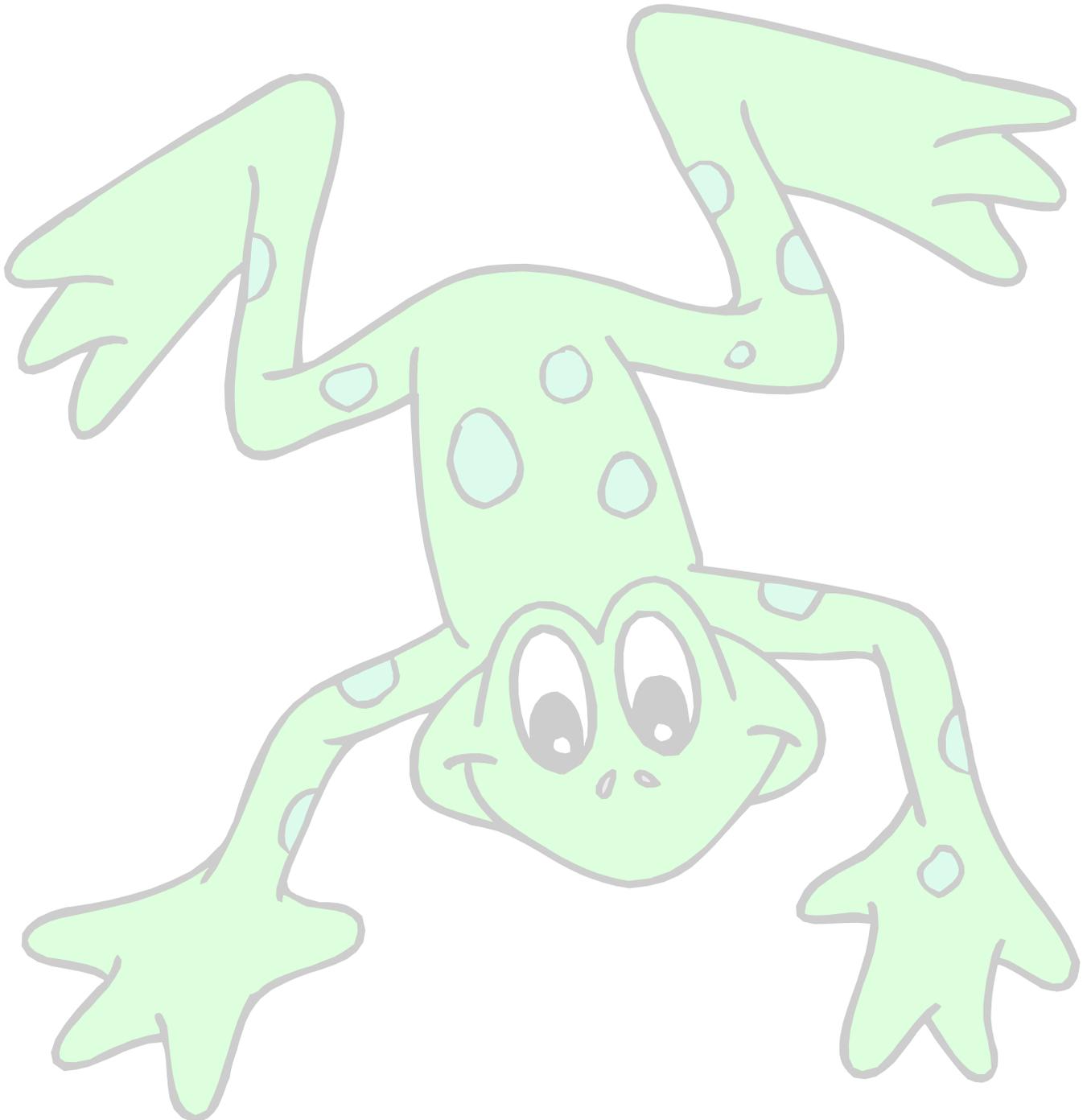
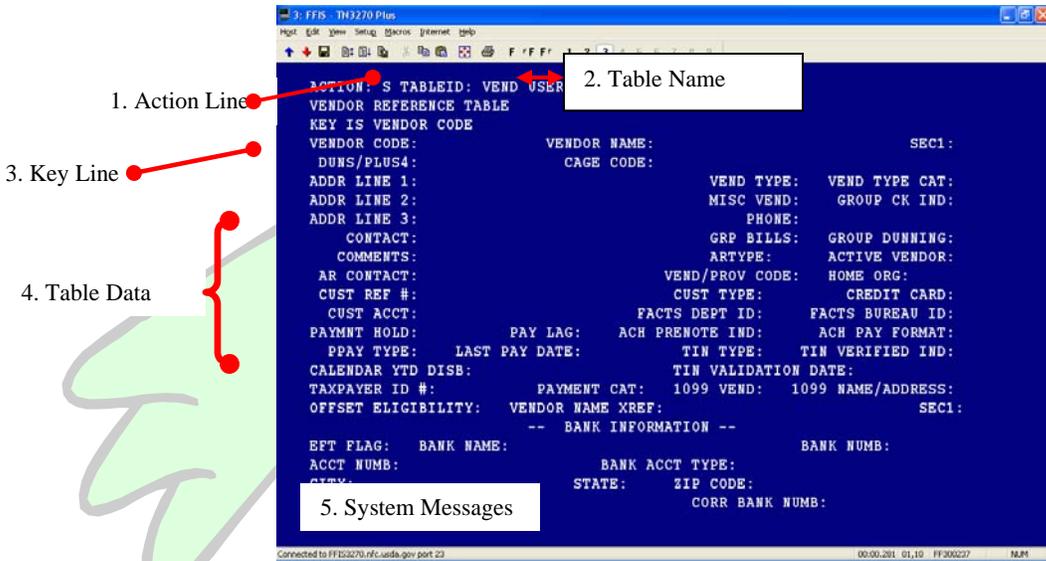


