ZEMP and ZINT Vendor Records
and Pseudo Codes

PURPOSE

The purpose of this document is to explain the impact of changes recently made to the NEMP (payroll) to FMMI vendor interface that affect ZINT (Invitational Traveler) and ZEMP (Employee) vendor records. It also addresses changes made to the Search Term 2 field on FMMI vendor records.

These changes will ensure all USDA employees are in the ZEMP account group, making them available for the payroll detail reports and create an alert to discontinue using ZINT (invitational traveler) records when those travelers become USDA employees.

This document will also serve as a reference for the use of PSSNs (Pseudo Codes) between CGE (Concur Government Edition) and FMMI.

HOW TO USE THIS DOCUMENT

The current changes have been addressed in the beginning of the document, with an attempt not to delve into too much detail. After the current changes are covered, the document moves onto more detail about the interaction of the travel system CGE, the PSSN, and the FMMI vendor account groups ZINT and ZEMP. It is best if this document is read in its entirety before being used as a reference.

BEFORE THE RECENT CHANGES

ZINT records were set up for:

1. Travelers who were not USDA employees.
2. USDA employees that did not yet have ZEMP records set up in FMMI.

It can take up to 2 weeks (a pay period) before a ZEMP record is set up in FMMI for a new employee. Most employees do not travel in the first 2 weeks of employment. However, there are some employees with normal job activities that require them to travel almost immediately. For this reason and others, some employees have ZINT records before they become USDA employees.

Prior to 9/11/15, when a ZINT record (a traveler) became an employee, the ZEMP record was not created by the NEMP to FMMI vendor interface. Instead, the ZINT record was merely updated with data from the interface.

By updating the ZINT record, all pseudo code maintenance was avoided between the travel system and FMMI, i.e., the PSSN didn't need to change and the ZINT record was used for all payments to the employee from the financial system.

Note: The employee record in FMMI is not the record by which an employee is paid. Employee paychecks are made outside of the financial system; they are made by the payroll system. The employee records in FMMI merely pay administrative payments from the financial system, mostly from the TDY travel system CGE.

As of 9/11/2015 the interface was changed. When a ZINT record becomes an employee, the interface will now create a ZEMP record for the employee and after 30 days the ZINT record will be blocked. Note: a PSSN is created for the ZEMP record and it will be slightly different than the PSSN already associated with the ZINT record.

In the past we did not need to perform any PSSN maintenance for ZINTs that became employees, now we will need to change the PSSN either in CGE or FMMI to use (point to) the ZEMP record, rather than use the ZINT record.

A big caveat here is that we must voucher using the same vendor code under which the authorization was made. So, for our frequent travelers, timing will be critical as to when to switch from the ZINT to the ZEMP record. The time to switch is when there are no open authorizations under the ZINT record.

If a ZINT record is blocked and the record still has open authorizations, a PVND request will need to be submitted to unblock the record. We are still confirming how the ZINT records will be re-blocked, but they will be re-blocked at some point in the future after we unblock it.

SEARCH TERM 2

Search Terms		
Search term 1/2		

Another change made to the NEMP to FMMI interface is the population of the Search Term 2 field. Search Term 2 is no longer populated with the PSSN that the NEMP to FMMI interface creates. The change is already in place for new records. However, the data-fix to remove PSSN from older NEMP and ZINT records has not yet been executed as of 10/16/2015.

Search Term 2 was removed in an effort to provide more accurate information to those maintaining the PSSNs for ZINT and ZEMP records. The value in Search Term 2 is not always the true PSSN. The true PSSN resides on the FMMI PSSN x-walk table. Users do not have direct access to that table, however, there is a custom-made FMMI search that allows users to query and view the actual PSSN on the x-walk table. The following is a screen shot of the "Pseudo Code table and Vendor Master" search.
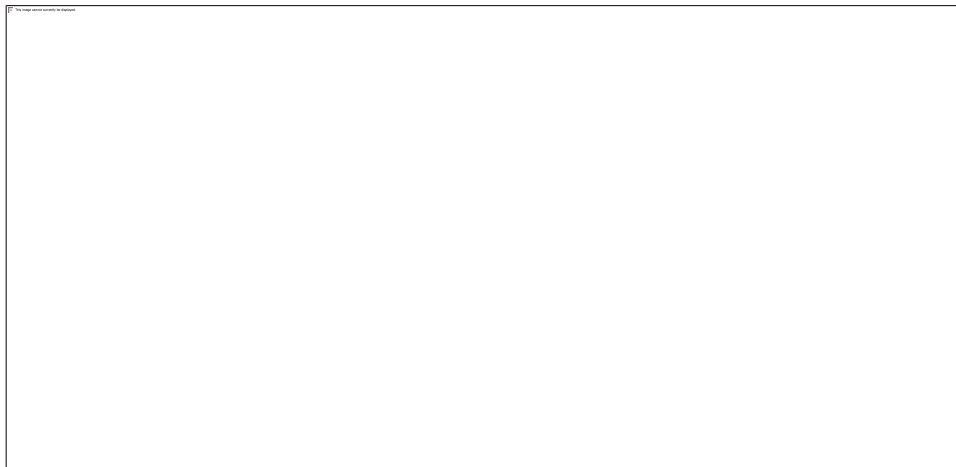
January 2016

