



**United States Department of Agriculture**

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**Financial Management  
Modernization Initiative (FMMI)**

***Reimbursable Orders Report***

Initial Publication May 30, 2013

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# 1 Introduction

The Reimbursable Orders Report provides summary information by Work Breakdown Structure (WBS), budget period, sales order number, and sales order line item. Using all available fields, it reveals the account assignment associated with the sales order line item, as well as the customer number, sales order amount, consumption amounts, and revenue and billing information.

The underlying data is retrieved from the FMMI Funds Management (FM) and the Sales and Distribution (SD) Modules. In theory, these should reconcile to each other and to the Financial Module (FI).

**Transactions processed outside of the sales order process (e.g., refunds via Accounts Receivable Credit Memo) will not be reflected on the report and will create differences between the report and the general ledger.**

Use the following path to retrieve the Reimbursable Orders Report:

**Accounts Receivable → Sales Order Reports → Execute Sales Order Reports → Reimbursable Orders Report**

The Reimbursable Orders Report Selection Criterion screen is displayed in the screen body.

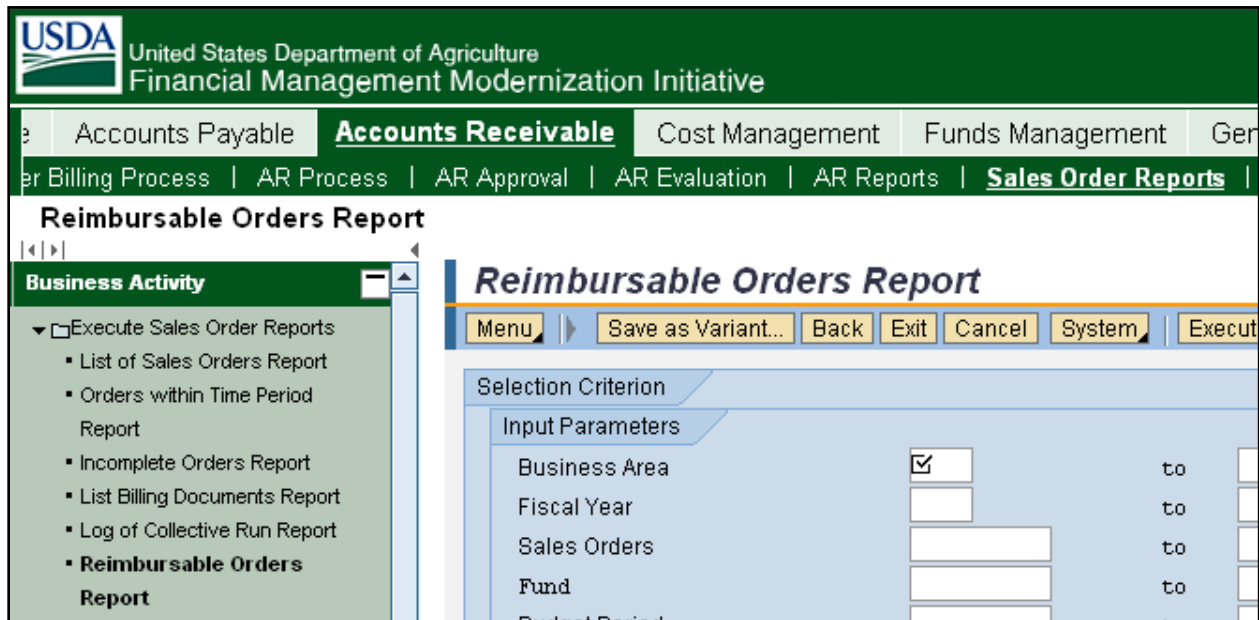


Figure 1. Menu Path to Reimbursable Orders Report

## 2 Selection Criterion

### 2.1 Input Parameters

At a minimum, Business Area and Funded Program are required within the Input Parameters area of the screen body. ***For efficiency in run time, isolate the funded program to the lowest level possible.*** Other parameters are available but, when used, may slow response time. Data may be filtered further within the report output.