TABLES



Tables

Tables in FFIS are groupings of functionally-related records. For example, the Vendor Table (VEND) contains records for all vendors defined in the system.



The elements of a table in FFIS are:

Elements	Description
1. Action Line	The first line of a table. It contains two fields which require data: ACTION -Enter an action code to direct the system to where you want to go, or what you want to do. TABLEID -Enter a four-character identifier to display a new table or display the table currently in use.
2. Table Name Line	The second line of a table. It displays the title of the table you are currently in.
3. Key Line	The key line displays important (key) fields of the table. These are the fields that the user can search on.
4. Table Data	Basic information about the table or transaction on the table.
5. System Messages	At the bottom portion of each FFIS screen are system messages. Messages have three parts: tag, message code and message text.

In FFIS, there are three types of tables:

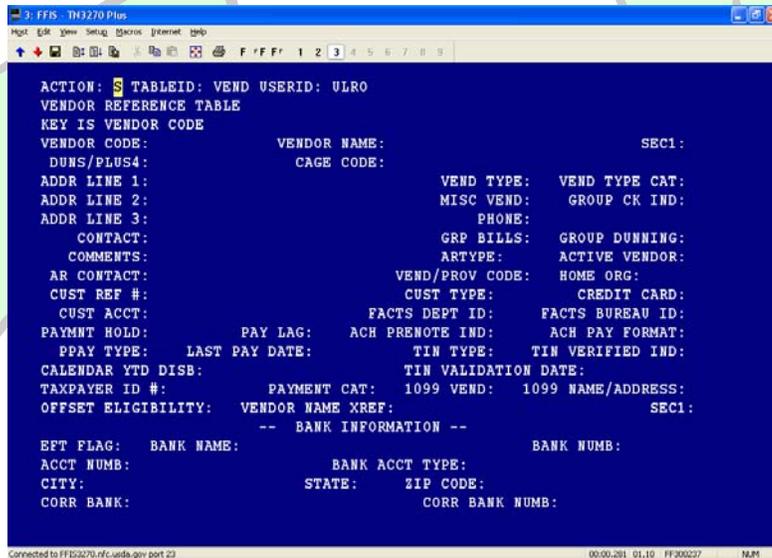
-  Reference tables
-  Inquiry tables
-  Data entry tables