Note: TAX 4 was helpful during the time of conversion from FFIS to FMMI as it contained the FFIS vendor record for FFIS vendors converted to FMMI. This field is of little value now.

While users cannot see the pseudo code table, this search allows them to search the pseudo code table. The search joins the pseudo code table and the vendor table.

The best way to use this search is to put in the first letter of the first name, the wild card "*" and then the last four of the SSN in the Pseudo Code field. This works well because most errors in PSSN are in the middle. Normally, the first name is correct and the last four of the PSSN are correct.

Here is an example with a last four of 5235.

These are the results:

Pseudo Code	Search1	Name 1	Pur Blk	Post Blk	Delete Flg	Group	Vendor
C9INGRA5235	INGRAHAM I	CHARLES HENRY INGRAHAM III	☐	☐	☐	ZEMP	1200008378
CHINGRA5235	INGRAHAM I	CHARLES HENRY INGRAHAM III	☐	☐	☐	ZEMP	1200217990
CRBENED5235	BENEDICT	CHRISTIAN ROBERT BENEDICT	☐	☐	☐	ZEMP	1200022754
CRMARKE5235	MARKEY	CHRISTOPHER R MARKEY	☐	☐	☐	ZEMP	1200057619

January 2016

You will see that more than the requested record(s) were returned, however, it is not too cumbersome. Also, the search criteria produced two records and two PSSNs. This search is very helpful when trying to find both the ZINT and ZEMP records and manage PSSNs.

Using this search will yield the correct PSSN for a given vendor code and should be used for all PSSN research.

While Search Term 2 used to be a resulting field, it has been removed as people confused it with the true pseudo code.

Things to know about the search:

1. If you have the SSN, use it as this is the best search criteria.
2. USE CAPS IN YOUR SEARCHES.
3. As a last resort use the name field and wildcards, such as *CHARLES*INGRAHAM*.
4. It is possible to use the PSSN search and not have any results, or miss a vendor record. That is because the vendor, in extremely rare cases, might not have a PSSN on the x-walk table, the PSSN is so off the mark that it does not match the criteria you entered or the vendor code truly does not exist.
5. The method suggested with the first letter of the first name and "*" and the last four of the SSN works extremely well when the complete SSN is not known.

PSEUDO CODE CONSTRUCT

The pseudo code is 11 characters long consisting of:

Position	Description
1	First initial of the first name
2	First initial of the middle name
3-7	First five positions of the last name
8-11	Last four of the SSN

Example:

Name: Al E. Gator
SSN: 123456789

His pseudo code would be:

AEGATOR6789

When alpha characters are missing, the number "9" will be substituted for the missing alpha. If Mr. Gator is missing a middle name his pseudo would be:

A9GATOR6789

When the interface creates a ZEMP record and the PSSN following the construct results in a duplicate PSSN the interface will replace the 7th position of the pseudo code with the integers 0-9 until it finds a unique entry to add to the table. This is a common occurrence when the ZINT PSSN was set up correctly following the construct and the NEMP to FMMI then attempts to create the same PSSN. Using our example, say the ZINT already has a PSSN of:

<p style="text-align:center">AEGATOR6789</p>

The interface would then create the PSSN for the ZEMP record of:

<p style="text-align:center">AEGATO06789</p>

The next time the NEMP to FMMI interface is open for changes, the interface will change to start with the integers 1-9 to avoid confusion between zeros and alpha Os.

The Purpose of the Pseudo Code
Because of PII (Personally Identifiable Information) concerns, social security numbers of USDA employees and USDA invitational travelers do not reside in Travel System CGE. The pseudo code is the key used to x-walk transactions between CGE and FMMI.

