (start with Line 001)
2	TRANS TYPE	TO
3	BUDGET FYS	Budget fiscal year
4	PGM	Incorrect program code (accounting code) from the Payment Voucher being referenced, or correct program code (accounting code)
5	BOC/REV SOURCE	Appropriate budget object code from the Payment Voucher being referenced
6	VENDOR	Vendor code from the Payment Voucher being referenced
7	REF TRANS ID	The transaction code and document number of the Payment Voucher being referenced
8	AMOUNT	Line amount from the Payment Voucher being referenced
9	INC/DEC IND	I or D (Increase/Decrease Indicator)
10	DESCRIPTION	An appropriate description that will help identify the adjustment line in future periods

The first line screen entered will decrease the dollar amount processed against the incorrect program code (accounting code). The second line screen entered will increase the amount to the correct program code (accounting code). To enter the B2 document Line Screen to correct a posting(s) to an incorrect program code, follow the steps outlined below:

**Enter B2  
Document  
Line  
Screen  
Instructions**

<b>Step</b>	<b>Action</b>
1	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999.
2	In the TRANS TYPE field type TO.
3	Tab to BUDGET FYS and type in the 2-digit budget fiscal year.
4	Tab to PGM and type in the incorrect program code from the Payment Voucher being referenced.
5	In the BOC/REV SOURCE field type in the budget object code from the Payment Voucher being referenced.
6	Tab to VENDOR and type the vendor code from the PV being referenced.
7	Tab to REF TRANS ID and type in the transaction code and document number of the Payment Voucher being referenced.
8	Tab to AMOUNT and type in the total amount of the line in the Payment Voucher being referenced.
9	Tab to INC/DEC IND and type D to indicate a decrease in the line amount.
10	Tab to DESCRIPTION and type an appropriate description that will help identify the adjustment line in future periods.
11	Press Enter. A new B2 Line Screen appears.
12	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999.
13	In the TRANS TYPE field type TO.
14	Tab to BUDGET FYS and type in the 2-digit budget fiscal year.
15	Tab to PGM and type in the incorrect program code from the Payment Voucher being referenced.
16	In the BOC/REV SOURCE field type in the budget object code from the Payment Voucher being referenced.
17	Tab to VENDOR and type the vendor code from the PV being referenced.
18	Tab to REF TRANS ID and type in the transaction code and document number of the Payment Voucher being referenced.
19	Tab to AMOUNT and type in the total amount of the line in the Payment Voucher being referenced.
20	Tab to INC/DEC IND and type D to indicate a decrease in the line amount.
21	Tab to DESCRIPTION and type an appropriate description that will help identify the adjustment line in future periods.
22	Press Enter. Repeat Steps 1 through 20 for each incorrect program code, as necessary.

## EXPENDITURE ADJUSTMENT FORM

**Document Number: B2** \_\_\_\_\_

**Trans Type: TO**

L N	Budget F.Y.	Program Code	BOC	Vendor Code	Reference Trans ID	Amount	I/D	Description (Limit - 30 Characters)	Closed in PVHT/PVLT
001									
002									
003									
004									
005									
006									
007									
008									
009									
010									
011									
012									
013									
014									
015									
016									
017									
						0.00			

Prepared By:

Approved By:

Entered By:

Date:

Date:

Date:

Telephone Number:

Telephone Number:

## Instructions for Completing the (B2) Expenditure Adjustment Document

Line #	Enter a 3-digit number for each line from 001 to 030.
	Remember: For research purposes it is recommended each document be kept to 30 lines or less.
BFY	Enter the 2-digit Budget Fiscal Year.
Program	Enter the 9-digit Program Code.
BOC	Enter the 4-digit Budget Object Code.
Vendor Code	Enter the Vendor Code related to the adjusting entry. If a one-to-one adjustment, use the vendor code cited on the original voucher. If for a mass transfer summarized to the major object class level of detail, use 34STANDARD. If overhead offsetting, use 34STANDARD also.
Reference Trans ID	For one-to-one adjustments, reference the exact Trans Code and Doc ID Number of the original Payment Voucher. It is strongly suggested to use one-to-one adjustments whenever possible, however, there are extenuating circumstances which require mass transfers. In these cases, leave the Reference Trans ID blank.
Amount	Enter dollars and cents in the amount column.
I/D	Increase or Decrease – To transfer amounts from a particular accounting code, enter a “D” in this column. To transfer amounts to a particular accounting code, enter an “I” in this column. The increases and decreases for each document MUST equal zero. Note: The decrease goes on the first line of the entry.
Description	Limit of 30 characters – This field must specify information that can refer you back to the detail documents that made up your adjustment amounts.
Closed In PVHT/PVLT	Adjustments may be performed ONLY on CLOSED items.