Reference Tables

FFIS reference tables supply general information for use on documents by defining valid data elements. Reference tables:

- 🌿 Maintain reference data in FFIS
- 🌿 Maintain system options in FFIS
- 🌿 List valid codes and values used by the system for editing or control purposes

Example:



```

3: FFIS TH3270 Plus
-----
ACTION: S TABLEID: VEND USERID: ULRO
VENDOR REFERENCE TABLE
KEY IS VENDOR CODE
VENDOR CODE:          VENDOR NAME:          SEC1:
DUNS/PLUS4:          CAGE CODE:
ADDR LINE 1:          VEND TYPE:      VEND TYPE CAT:
ADDR LINE 2:          MISC VEND:    GROUP CK IND:
ADDR LINE 3:          PHONE:
CONTACT:              GRP BILLS:    GROUP DUNNING:
COMMENTS:             ARTYPE:       ACTIVE VENDOR:
AR CONTACT:           VEND/PROV CODE: HOME ORG:
CUST REF #:           CUST TYPE:    CREDIT CARD:
CUST ACCT:            FACTS DEPT ID: FACTS BUREAU ID:
PAYMNT HOLD:         PAY LAG:      ACH PRENOTE IND:  ACH PAY FORMAT:
PPAY TYPE:           LAST PAY DATE: TIN TYPE:        TIN VERIFIED IND:
CALENDAR YTD DISB:   TIN VALIDATION DATE:
TAXPAYER ID #:       PAYMENT CAT:  1099 VEND:      1099 NAME/ADDRESS:
OFFSET ELIGIBILITY:  VENDOR NAME XREF:          SEC1:
-- BANK INFORMATION --
EFT FLAG:  BANK NAME:          BANK NUMB:
ACCT NUMB:          BANK ACCT TYPE:
CITY:              STATE:      ZIP CODE:
CORR BANK:         CORR BANK NUMB:
    
```

Inquiry Tables

- 🌿 Show results of documents entered into FFIS
- 🌿 Maintain data entered and processed on FFIS documents for query purposes
- 🌿 Contain system-maintained fields that cannot be changed.
- 🌿 Are updated automatically when a documents is processed

Example:



```

3: FFIS TH3270 Plus
-----
ACTION: S TABLEID: ALLT USERID: ULRO
*** ALLOTMENT INQUIRY TABLE ***
KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC
BFYS:      FUND:      DIVISION:  ORG:      PGM:      BOC:
STATUS IND: SPENDING CONTROL OVR:
APPROVED IND:  POST QTR:  TRANS TYPES - PENDING:  APPROVED:  POSTED:

APPROVED ALLOT AMT:          YTD ALLOT AMT:
YTD UNLIQ COMM AMT:         AVAILABLE AMT:
YTD UNLIQ OBLG AMT:         EXPENDED AMT:
EST REIM TC/TT:             EST REIM AMT:
ACT REIM AMT:               UNDISTRI B EST REIM:
QTR  ORIG ALLOT AMT  PEND ALLOT AMT  APPRV ALLOT AMT  SUBALLOT AMT
1
2
3
4

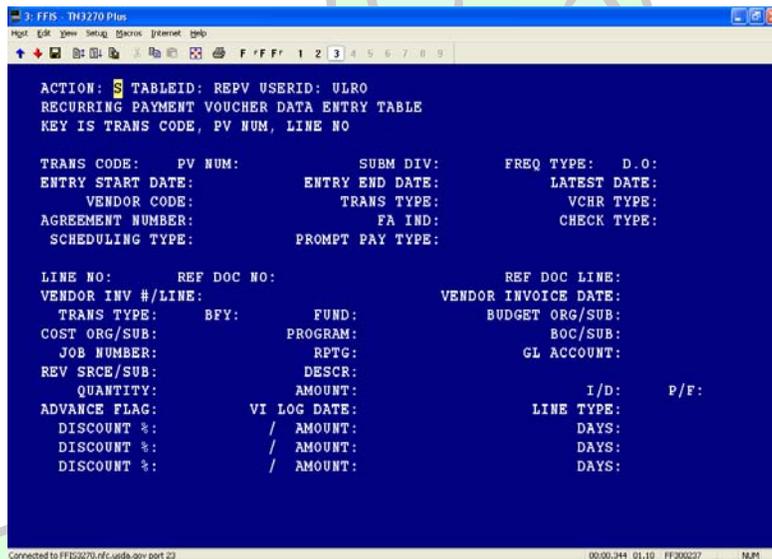
QTR  UNLIQ COMM AMT  UNLIQ OBLG AMT  EXPENDED AMT  UNSUBALLOT AMT
1
2
3
4
    
```