The screenshot displays the 'Reimbursable Orders Report' interface. At the top, there is a menu bar with buttons: 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'Get Variant...'. Below this is the 'Input Parameters' section, which includes a table of fields for selection:

Parameter	Value	Operator	Value	Action
Business Area	ar00	to		[Yellow Arrow]
Fiscal Year		to		[Yellow Arrow]
Sales Orders		to		[Yellow Arrow]
Fund		to		[Yellow Arrow]
Budget Period		to		[Yellow Arrow]
Funds Center		to		[Yellow Arrow]
Commitment Item		to		[Yellow Arrow]
Functional Area		to		[Yellow Arrow]
Funded Program	ar.ra.1265.01.066	to		[Green Arrow]

Below the input parameters is the 'Output Type' section, which contains four radio button options:

- Without Advance
- With Advance
- WBS costs without Sales Orders
- Complex Projects

At the bottom of the screen is the 'Selection Criterion' section, which includes a 'Layout Variant' field with the value '/DEFAULT'.

**Figure 2. Reimbursable Orders Report Screen Body**

To identify more than one value for a parameter (e.g., Funded Program), enter the end value of a range in the "to" field, or click the yellow arrow to the right of the input parameter for the Multiple Selection screen.

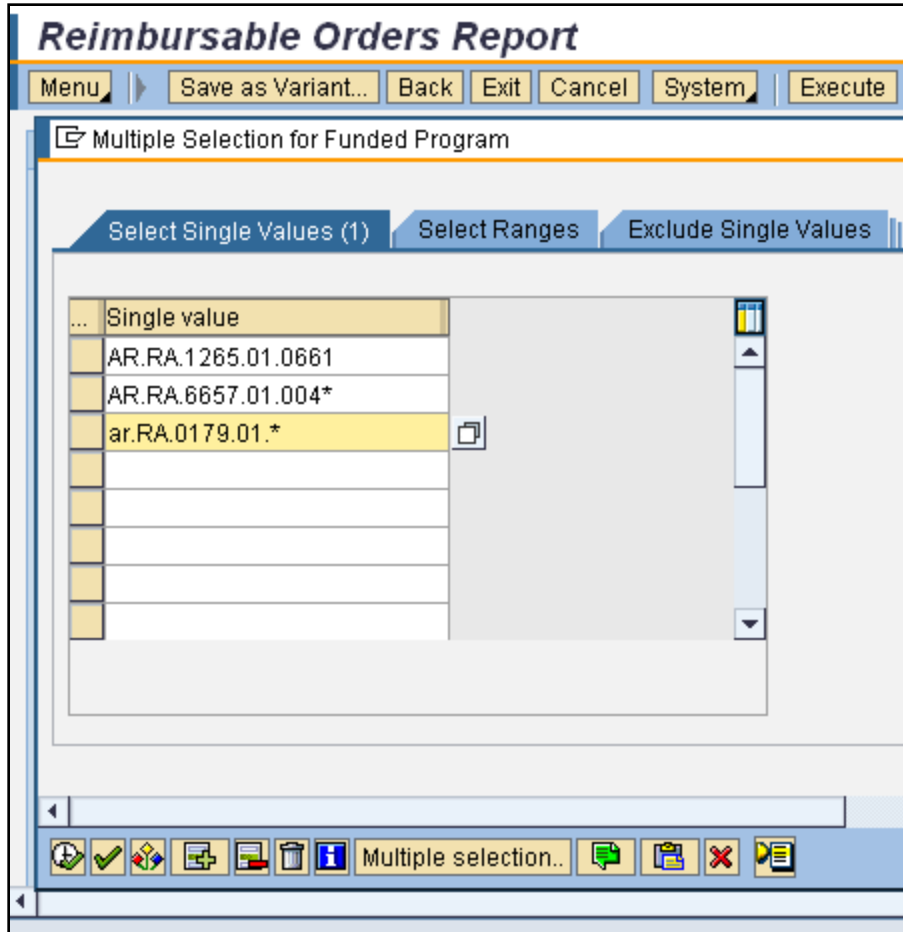



Figure 3. Multiple Selection Screen Body

Add additional values based upon the tab selected: (1) single values to include (recommended); (2) ranges to include; (3) single values to exclude; or (4) ranges to exclude. The asterisk can be used as a wildcard to allow a broader search, but this may decrease response time.

