FMMI PVND Request Process Training

September 12, 2022

AGENDA

- Introduction-Vendor and Customer Master Data Overview

- Course Objectives

- Role Requirements

- FFIS to FMMI Crosswalk Vendor/Customer

- Key Terms Vendor/Customer

- CCR Converted FFIS Vendors in FMMI-Diagram

- Blocking and Deletion Flags

- System Navigation

- FMS Web site/ Contact Information

September 12, 2022

Vendor Master Data Overview

- Vendors are institutions/people USDA pays for services

- Vendors codes are assigned in sequential order by theFMMI system

- The vendor master record is uniquely identified by a
  10-digit vendor code, for example: 1100853860

September 12, 2022

Customer Master Data Overview

- Customers are institutions/people that pay USDA forservices

- Customer codes are assigned in sequential order oncerequest is complete

- Customer master record is uniquely identified by a

  7-digit customer code, for example: **3262175**

  Note: Vendor and Customer Tables are separate tables

PVND COURSE OBJECTIVES

- To familiarize FMMI PVND users with:

  - Role requirements to Create/Maintain Vendor/Customer

  - Creating Vendor/Customer PVNDs

  - Managing Vendor/Customer master records

PVND ROLE REQUIREMENTS

- Vendor/Customer Master Data Requestor

  - Responsible for creating vendor and customer account groups

  - Responsible for managing vendor and customer account groups

  - To use the FMMI automated PVND process, the user is required to have the following role: Vendor and Customer Master Data Requester (Z0000UMMDR:ES_MD_REQUESTER)

Note: The Vendor/Customer Master Data Requestor/Evaluator roles are added through Governance, Risk and Compliance (GRC)

The roles are listed under OCFO-FMS not USDA.

PVND ROLE REQUIREMENTS (Cont'd)

- Commercial/Invitational Vendor/Customer Master Data Evaluator
- **Z0000RXCOM:ES_CMM_VEND_CUST_EV**
  - Views ZNFV, ZFOR, ZINT, ZTPA, ZPFD/COMM account group

- Employee Vendor/Customer Master Data Evaluator
- **Z0000RXEMP:ES_EPL_VEND_CUST_EV**
  - Views ZEMP/EMPL account group

- Fed-State-Local Vendor/Customer Master Data Evaluator
- **Z0000RXFSL:ES_FSL_VEND_CUST_EV**
  - Views ZFDN, ZFDU, ZTPA, ZSAL/FED, SNL, USDA account group

- Settlement Vendor/Customer Master Data Evaluator
- **Z000RXSET:ES_SET_VEND_CUST_EV**
  - Views ZSET/COMM account group