Data Entry Tables

FFIS data entry tables show particular types of transaction data:

- ✿ The information entered on a data entry table does not have any accounting significance at the time of entry.
- ✿ The information entered does not directly update the journals.
- ✿ The system does use this data to build documents (such as obligation documents) at a later date.
- ✿ These data entry tables create documents that have an accounting impact. When used in this way, the data entry tables store information to create documents.

Example: Recurring Payment Voucher Data Entry Table (REPV)-Used to automatically create payment voucher transactions on a regular basis.



```
3: FFIS - TM3270 Plus
Host Edit View Setup Macros Internet Help
F F F 1 2 3 4 5 6 7 8 9
ACTION: S TABLEID: REPV USERID: ULRO
RECURRING PAYMENT VOUCHER DATA ENTRY TABLE
KEY IS TRANS CODE, PV NUM, LINE NO

TRANS CODE:   PV NUM:   SUBM DIV:   FREQ TYPE:   D.O:
ENTRY START DATE:   ENTRY END DATE:   LATEST DATE:
VENDOR CODE:   TRANS TYPE:   VCHR TYPE:
AGREEMENT NUMBER:   FA IND:   CHECK TYPE:
SCHEDULING TYPE:   PROMPT PAY TYPE:

LINE NO:   REF DOC NO:   REF DOC LINE:
VENDOR INV #/LINE:   VENDOR INVOICE DATE:
TRANS TYPE:   BFY:   FUND:   BUDGET ORG/SUB:
COST ORG/SUB:   PROGRAM:   BOC/SUB:
JOB NUMBER:   RPTG:   GL ACCOUNT:
REV SRCE/SUB:   DESCR:
QUANTITY:   AMOUNT:   I/D:   P/F:
ADVANCE FLAG:   VI LOG DATE:   LINE TYPE:
DISCOUNT %:   / AMOUNT:   DAYS:
DISCOUNT %:   / AMOUNT:   DAYS:
DISCOUNT %:   / AMOUNT:   DAYS:

Connected to FFIS3270.nrc.usda.gov port 23 00:00:344 01_10 FF300227 N.M.
```

Navigating through Tables

You will always begin your work from the FFIS title screen. The first field is ACTION. To move from table to table, or to change elements of records in tables use the following types of table action codes:

Action	Code	Description
Add	A	Adds a record to the table When lines are successfully added, the system displays a message at the bottom of the screen: L030 ALL LINES ADDED
Backward Leaf	B	Leafs back to the last table viewed prior to leafing to the current table
Change	C	Changes a data field in the table. Only the values in those fields that are not key fields can be modified with the change action. When all changes have been made, the system edits the values entered in the data fields. When lines are successfully changed, the following message appears at the bottom of the screen: LO31 ALL LINES CHANGED
Delete	D	Deletes a record from the table. When the entries are successfully deleted, the system displays the following message: LO32 ALL LINES DELETED
End/Exit	E	Performs three functions (depending on where a user is in FFIS): Exits the system Returns to the document when the user's previous action was a pause action Exits out of zoo mode and returns to the previous document of table
Get	G	Gets a record based on the key field value entered
Leaf/Leap	L	Moves the user from one table to another table that contains corresponding KEY Data If related entries are not found in the new table, the following messages are displayed: L008 END OF FILE OR L004 LINE NOT FOUND You may use the leaf command up to five consecutive times.
More	M	Lists additional error messages. If an action results in more messages than can be displayed on the screen, the system automatically changes the action to M
Next/New	N	Moves to the table specified in the TABLEID field, and displays that table screen with the data fields blank
Refill	R	Refills the table with the table entries that directly follow the entries currently displayed on the screen. FFIS defaults to "R" after the Scan or Top
Scan	S	Scans the table for a record with the full or partial key indicated
Top	T	Displays the very first entry in a table
Zoom	Z	Toggles between the tables without loss of data. FFIS freezes the current screen data, allows the user to go to another table, modify or display data in other tables, and return to the first screen, which is unchanged. You may use the zoom command up to five consecutive times.
Previous Screen	<	Steps back through the previous four screens mostly recently viewed for the current table with the scan and refill actions
Next Screen	>	Steps forward through screens most recently viewed with the previous screen action.

Table Maintenance Responsibilities

The primary role of the Functional Administrator (FA) is to maintain the ARS tables within FFIS. Certain tables, however, have been delegated to the SBFO for maintenance. They are:

- 🌿 PGMT – SBFOs are allowed full access to this table (Add, Delete, and Modify capabilities)
- 🌿 DVAL – SBFOs are allowed Add only capability to this table
- 🌿 ACXT – SBFOs are allowed Add only capability to this table

Any changes/deletes required on DVAL or ACXT must be referred to the FA.



Frequently Used Tables

The following are the most frequently used tables when working with ACCS:

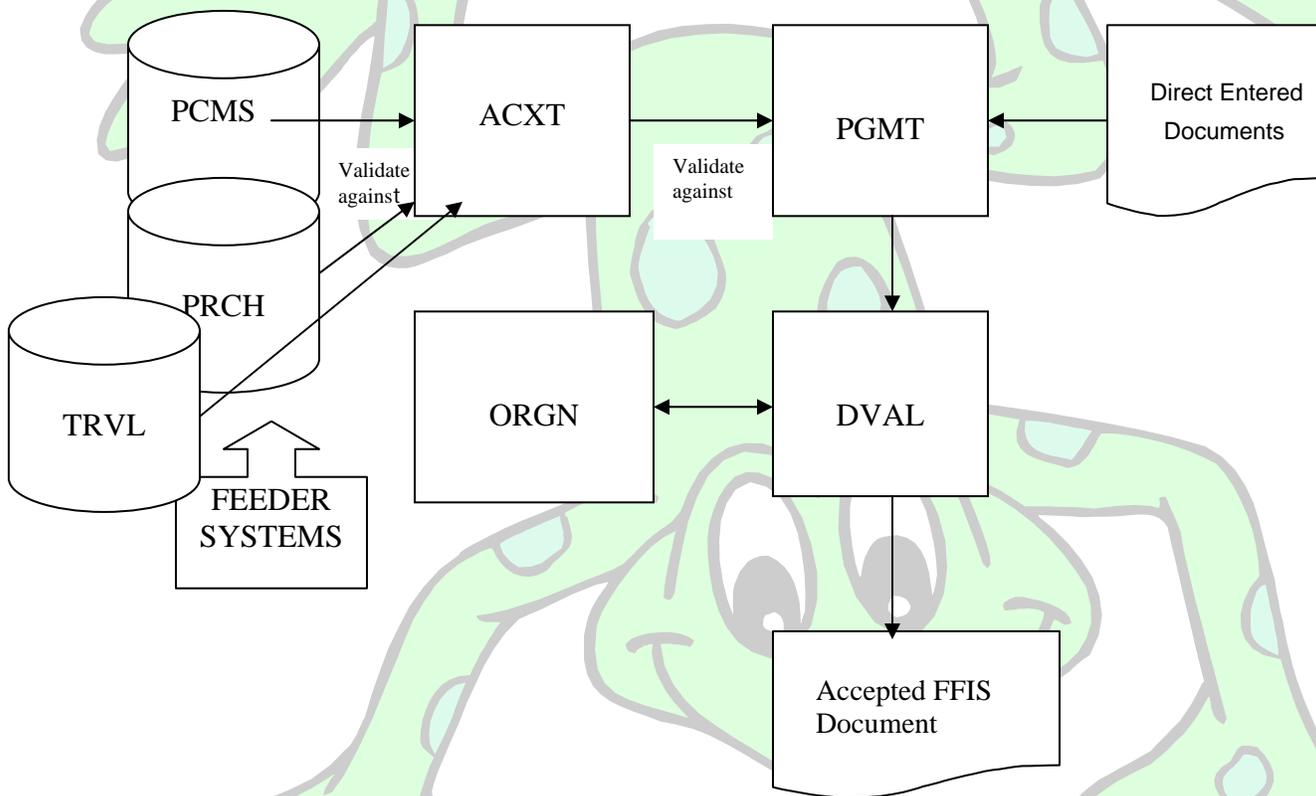
- 🌿 View Fiscal Year - FSYR
- 🌿 View funds – FUND, FUN2
- 🌿 View fund types -FTYP
- 🌿 View programs – PGMT
- 🌿 View program types – PTYP
- 🌿 View program class – PCLS
- 🌿 View sub objects – SOB
- 🌿 View reporting categories - RPTG
- 🌿 View budget object codes – BOCT
- 🌿 View revenue source codes – RSRC
- 🌿 View sub-revenue source codes – SREV
- 🌿 View organizations – ORGN
- 🌿 View sub organization - SORG
- 🌿 View divisions – DVSN
- 🌿 View general ledger accounting – GLBL, GLDB
- 🌿 View trans code/trans type entries – ACED
- 🌿 View accounting entries – ACEN
- 🌿 View default accounting – DVAL