Upon completion of entering the additional values, click the **Execute** button  to return to the initial input parameters screen.

## 2.2 Output Type

Ensure the **Without Advance** radio button is selected in the Output Type area of the screen body (**Figure 2**). The report will include sales orders without advances, with advances, and also WBS costs without sales order numbers attached. **CAUTION:** THE REPORT YIELDS NO DATA WHEN THE **WITH ADVANCE** RADIO BUTTON IS SELECTED.

The report runs more efficiently when the **Complex Projects** box is checked. The system will consider all billing elements within the project structure of the specified funded program. It will link equal and lower-level costs to the WBS/budget period combination.

## 2.3 Selection Criterion – Layout Variant

In the "Selection Criterion/Layout Variant" area of the screen body (**Figure 2**), a saved report layout may be retrieved. Upon completing all parameters, click the **Execute** button to execute the report.

### 3 Report Layouts

"/DEFAULT" is the default report layout. A "/SUMMARY" report layout is also available. **DO NOT OVERWRITE the /DEFAULT or /SUMMARY report layouts.**

The /DEFAULT report layout:

- Is designed using all fields
- Includes only funded programs that are associated with a sales order
- Is sorted by funded program and budget period
- Is totaled at the report end only

The /SUMMARY report layout contains all the features of the /DEFAULT layout, with the exception that it is designed to provide critical fields for managing sales orders.

Sales Orde	Line Item	Funded Program	Customer	Budget Per	Contract E	Sales Orde	Total Cons	Expenditur	Billed Amo	Earned U...	Available
3600002686	10	AR.RA.1265.01.0661	0007000129	1111	09/30/2012	18,079.97	8,052.55	8,052.55	15,266.40	7,213.85-	10,027.42
3600002686	40		0007000129	1212	09/30/2012	378,351.66	378,415.76	244,403.36	6,877.66	237,525.70	64.10-
						= 396,431.63	= 386,468.31	= 252,455.91	= 22,144.06	= 230,311.85	= 9,963.32

Figure 4. Example of xxx Report Layout

A report layout can be modified using filters, hiding and showing columns, adding totals and sub-totals, etc. A unique report layout can be saved after modification. To save a unique report layout, name the report and select the **User-specific** check box.

To retrieve a previously saved layout, click the **More** button, select **Select Layout**, then select the report layout name.

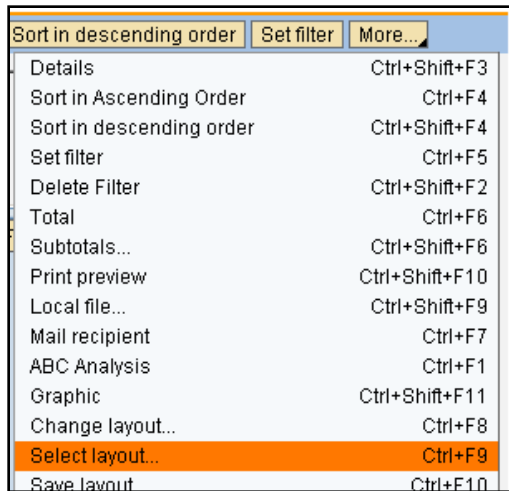


Figure 5. Example of path to select saved report layout

Save layout	<input type="text" value="Summary"/>	
Name:	<input type="text" value="Sales Orders"/>	
	<input checked="" type="checkbox"/> User-specific	<input checked="" type="checkbox"/> Default setting

**Figure 6. Example of saving a shared summary report layout**

Shared report layouts (user-specific and default) should be limited, but may be saved under unique names. To assist in identifying agency-specific report layouts, begin the naming convention with the business area as shown in **Figure 7**.

