



USER GUIDE FOR CLEARING WIP REJECTS FROM EXCEPTION TABLE

## United States Department of Agriculture

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### Financial Management Modernization Initiative (FMMI)

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**Revision History**

VERSION	DATE	AUTHOR	COMMENT
1.0	5/9/2018	Leticia Timothy	
1.0	5/11/2018	Jo Ann Landry	Page 14: Added a statement regarding the removal of the <b>DEFAULT00000000000 UAI</b> from the UAI Table in FMMI.

**Purpose**

Use this procedure to clear the Work in Progress (WIP) Rejects that are listed on the Exception table in FMMI.

**Trigger**

Perform this procedure when documents are failing to the Exception table for various reasons. This would take place when documents fail to interface from FMMI to CPAIS -Personal Property and are in a reject status on the Exception Table.

**Procedure**

1. The Property Accounting Section (PAS) will download the Exception Table and export the results to an Excel document to analyze.
2. The PAS will then analyze the exported document by filtering for the WIP Rejects that are Settlement (S1) Documents in order to see what agencies are affected.
3. The PAS will reach out to each agency’s Point of Contact and provide them with the document numbers listed on the Exception Table to decide how to move forward on each document.
4. If the agency wants the document to be cleared from the Exception Table and interfaced to CPAIS-PP, they will need to first address the error message on the document so that it does not reject again. Some of the Error Messages that are listed on the documents are as followed.

Error Message	Resolution
WIP Asset ID is empty	Create a WIP Shell in CPAIS-PP that will create an Asset ID. Then link the WBS to the Asset ID in FMMI on the next business day after the CPAIS-PP Nightly process interfaces to FMMI. Refer to the <i>FMMI Job Aid for Linking UAI to WBS for WIP</i> and the <i>CPAIS PP Job Aid for Creating WIP Assets</i> .
WBS is Missing	Create a WIP Shell in CPAIS-PP that will create an Asset ID. Then link the WBS to the Asset ID in FMMI on the next business day after the CPAIS-PP Nightly process



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	interfaces to FMMI. Refer to the <i>FMMI Job Aid for Linking UAI to WBS for WIP</i> and the <i>CPAIS PP Job Aid for Creating WIP Assets</i> .
SHC was not found based on accounting elements	Update Shorthand Code Table in FMMI for System ID MASC and CPAIS.
SHC is deactivated	User intervention not required due to CHG0033078 that has been implemented and has addressed this issue. Document should not fail due to a deactivated Shorthand Code (SHC).

**IMPORTANT:** If a Work Breakdown Structure (WBS) has been established using a ‘DEFAULT’ Unique Asset ID (UAI) in FMMI, user must update the UAI immediately with the respective UAI number. (Refer to the Job Aid titled *Linking a WBS to a UAI for WIP Online Help Procedure*.)

**In the *Hold CPAIS UAI and other FMMI elements Table* in FMMI, the DEFAULT0000000000 UAI will be removed from the Table on June 1, 2018, therefore will no longer be available for users to select as the UAI for projects.**

5. Listed below are some possible scenarios that the PAS will address based on the agencies’ responses. The PAS will keep a log of how each scenario is handled along with the resolution.

Scenario	Resolution
The document number is not needed in CPAIS-PP because the asset has already been established in CPAIS-PP and is no longer WIP.	Clear the Reject from the Exception Table.
The document number is needed in CPAIS-PP because the WIP needs to be established in CPAIS-PP.	Rerun the <i>FMMI Outbound to CPAIS Personal Property Job</i> as an On Demand Job for the Document Number specified so that it can interface to CPAIS-PP and verify that it does not fail to the Exception Table again. Once the document is reflected in CPAIS-PP, the Agency will need to setup a WIP Shell.