Entering Accounting Codes in FFIS

The role of table update in FFIS normally is delegated to the Functional Administrator. ARS has made a decision to delegate the update of tables Program Management (PGMT), Default Values Table (DVAL) and Accounting Cross-Walk Table (ACXT) to the area offices, NAL and FMD-FOB.

This function is similar to the accounting code maintenance function you formerly did in the Central Accounting System when you updated MASC. However, instead of updating one table (AD-729C), three tables are now required to successfully use an accounting code in FFIS.

Relationship of Tables



Program Reference Table - PGM T

ACTION: R TABLEID: PGM T USERID: FRED						
PROGRAM REFERENCE TABLE						
KEY IS BUDGET FISCAL YEAR, PROGRAM						
BUDGET						
FISCAL	PROGRAM	PROGRAM	PROGRAM	PROGRAM	ALLOTMENT	
YEAR	PROGRAM	CLASS	CATEGORY	TYPE	GROUP	PROGRAM

01-	02	011935100	81	011935100		
		PROGRAM NAME: HIDES, LEATHER & WOOL			SHORT NAME:	
02-	02	011935101	81	011935101		
		PROGRAM NAME: ENGINEERING SCI			SHORT NAME:	
03-	02	011935102	81	011935102		
		PROGRAM NAME: FOOD SAFETY RES			SHORT NAME:	
04-	02	011935103	81	011935103		
		PROGRAM NAME: MICROBIO FOOD SAFETY			SHORT NAME:	
05-	02	011935104	81	011935104		
		PROGRAM NAME: MILK COMPONENTS RES			SHORT NAME:	
06-	02	011935105	81	011935105		
		PROGRAM NAME: POULTRY FOOD SAF RES			SHORT NAME:	
07-	02	011935106	81	011935106		
		PROGRAM NAME: PLANT & SOIL BIO PP			SHORT NAME:	

The PGM T table defines the Budget Fiscal Year and Program Code in FFIS. To enter a value in PGM T, do the following at any FFIS screen.