This page intentionally left blank.

**CHAPTER 8**  
**YE - PERIOD END ESTIMATES IN FFIS**

**Creating YE Document for Period-End Estimate of Obligations**

To record a period end estimate for obligations, you must create a YE document.  
Below is an example:

**YE  
Header  
Screen**

COMMND:	DOCID: 1	01/06/03 13:50:39
STATUS:	BATID:	SEC2:
H-	STANDARD VOUCHER DOCUMENT	
SV DATE:	ACCOUNTING PERIOD: 2	
ACTION: 3	EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): 4	
BUDGET FYS:	FUND:	
REVERSAL PERIOD: 5		
COMMENT:	BUDGET OVERRIDE IND:	
REF TRANS ID:		
DOCUMENT TOTAL: 6		
DESCRIPTION: 7		

The table below shows required fields for the YE document header screen. The fields are numbered in the example screen above.

**YE  
Header  
Screen  
Required  
Fields**

#	FIELD	Data	
1	<b>DOCID</b>	Trans Code	<b>YE</b> (Type of Document)
		Sec 1 Code	Enter the appropriate SEC 1 Code
		Document #	<b>YYEST#</b> where:  <b>YY</b> = last 2 digits of the fiscal year
2	<b>ACCOUNTING PERIOD</b>	Enter the accounting period (MMYY)	
2	<b>ACTION</b>	<b>E</b> (Enter New Document)	
3	<b>EXPENSE (E), REVENUE (R), GL (G), BUDGET (B)</b>	<b>E</b> (Expense)	
4	<b>REVERSAL PERIOD</b>	Enter the accounting period in which the reversal should take place (MMYY)	
5	<b>DOCUMENT TOTAL</b>	Enter period-end estimate amount	
6	<b>DESCRIPTION</b>	Meaningful description	

To enter a YE document header for estimates, follow the steps outlined in the table below:

**YE  
Document  
Header  
Screen  
Instructions**

Step	Action
1	Type L in ACTION (of any FFIS table screen)
2	In the TABLEID field type YE
3	Press the spacebar twice to clear possible remaining data
4	Press Enter and the YE Header Screen appears
5	Tab to the DOCID field. The transaction code YE should be displayed.
6	Tab to the next field and type in the appropriate SEC 1 Code
7	In the next field type in YYEST# (YY = last 2 digits of the fiscal year)
8	Press Enter
9	Tab to ACCOUNTING PERIOD and type in the accounting period in MMYY format.
10	Tab to ACTION and type E
11	In the EXPENSE (E), REVENUE (R), GL (G), BUDGET (B) field type E
12	Tab to REVERSAL PERIOD and type the accounting period (2 digits for month and year) in which the reversal should take place

Below is an example of a YE document line screen:

**YE Document Line Screen**

```

COMMND:          DOCID:          01/06/03 15:16:54
STATUS:          BATID:          SEC2:          000-000 OF 000
01-

      LINE NUMBER: 1          TRANS TYPE: 2          EXP/REV/GL/BUD:
      BUDGET FYS: 3          FUND:          DIVISION:
BUDGET ORG/SUB:          COST ORG/SUB:          PGM: 4
BOC/REV SOURCE: 5          SUB BOC/SUB SRCE:          JOB:          RPTG:
      CLOSED BFYS:          CLOSED FUND:
VENDOR: 6          NAME:          QUANT:
SCHD FISC YR:          SCHD CAT:          SCHD TYP:          SCHD NO:
D.O.:          GUEST SYMBOL:
REF TRAN ID:          DOC TYP:          AGREE #:          ADV:
INVOICE NO:          INVOICE DATE:          INVOICE LINE:
AMOUNT: 7          INC/DEC IND:          ACC DATE:          OBL FY:
DESCRIPTION: 8          TREAS NO:
    
```