Population of the Pseudo Code in FMMI for ZINT Records
Invitational travelers are entered through the PVND process. The PVND process has an entry field for PSSN which is filled out by the agency PVND requestor following the PSSN construct.

Population of the PSSN in CGE
CGE pseudo codes are entered manually when the traveler profile is created by the agency FATA (Federal Travel Administrator).

Adjusting PSSNs
When differences between FMMI and CGE pseudo codes exist, there are two options:

1. Change the PSSN in CGE to agree with FMMI.
2. Change the PSSN in FMMI to agree with FMMI.

If the change will be made to a FMMI record, the PVND process should be used. If the PSSN is used by a different vendor, such as moving the PSSN from a ZINT to a ZEMP record, this will require two PVNDs: the first to remove the PSSN from the ZINT and the second to add the PSSN to the ZEMP.

It is our understanding that in CGE, the PSSN may be changed on the traveler's profile with relative ease. We recommend using the "Pseudo Code Table and Vendor Master" search to find the PSSN on the ZEMP record, then adjusting CGE to agree with the ZEMP PSSN.

FMMI OPERATIONS

Cross Walking GovTrip Pseudo Codes to the USDA's FMMI Accounting System
In order for FMMI to process CGE documents, the vendor code to use in FMMI must be known. This cross walk is accomplished using the FMMI Z-pseudo code x-walk table.

Pseudo Code – is the CGE Pseudo Code
Vendor – is the FMMI vendor

Note: the FMMI vendor is not based on the SSN for PII concerns.

Pseudo Code is the Key field on the Pseudo Code table. Simply put, a PSSN may exist only once on the table. However, it is possible to have a vendor code on the table more than once using different PSSNs. While we would not like to see duplicate vendor codes on the x-walk table, they do relatively little harm when they are in place.

All documents from CGE contain the pseudo code. Those codes are x-walked by the FMMI Z Pseudo Code X-walk table to the proper FMMI vendor code.

POPULATION OF THE PSEUDO CODE IN FMMI FOR EMPLOYEES

Employees are entered into the payroll system and then sent to the NEMP system which feeds employee data to FMMI via the NEMP to FMMI interface.

The interface builds the vendor record for the employee. The employee vendor record contains a concatenated name, then the Last Name, Middle Initial, and First name.

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The non-concatenated names are needed in order to sort the payroll detail reports. Simply put, the payroll detail reports are general ledger entries (payments are not occurring) made using FMMI ZEMP employee vendors. After the payroll system runs the bi-weekly payroll a file is sent to the financial system FMMI. The file contains SSNs for employees and related entries. The SSNs are used to find the ZEMP record and book the entries to the ledger.

The interface also makes an entry on the PSSN x-walk table.

As mentioned previously, if a duplicate PSSN is encountered based on the PSSN construct, the interface will replace the 7th position of the pseudo code with the integers 0-9 until it finds a unique entry to add to the table.

Population of the CGE Pseudo Code in FMMI for Invitational Travelers
Invitational travelers are created in FMMI using the PVND process. Agency personnel use the information available for the first name, middle name, last name, and SSN to construct the pseudo code following the pseudo code construct.

FMMI – Employee separates before vouchering is complete
The NEMP to FMMI interface blocks employee vendor records when an employee separates from USDA. We have run into many cases where employees separate before vouchering out. We simply unblock the vendor record to allow the voucher to process. We have requested a change to the interface to allow a 30-day delay after separation before the employee vendors are blocked.

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FMMI – Changing an Employee to an Invitational Traveler
The NEMP to FMMI interface does inactivate employees when they separate from active service. When they become an invitational traveler, agency personnel need to request a ZINT invitational traveler vendor record via PVND or if there is an old ZINT record it needs to be updated and activated via PVND.

SECURITY

FMMI OVERVIEW AND DEFINITIONS

PVND Role Requirements

Introduction
This guide provides FMMI agencies with instructions on how to attain access to the FMMI PVND process for both customers and vendors.

Role Descriptions
To use the FMMI automated PVND process, the user is required to have the following role:

Role	Description
Vendor and Customer Master Data Requester (Z0000UMMDR:ES_MD_REQUESTER)	Responsible for both creating and managing requests referencing customer and vendor master data. This user will create new requests to make adjustments to the data tables for customer and vendor master data. They will also manage the requests for adjusting the data tables for customer and vendor master data.

Obtaining the Required Roles
The process to obtain these roles is described below:

- The user contacts the agency's FMMI Requester or Security Administrator to request the role.
- The agency FMMI Requester or Security Administrator generates a Governance, Risk and Compliance (GRC) request for approval.
- The GRC system notifies the agency's Security Department that a request is ready for approval and continues through the workflow until all role approvers have approved the request.
- The user corresponds with the agency's Security Department to ensure the requested roles have been granted.