ACTION: Enter **N**.
TABLEID: Enter **PGM T**. Press <Enter>

You are presented with a blank PGM T screen. To add a record, continue with the following commands:

ACTION: Enter **A**.
 Tab to line 01 and enter:

BUDGET FISCAL YEAR: Enter the BFY for the accounting strip you wish to add. Normally, this is the current fiscal year (e.g. FY 2002 is **02**).

PROGRAM: Enter the 9 digit program code. The program code is identical to the last 9 digits of our current CAS accounting code.

PROGRAM CLASS: Program Class is used to tie major construction accounts together. For a list of valid program classes, see table **PCLS**. Values in PCLS may be entered only by the Functional Administrator staff.

PROGRAM CATEGORY: Leave blank. This field has no meaning in ARS' FFIS implementation.

PROGRAM TYPE: Enter the two digit Program Type. Program Type is identical to the Account Type field in CAS. For a list of valid Program Types, see table **PTYP**. Values in PTYP may be entered only by the Functional Administrator staff.

ALLOTMENT Leave blank. FFIS will automatically add this value.

PROGRAM NAME: Enter the Program Name. For incoming soft funds, ARS requires that the first 11 characters of Program Name be the Vendor Code of the entity providing the funds to ARS. After skipping a space, enter the month and year when the agreement expires. Skip a space and then enter the in last 13 characters the provider's name. This will enable NFC to bill the cooperator. For all other programs, describe the program.

SHORT NAME: Enter the program short name. For incoming agreements, contracts, etc. (soft funds), enter the agreement number, contract number, etc. in the Short Name field. For all other program codes, this field is optional.

You may enter more than one Program Code on a PGMT screen. To enter more than one code, tab to the next line and repeat the above entry instructions. When done, press <Enter> and the values that you put on the screen will be edited. If there are errors, the error message will be shown on the bottom of the screen. The message "**ALL LINES ACCEPTED**", indicates successful processing.

PGMT will roll over from one fiscal year to the next.

Default Values Table - DVAL

```
ACTION: R TABLEID: DVAL USERID: FRED
DEFAULT VALUES REFERENCE TABLE
KEY IS CODED ELEMENTS

01-          ----- CODED ELEMENTS -----
FISC YR: 02 H/L: L TRANS CODE:  TRANS TYPE:
BFYS: 02 FUND:      DIV:  BUDGET ORG/SUB:
COST ORG/SUB:      PGM: 011935100 BOC/SUB:
REV SRCE/SUB:      JOB:      RPTG:

          ----- DERIVED ELEMENTS -----
BFYS: 02 FUND: 01  DIV: 19  BUDGET ORG/SUB: 1935700
COST ORG/SUB:      PGM:      BOC/SUB:
REV SRCE/SUB:      JOB:      RPTG:
GL ACCOUNT:  OFFSET GL ACCOUNT:  VENDOR:
```

DVAL ties a Program Code to the rest of the Accounting Classification Code Structure (ACCS) in FFIS. It defines BFY + Program Code to a particular fund, division and organization.

To access DVAL, do the following steps:

From any FFIS Table enter:

ACTION: Enter **N**.
TABLEID: Enter **DVAL**. Press <Enter>.

An empty DVAL screen is shown. To add entries, do the following steps:

ACTION: Enter **A**.
Tab down to FISC YR and begin entry.

FISC YR: Enter the **CURRENT FISCAL YEAR**. If you are in Fiscal Year 2002, enter 02.

H/L: Enter **L**.

BFYS: Enter the **Budget Fiscal Year** of the Program Code (see PGM).
Tab to PGM:

PGM: Enter the Program Code you entered in PGM.

Derived Elements are the ACCS elements that are inferred from the BFY, and Program Code values entered on an FFIS document.

BFYS: Enter the Budget Fiscal Year previously entered in the line items.

FUND: Enter the Fund Code associated with the Program Code. The Fund Code is the 1st two digits of the Program Code.

DIV: Enter the Area that has ownership of this code. DIV generally is derived from positions 3 and 4 of the Program Code.

ORGN: Enter the Organization Code that “owns” the Program Code. The ORGN codes are found in table ORGN. Values in ORGN are entered by the Functional Administrator staff.