The table below shows required fields for the YE document line screen. The fields are numbered on the example on the previous page:

**YE Document Line Required Fields**

#	Field	Data
1	LINE NUMBER	Line number from 001 to 999 (start with Line 001)
2	TRANS TYPE	UN (for undelivered orders) or DE (for delivered orders)
3	BUDGET FYS	Budget fiscal year
4	PGM	Appropriate Program Code (accounting code)
5	BOC/REV SOURCE	Appropriate Budget Object Code
6	VENDOR	Vendor Code
7	AMOUNT	Line amount
8	DESCRIPTION	An appropriate description that will help identify the estimate line in future periods

**YE  
Document  
Line Screen  
Instructions**

To enter a YE document Line Screen for estimates follow the steps outlined in the table below.

<b>Step</b>	<b>Action</b>
1	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999
2	In the TRANS TYPE field type UN (for undelivered orders) or DE (for delivered orders)
3	Tab to BUDGET FYS and type in the 2-digit budget fiscal year
4	Tab to PGM and type in the Program Code from PGMT
5	In the BOC/REV SOURCE field type in the budget object code
6	Tab to VENDOR and type the Vendor Code
7	Tab to AMOUNT and type in the period-end estimate amount
8	Tab to DESCRIPTION and type an appropriate description that will help identify the estimate line in future periods
9	Press Enter. A new YE Line Screen appears. Repeat Steps 1 through 8 as necessary.
10	Press the Home key and type E in COMMND and press Enter to edit the document.
11	If there are no error messages at the bottom of the screen type R in the COMMND field and press Enter.

## Creating YE Documents for Period-End Estimate of Revenue

To record a period-end estimate for revenue, you must create an YE document. Below is an example of the YE document Header Screen:

<b>YE Document Header Screen</b>	COMMND:	DOCID: 1	01/06/03 13:50:39
	STATUS:	BATID:	SEC2:
	H-	STANDARD VOUCHER DOCUMENT	
	BUDGET(B): 4	SV DATE:	ACCOUNTING PERIOD: 2
		ACTION: 3	EXPENSE(E), REVENUE(R), GL(G),
		BUDGET FYS:	FUND:
		REVERSAL PERIOD: 5	
		COMMENT:	BUDGET OVERRIDE IND:
		REF TRANS ID:	
		DOCUMENT TOTAL: 6	
	DESCRIPTION: 7		

The table below shows required fields for the YE document header screen. The fields are numbered in the example screen above.

<b>YE Document Header Screen Required Fields</b>	#	FIELD	Data		
	1	<b>DOCID</b>	Trans Code	<b>YE</b> (Type of Document)	
			Sec 1 Code	Enter the appropriate SEC 1 Code	
			Document #	<b>YYEST#</b> where: <b>YY</b> = last 2 digits of the fiscal year	
	2	<b>ACCOUNTING PERIOD</b>	Enter the accounting period in MMY format.		
	3	<b>ACTION</b>	<b>E</b> (Enter New Document)		
	3	<b>EXPENSE (E), REVENUE (R), GL (G), BUDGET (B)</b>	<b>R</b> (Revenue)		
	4	<b>REVERSAL PERIOD</b>	Enter the accounting period in which the reversal should take place (MMYY)		
5	<b>DOCUMENT TOTAL</b>	Enter period-end estimate amount			
6	<b>DESCRIPTION</b>	Month End Reimbursement Estimate /Year End Reimbursement Estimate – Provide a meaningful description.			

To enter a YE document header for estimates, follow the steps outlined in the table below.

**YE Document Header Screen Instructions**

Step	Action
1	Type L in ACTION (of any FFIS table screen)
2	In the TABLEID field type YE
3	Press the spacebar twice to clear possible remaining data
4	Press Enter and the YE Header Screen appears
5	Tab to the DOCID field. The transaction code YE should be displayed.
6	Tab to the next field and type in the appropriate SEC 1 Code
7	In the next field type in YYEST# (YY = last 2 digits of the fiscal year)
8	Press Enter
9	Tab to ACCOUNTING PERIOD and type in the accounting period in MMY format.
10	Tab to ACTION and type E
11	In the EXPENSE (E), REVENUE (R), GL (G), BUDGET (B) field type R
12	Tab to REVERSAL PERIOD and type the accounting period (2 digits for month and year) in which the reversal should take place

Below is an example of a YE document line screen.