Viewing PII
To view PII, one or more of the following roles is required:

Role	Description
Commercial Vendor/Customer Master Data Evaluator Unmasked PII Z0000RXCOM:ES_CMM_VEND_CUST_ EV	Has access to view the Customer and Vendor Master Data record as it pertains to foreign (ZFOR), invitational travelers (ZINT), commercial (ZNFV), producers (ZPFD), and third party assignments (ZTPA). The account group for customers is COMM. These records contain the customer/vendor name, address, Taxpayer Identification Number (TIN), Social Security Number (SSN), and bank account information. PII *is not* masked for this role. *ZTPA account group should only be used by the certification group.
Employee Vendor/Customer Master Data Evaluator Unmasked PII Z0000RXEMP:ES_EPL_VEND_CUST_E V	Has access to view the Customer and Vendor Master Data record as it pertains to employees. The account group for vendors is ZEMP and the account group for customers is EMPL. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII *is not* masked for this role.
Fed-State-Local Vendor/Customer Master Data Evaluator Unmasked PII Z0000RXFSL:ES_FSL_VEND_CUST_EV	Has access to view the Customer and Vendor Master Data record as it pertains to federal, state, and local. The account groups for vendors are ZFDN (federal non-USDA agencies), ZFDU (federal USDA agencies), ZSAL (state and local), and ZTPA (federal third party assignments). The account groups for customers are FED (corresponds with ZFDN), SNL (corresponds with ZSAL), and USDA (corresponds with ZFDU). For this role, there is no corresponding customer account group for ZTPA. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII *is not* masked for this role. *ZTPA account group should only be used by the certification group.
Settlement Vendor/Customer Master Data Evaluator Unmasked PII Z000RXSET:ES_SET_VEND_CUST_EV	Has access to view the Customer and Vendor Master Data record as it pertains to settlements. The account group for vendors is ZSET. The account group for customers is COMM. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII is not masked for this role.

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To obtain these roles, the user must contact the agency's Security Administrator. The Security Administrator will determine whether or not granting these roles will conflict with the user's existing roles in compliance with Systems, Applications, and Products in Data Processing (SAP) GRC.

This information may also be found on the NFC Web site, Financial Services Clients page, in the document [FMMI Automated PVND Process Access Reference Guide](#).

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FMMI Automated PVND Process Access
Reference Guide

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INTRODUCTION

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COMM. These records contain the customer/vendor name, address, Taxpayer Identification Number (TIN), Social Security Number (SSN), and bank account information. PII *is not* masked for this role.

* ZTPA account group should only be used by the certification group.

Employee Vendor/Customer Master Data Evaluator <u>Unmasked PII</u> Z0000RXEMP:ES_EPL_VEND_CUST_EV

Has access to view the Customer and Vendor Master Data record as it pertains to employees. The account group for vendors is ZEMP and the account group for customers is EMPL. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII *is not* masked for this role.

Fed-State-Local Vendor/Customer Master Data Evaluator <u>Unmasked PII</u> Z0000RXFSL:ES_FSL_VEND_CUST_EV

Has access to view the Customer and Vendor Master Data record as it pertains to federal, state, and local. The account groups for vendors are ZFDN (federal non-USDA agencies), ZFDU (federal USDA agencies), ZSAL (state and local), and ZTPA (federal third party assignments). The account groups for customers are FED (corresponds with ZFDN), SNL (corresponds with ZSAL), and USDA (corresponds with ZFDU). For this role, there is no corresponding customer account group for ZTPA. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII *is not* masked for this role.

* ZTPA account group should only be used by the certification group.

Settlement Vendor/Customer Master Data Evaluator Unmasked PII Z000RXSET:ES_SET_VEND_CUST_EV

Has access to view the Customer and Vendor Master Data record as it pertains to settlements. The account group for vendors is ZSET. The account group for customers is COMM. These records contain the customer/vendor name, address, TIN, SSN, and bank account information. PII *is not* masked for this role.

To obtain these roles, the user must contact the agency's Security Administrator. The Security Administrator will determine whether or not granting these roles will conflict with the user's existing roles in compliance with Systems, Applications, and Products in Data Processing (SAP) GRC.

INQUIRIES

Please direct additional questions to the Vendor Customer Maintenance Section at 1-800-421-0323 Option 3.

February 16, 2022