September 12, 2022

FFIS to FMMI Crosswalk for Vendors

FFIS VENDOR TYPE NAMES	FMMI VENDOR CODE	FMMI ACCOUNT GROUP	FMMI ACCOUNT GROUP NAME	INDUSTRY	INDUSTRY NAME	1099	SENT TO IAS	NUMBER RANGE
BLANKET PURCHASE ORDER/COMM VENDORS	B/C	ZNFV	NON-FEDERAL VENDORS	Z001	COMMERCIAL/ CONSUMER	YES	YES	11
GRANTEES-OTHER	K	ZNFV	NON-FEDERAL VENDORS	Z001	COMMERCIAL/ CONSUMER	YES	YES	11
TELE/UTVNS	T/U	ZNFV	NON-FEDERAL VENDORS	Z007	TELEPHONE/UTILITY	NO	YES	11
SOVERIGN ENTITY ON US SOIL	X	ZNFV	NON-FEDERAL VENDORS	Z002	SOVERIEGN	NO	YES	11
PERMITS, INDEMITIES, DISEASE QUARANTINE	P	ZNFV	NON-FEDERAL VENDORS	Z004	PERMITS	NO	NO	11
		ZNFV	NON-FEDERAL VENDORS	VADR	FOREIGN POSTS/FAS STATE DEPT VENDORS	NO	NO	11
GRANTEES-STATE/LOCAL/NON-PROFIT	J	ZNFV	NON-FEDERAL VENDORS	GRNN	NON-TAXABLE GRANTS	NO	NO	11
GRANTEES-OTHER	K	ZNFV	NON-FEDERAL VENDORS	GRNT	TAXABLE GRANTS	YES	NO	11
EMPLOYEES	ES	ZEMP	EMPLOYEES			NO	NO	12
FEDERAL GOVERNMENT-NON-USDA	G	ZFDN	FEDERAL NON-USDA VENDORS			NO	NO	13
FEDERAL GOVERNMENT-USDA	V	ZFDU	FEDERAL USDA VENDORS			NO	NO	14
FOREIGN VENDORS	F	ZFOR	FOREIGN VENDORS			NO	NO	16
FOREIGN CURRENCY VENDORS		ZFCR	FOREIGN VENDORS			NO	NO	20
SUPPLEMENTAL EMPLOYEES/TRVL	Q	ZINT	INVITATIONAL TRAVELER			NO	NO	11
NON GOV EMPLOYEES/FOREST SERVICE	M	ZINT	INVITATIONAL TRAVELER			NO	NO	11
PRODUCER-FARM AND DAIRY PRODUCTS	R	ZPFD	PRODUCER			YES	NO	18
LOCAL AND STATE GOV	L/S	ZSAL	STATE AND LOCAL GOVERNMENT			NO	YES	15
INJURED PARTIES/CLAIMS	N	ZSET	SETTLEMENTS AND INJURIES			YES	NO	11
SUPP. EMPLOYEES/SETTLEMENTS	Q	ZSET	SETTLEMENTS AND INJURIES			YES	NO	11
ANY OF THE EXISTING VEND TYPES EXCEPT G, E, Q, F		ZTPA	NON-FEDERAL 3RD PARTY ASSIGNEE			CONDITIONAL	CONDITIONAL	17

September 12, 2022

FFIS to FMMI Crosswalk for CUSTOMERS

FFIS CUSTOMER TYPE NAMES	FFIS VENDOR CODE	FMMI ACCOUNT GROUP	FMMI ACCOUNT GROUP NAME	INDUSTRY	INDUSTRY NAME	1099	SENT TO IAS	NUMBER RANGE
BILLINGS AND COLLECTIONS	A	COMM	COMMERCIAL CUSTOMER			NO	YES	3
EMPLOYEE	ER	EMPL	EMPLOYEE CUSTOMER			NO	NO	4
NON-USDA GOV CUSTOMERS	G/V	FED	FEDERAL CUSTOMERS			NO	NO	5
STATE AND LOCAL CUSTOMERS	S/L	SNL	STATE & LOCAL CUSTOMER			NO	YES	6
USDA GOV CUSTOMERS	W/Y	USDA	USDA AGENCY SOLD TO PARTY			NO	NO	7

September 12, 2022

KEY TERMS

Account Groups (Vendors) necessary for entering master data and defines whether each field is mandatory, taxed,or non-taxed

- **(ZBNK)Bank Vendors** – primarily RMA Agency usage
- **(ZEMP)Employees** – employees only
- **(ZFDN)Federal Non-USDA**– Federal vendor **not** a USDA agency
- **(ZFDU)Federal USDA Vendor** – Federal USDA agency
- **(ZFOR)Foreign Vendor** – vendor headquarters/operations not on U.S. soil
- **(ZINT)Invitational Traveler** – supplemental employees

KEY TERMS (Cont'd)

Account Groups (Vendors)

- **(ZNFV)Non-Federal Vendors** – commercial vendors

- **(ZPFD)Producers** – RMA farmers

- **(ZSAL)State and Local Government** – city and state vendors

- **(ZSET)Settlements and Injuries** – settlement/injury claims

- **(ZTPA)Non Federal Third Party Assignee** – vendors being paid through third party

- **(ZFCR) Foreign Currency Vendors** – vendors being paid in foreign currency

September 12, 2022

KEY TERMS (Cont'd)