**YE Document Line Screen**

COMMND:	DOCID:	01/06/03 15:16:54
STATUS:	BATID:	SEC2: 000-000 OF 000
01-		
LINE NUMBER: 1	TRANS TYPE: 2	EXP/REV/GL/BUD:
BUDGET FYS: 3	FUND:	DIVISION:
BUDGET ORG/SUB:	COST ORG/SUB:	PGM: 4
BOC/REV SOURCE: 5	SUB BOC/SUB SRCE:	JOB: RPTG:
CLOSED BFYS:	CLOSED FUND:	
VENDOR: 6	NAME:	QUANT:
SCHD FISC YR:	SCHD CAT:	SCHD TYP:
D.O.:	GUEST SYMBOL:	SCHD NO:
REF TRAN ID:	DOC TYP:	AGREE #:
INVOICE NO:	INVOICE DATE:	ADV:
AMOUNT: 7	INC/DEC IND:	ACC DATE:
DESCRIPTION: 8		OBL FY:
		TREAS NO:

The table below shows required fields for the YE document line screen. The fields are numbered on the example on the previous page.

**YE  
Document  
Line  
Screen  
Required  
Fields**

#	Field	Data
1	LINE NUMBER	Line number from 001 to 999 (start with Line 001)
2	TRANS TYPE	FS (for revenue/ reimbursement)
3	BUDGET FYS	Budget fiscal year
4	PGM	Appropriate Program Code (accounting code)
5	BOC/REV SOURCE	Appropriate Budget Object Code
6	VENDOR	Vendor Code
7	AMOUNT	Line amount
8	DESCRIPTION	An appropriate description that will help identify the estimate line in future periods

To enter a YE document Line Screen for estimates follow the steps outlined in the table below:

**YE  
Document  
Line  
Screen  
Instructions**

Step	Action
1	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999
2	In the TRANS TYPE field type FS (for revenue/ reimbursement)
3	Tab to BUDGET FYS and type in the 2-digit budget fiscal year
4	Tab to PGM and type in the Program Code from PGMT
5	In the BOC/REV SOURCE field type in the budget object code
6	Tab to VENDOR and type the Vendor Code
7	Tab to AMOUNT and type in the period-end estimate amount
8	Tab to DESCRIPTION and type an appropriate description that will help identify the estimate line in future periods
9	Press Enter. A new YE Line Screen appears. Repeat Steps 1 through 8 as necessary.
10	Press the Home key and type E in COMMND and press Enter to edit the document.
11	If there are no error messages at the bottom of the screen type R in the COMMND field and press Enter.

## Period End Estimate for Obligations

Document Number : YE \_\_\_\_\_

Reversal Period: (Fiscal Month/Fiscal Year) \_\_\_\_\_

Line	Trans Type: Delivered = DE Undelivered = UN	Budget F.Y.	Program Code	BOC	Vendor Code	Amount	I or D	Description (Limit - 30 Characters)
001								
002								
003								
004								
005								
006								
007								
008								
009								
010								
011								
012								
013								
014								
015								
016								
017								
<b>TOTAL AMOUNT</b>						<b>\$</b>		

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Period End Estimate for Revenue**

Document Number : YE \_\_\_\_\_

Reversal Period: (Fiscal Month/Fiscal Year) \_\_\_\_\_

Line	Trans Type: FS	Budget F.Y.	Program Code	Rev Source	Vendor Code	Amount	I or D	Description (Limit - 30 Characters)
001	FS							
002	FS							
003	FS							
004	FS							
005	FS							
006	FS							
007	FS							
008	FS							
009	FS							
010	FS							
011	FS							
012	FS							
013	FS							
014	FS							
015	FS							
016	FS							
017	FS							
<b>TOTAL AMOUNT</b>						<b>\$</b>		

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

This page intentionally left blank.