Save layout	<input type="text" value="/AROODEFAULT"/>	
Name:	<input type="text" value="ARS Standard Report"/>	
	<input type="checkbox"/> User-specific	<input checked="" type="checkbox"/> Default setting

✓ ✗

**Figure 7. Example of saving an agency-specific default report layout**

A saved report layout will be available in subsequent sessions of running the report if the **Default setting** check box is selected.

As with other FMMI reports, the report data may be exported by clicking the **More**  button and utilizing local file options.



### 4 Understanding Report Data

In addition to account assignment and customer number, the following fields are available on the Reimbursable Orders Report:

Column Heading	Descriptive Text	Notes
<b>Sales Order (FM Sales Order)</b>	The availability created for the funded program and budget period; the amount of consumable budget reflected in the Funds Management Module; should reconcile to the "Consumable Amount" displayed on the Budget Availability Control Report.	These should be equivalent
<b>VBAP Order (SD VBAP Order)</b>	The value of the sales order in the Sales and Distribution Module by sales order number and line item number; the amount shown on the sales order line item.	
<b>Total Cons (Total Consumption)</b>	The sum of Commitments, Obligations, and Expenditures in the Funds Management Module; the amount of consumption by funded program and budget period; should reconcile to the "Consumed Amount" displayed on the Budget Availability Control Report.	
<b>Commitments</b>	For agencies utilizing commitment accounting, this is a step to set aside funds prior to obligation as reflected in the Funds Management Module and <b>should</b> reconcile to the balances in the 4700 series general ledger accounts from the Financial Module.	
<b>Obligations</b>	Unliquidated obligations in the Funds Management Module; should reconcile to the balances in the 4800 and 4900 series, excluding 4902, standard general ledger accounts from the Financial Module.	
<b>Expenditures</b>	Liquidated obligations in the Funds Management Module; should reconcile to the balances in the 4900 series standard general ledger accounts from the Financial Module, exclusive of closing transactions. For resource-related billings, this is the total billable amount.	
<b>Total Revenue</b>	Revenue recognized in the Funds Management Module; should reconcile to the 5100 (goods) and 5200 (services) series general ledger accounts from the Financial Module.	These should be equivalent
<b>Billed Amount</b>	The amount billed.	
<b>Non-Billable</b>	Amounts not selected for Resource Related Billing.	
<b>Earned Unbilled</b>	The amount of expenditures incurred for the funded program and budget period that remain unbilled. Positive amounts represent orders that may be filled (should be GL 4251 or 4252) but are still reflected in the general ledger as unfilled (GL 4221 or 4222); also represents understated revenue. Negative amounts represent amounts billed in excess of billable expenditures.	
<b>Sales Order Unbilled</b>	The "VBAP Order" less the billed amount.	
<b>Available</b>	The amount available for consumption for the funded program and budget period within the Funds Management Module; should equal the available amount on the Budget Availability Control Report.	These should be equivalent
<b>SD Available</b>	The amount available for consumption as determined by the sales order line item; VBAP Order less Total Consumption; should equal the available amount on the Budget Availability Control Report.	





Reimbursable Orders Report



Column Heading		Descriptive Text	Notes
<b>Advances Only</b>	<b>Down Payment Requests Remaining</b>	Down Payment Requests within the document flow related to the sales order line that have not been cleared by collection or reversal documents. When the sales order line item processing has been fully completed, this amount must equal zero.	
	<b>Down Payments Original</b>	Down Payment Requests within the document flow related to the sales order line that has been cleared by collections or reversal documents.	These should be equal upon completion of sales order processing
	<b>Down Payments Cleared</b>	Liquidations of/or resource-related billings against the down payments where revenue postings were generated and the unfilled orders liability was decreased; should equal the billed amount.	
	<b>Down Payments Remaining</b>	The Down Payments Cleared less the Down Payments Recognized as Revenue/Billed. When the sales order line item processing has been fully completed, this amount must equal zero.	
<b>Overhead%</b>		Not used by USDA	
<b>Earned/Unbilled Actual</b>		Not used by USDA	