Account Group (Customers) necessary for entering master data and defines whether each field is mandatory, optional, or suppressed

- **(BANK)Bank Customer** – account group is primarily for RMA usage
- **(COMM)Commercial Customers** – private sector with whom USDA conducts business
- **(EMPL)Employee Customer** –employees only
- **(FED)Federal Customer** – Federal Non-USDA customers
- **(SNL)State and Local Customer** – city and state customers
- **(FED)USDA Agency** – Federal USDA Customers
- **USDA Ship/Bill To** – for conversion purposes

Systems Award Management (SAM)
Central Contractor Registration (CCR)

Starting an Obligation:

If the Vendor is already registered in SAM then please use existing FMMI-CCR Vendor Mailing Address Record.

- Sam will interface to FMMI and creates 3 Vendor CCR records.
- The CCR Vendor records are the mailing address record, physical address record and the remit-to address record
- Use FMMI-CCR Vendor mailing address record.

If an obligation is not required:

- Agency submits a FMMI PVND request to have a Vendor created.
- Agency uses approved Vendor Record.

September 12, 2022

FMMI Deleting and Blocking Flags

FMMI Flags

- **Purchasing block-**
  - No new purchase orders
  - Funds commitment (Concur, RELO,) permitted
  - Allows invoices to be entered
- **Posting block-**
  - New purchase orders permitted
  - No new invoices (LIV or FI) can be entered
  - Posted invoices will NOT pay
- **Marked for deletion** –
  - No new activities
  - Posted invoices will NOT pay
  - Will prevent any activity on a vendor

September 12, 2022

FMS / FMMI Online Training Web site

https://www.nfc.usda.gov/FSS/Training/Online/FMS/Courses/FMMI/index.php

FMS / Training

FMMI Online Training

FMMI training is offered through a sequence of courses and is specific to a user role(s). The length of training per person will vary depending on the number and complexity of roles assigned. For a complete list of available course please see the course catalog located in AgLearn.

Client Services   Publications   Training   I Want to …

FMMI Online Training

100 Level: Introduction to FMMI – What is FMMI and why is it being implemented? This training provides an overview of the FMMI program and develops further awareness of the impact of FMMI on roles at USDA.

200 Level: Process Overview –What are the key financial concepts associated to the FMMI implementation? This training provides detailed information about each of the business processes involved for individuals' role(s).

300 Level: System Navigation – How do I navigate the FMMI application? This training provides an overview and hands-on practice navigation of the FMMI Portal and application.

400 Level: Role-Based - What are the processes in the core functional areas (e.g., General Ledger, Funds Management, Accounts Payable, Purchasing, Accounts Receivable, and Cost Management)? This training provides hands-on practice of the activities and tasks that individuals will be responsible for in their new jobs and role(s).

Accessing Training Courses

As of September 2012, primary training delivery activities for agencies in Deployments 1-2 and partially Deployment 3 have concluded. Current FMMI users from these agencies can continue to refer to FMMI 100 – 300 Levels training online via **AgLearn** or 100-400 Levels training materials via FMMI Online Help. Please direct additional questions to your Agency Role/Training Lead.

FMMI users of Deployment 3 Agencies that are part of the second phase should note that FMMI 100 – 400 levels are currently being delivered. Please ask your Agency Role/Training Lead for more information.

September 12, 2022

Vendor Customer Maintenance Web site

https://www.nfc.usda.gov/FSS/Publications/FMS/SAP_Resources/VendorCustomerMaintenance/vendor_customer.php

Contact Information

- United States Department of Agriculture (USDA)
- Office of the Chief Financial Officer (OCFO)
- Financial Management Services (FMS)
- Reporting, Reconciliation & Analysis Division (RRAD)
- Master Data Management Branch (MDMB)
- Vendor and Customer Maintenance (VCM)
- VCM Inquiry line 1-(800)-421-0323 option #3
- VCM Web site:

https://www.nfc.usda.gov/FSS/Publications/FMS/SAP_Resources/VendorCustomerMaintenance/vendor_customer.php

September 12, 2022