Financial Management Modernization Initiative (FMMI)

Corporate Lockbox Deposit

Procedures

FMMI agencies that receive checks and money orders for processing with the Financial Management Services (FMS) will submit those negotiable instruments to the FMMI Corporate Lockbox, Agency Location Code (ALC) 12-40-1240. These deposits include, but are not limited to, Reimbursable Agreements, employee TDY travel, and Relocation Travel. DO NOT USE these instructions for ABCO managed employee payroll-related transactions, those should continue to be forwarded to the ABCO Lockbox.

AGENCIES MUST CREATE AN ACCOUNTING DOCUMENT PRIOR TO CHECK BEING MAILED TO LOCKBOX.

The FMMI Corporate Lockbox address is:

USDA FMMI FMS Collections
PO Box 979099
St. Louis, MO 63179-9000

If method of delivery requires a physical street address, the following address should be used:

U.S. Bank
3180 Rider Trail S.
Earth City, MO 63045
Phone: 800.495.4981
USDA FMMI Lockbox 979099

The FMMI Corporate Lockbox will automatically process collections in FMMI whenever negotiable items are submitted with a completed coversheet. Collections forwarded without a completed coversheet will require manual intervention by **Collections Processing Section (CPS)** to be recorded in FMMI. Agencies must provide a point of contact with a name and telephone number on all coversheets.

Questions regarding the FMMI Corporate Lockbox should be referred to:
SM.FMS.Collections@usda.gov
FMS/CPS Hotline (877) 243-3072, Option 3

The attached forms are provided for use and should accompany each negotiable item.

Office Responsibilities:

- **Agency's**:
  - Prior to submitting the Coversheet and negotiable item, the Agency must create the FMMI Billing Document Number (see below available document types).
  - This FMMI Billing Document Number and the FMMI Customer Number must be provided on the Coversheet. This will ensure more efficient processing and reduce potential for errors.
- **CPS's**:
  - Post the funds in accordance to the agency's direction given on the coversheet.

Items received in the FMMI Corporate Lockbox without a FMMI Billing Document Number and a FMMI Customer Number will take longer and may have potential for error because they will not get processed via the automated lockbox process. In these cases, the transactions will be applied in FMMI with the following temporary postings:

	Treasury Account Symbol (TAS) / Application of Funds (AOF) - 12X6501.40
DEBIT	Account 1010230000 FBWT-COL SEC 3/2

CREDIT Account 2400000000 LiabNonFidDepFunds

As mentioned above, these postings are temporary and CPS will contact the agency for any transaction that doesn't post automatically or missing details on the coversheet. CPS will request that the FMMI Billing Document be created, and CPS will then post the collection accordingly.

The Agency submitting a negotiable instrument to the FMMI Corporate Lockbox must identify and prepare the appropriate document to accurately process the collection transaction in FMMI. Here are the available document types, but not limited to:

- **Expenditure Refund** (Account Receivables Document):
  - **DF Document Type** with Number Range 1800000000 – 1899999999
    *Include Fund Commitment number on coversheet, if necessary.

- **Revenue** (Account Receivables Document - customer invoice, billing document):
  - **DR – Document Type** with a number range of 1800000000 – 1899999999
    Customer Invoices are used when payment is received after billing.
  - **RV – Document Type** with a number range of 3000000000 – 3099999999
    Billing Documents are used for Sales Orders with and without Advances.

- **Down Payment Requests** (Account Receivables Document)**:**
  - **DP – Document Type** with a number range of 3000000000 – 3099999999
    Customer Invoices are used when payment is received prior to billing.

- **Customer Credit Memo** (Account Receivables Document):
  - **DG Document Type** with Number Range 1700000000 – 1799999999

- **Miscellaneous Collection** (General Ledger (G/L) Document):
  - **SK – Document Type** with a number range of 1300000000 - 1399999999
    These collections must be identified by the Agency and provide the **Cost Center** for processing to the Department of the Treasury general fund receipt account. CPS will process these collections in FMMI to TAS 12X3220 and fund AG0003220X. If no **Cost Center** is provided, the collections will be posted to **Cost Center CF01100000.** This process does not require a customer, vendor or billing document numbers.

- **Vendor Credit Memo** (Account Payables Document):
  - **KG Document Type** with Number Range 1700000000 – 1799999999
    *****Include Fund Commitment number on coversheet, if necessary.

- **Purchase Order** (Account Payables Document)
  - **RE Document Type** with Number Range 5000000000 – 5099999999
    Include Purchase Order (PO) number on the coversheet for either FMMI or IAS PO's.
    - **FMMI PO**: Requires the agency to create the RE prior to submitting the coversheet.
    - **IAS PO:** Requires CPS assistance in creation of RE due to FMMI security restrictions.

- **Travel Advance Reimbursement**.
  ZG Document Type with Number Range 1800000000-1899999999

FMS/CPS FMMI LOCKBOX SUBMISSION COVERSHEET

***Check Number:** _____ ***Check Amount:** _____

ACCOUNT RECEIVABLES:

* - REQUIRED INFORMATION

***FMMI Customer Number:** _____

***FMMI Billing Document Number:** _____

***COLLECTION DOCUMENT TYPE (CHECK BOX):**

☐ ***DF-Expenditure Refund*** ***optional Funds Commitment#:*** _____
☐ ***DF-Travel Reimbursement*** ***optional Funds Commitment#:*** _____
☐ ***DG-Customer Credit Memo***
☐ ***DP-Down Payment***
☐ ***DR-Customer Revenue***
☐ ***RV-Sales Order***
☐ ***ZG-Advance Reimbursement***

ACCOUNT PAYABLES:

* - REQUIRED INFORMATION

***FMMI Vendor Number:** _____

***FMMI Billing Document Number:** _____

***COLLECTION DOCUMENT TYPE (CHECK BOX):**

☐ ***KG-Vendor Credit Memo*** ***optional Funds Commitment#:*** _____
☐ ***RE-Purch. Order Credit Memo*** ***required Purchase Order#:*** _____
☐ ***RE-IAS Purch. Order Credit Memo*** ***required Purchase Order#:*** _____
☐ ***KG-Travel Reimbursement*** ***required 1) Funds Commitment#:*** _____
2) Referenced TA Doc#: _____

MISC. COLLECTION: (SK Document Type)

Cost Center:** _____ ***(Default: CF0110000000)

***ACCOUNTING INFORMATION:** **Only use if the FMMI billing document# isn't provided above.**
(This section should be used in rare cases only because FMMI billing document should normally be created by agency and reference above.)

***Fund:** _____ ***Fund Center:** _____

***Budget Period:** _____ ***Functional Area:** _____

***WBS:** _____ ***Cost Center:** _____

***BOC:** _____

***Submission Date:** _____ ***Agency:** _____

***Point of Contact:** _____

***Phone Number:** _____

***E-Mail Address:** _____