Once completed, press <ENTER>. The data entered is edited by FFIS. If there are errors, error messages will be displayed. If the message “**ALL LINES ACCEPTED**” is displayed, then processing was successful.

Table DVAL can be rolled over at year end.

Accounting Structure Code Cross Reference Table - ACXT

ACTION: R TABLEID: ACXT USERID: FRED
ACCOUNTING STRUCTURE CODE CROSS-REFERENCE TABLE
KEY IS FY, AGENCY, ACCOUNTING STATION, ASC1

FY: 02 AGENCY: 03
ACCOUNTING STATION:
-----ACCOUNTING STRUCTURE CODE-----
ASC1: 2011935100
ASC2:
USER-ENTERED RECORD?:

-----FFIS ACCS-----
SEC1: 19
BFYS: 02 FUND: DIVISION:
BUDGET ORG/SUB: COST ORG/SUB:
PROGRAM: 011935100 JOB: RPTG:
SUB BOC: SUB REV SRC:
CLOSED BFYS: CLOSED FUND:

Table ACXT is used to relate feeder system accounting codes to an FFIS accounting code. Feeder system accounting codes are 10 or 14 digits in length. FFIS “accounting codes” are either 11 or 15 digits in length.

To access table ACXT, enter the following at any FFIS table:

ACTION: Enter **N**.
TABLE ID: Enter **ACXT**. Press <Enter>.

A blank ACXT table is displayed. To add a value, do the following:

ACTION: Enter **A**.
Tab to FY.

FY: Enter the **Current Fiscal Year**.

AGENCY: Enter **03**. Tap the <Tab> key

ASC1: Enter the Feeder System Accounting Code (i.e. 2013625310). Press <Tab> until you get to the SEC1 field.

SEC1: Enter your 2 digit Area Code.

BFYS: Enter the 2 digit Budget and Fiscal Year (i.e. 02).

PROGRAM: Enter the Program Code (i.e. 013625310).

RPTG: If the **ASC1** field had 14 digits, then enter the Reporting Category that corresponds to the last 4 characters of ASC1.

Once completed, press <ENTER>. The data entered is edited by FFIS. If there are errors, error messages will be displayed. If the message “*ALL LINES ACCEPTED*” is displayed, then processing was successful.

Organization Reference Table - ORGN

```
ACTION: R TABLEID: ORGN USERID: FRED
ORGANIZATION REFERENCE TABLE
KEY IS BFY, ORGANIZATION
01-
    BFY: 02 ORGANIZATION: 1935700 DIVISION: 19
    ORG NAME: HIDES, LIPIDS, & WOOL RESEARCH SHORT NAME:
    ORG MANAGER: LEVEL IND: 2
    PROGRAM: APPROVAL: N ALLOT STATUS IND: N
    ALLOTMENT ORG: 1935000 REVENUE BUDGET ORG:
    BUDGET/COST ORG: E DECENTRAL TRAVEL ORDER: N

    REPORTING ORGANIZATIONS
    -----
    ORG 1: 1935000 ORG 2: ORG 3: ORG 4:
    ORG 5: ORG 6: ORG 7: ORG 8:
```

ORGN is the FFIS Organization Table. It is similar to the MODE (Organization Structure) Code formerly used in CAS and ARS systems. Values in ORGN are entered by the Functional Administrator Staff.

The fields in ORGN are:

BFY Budget Fiscal Year

ORGANIZATION: The seven-digit code that represents the organization. The first four digits of the Organization Code represent the Location's MODE Code. The last three digits combine MODE Code levels 4 and 5 into 3 digits.

ORG NAME: The Organization's name.

SHORT NAME: A shorter name, usually an abbreviation, for the organization.

ORG MANAGER: Optional and not used in the ARS FFIS implementation.

LEVEL IND: The Organizational level. Level 1 is a location, level 2 is an MU or Lab and level 3 is an MU under a lab.

REPORTING ORGANIZATIONS:

Represent the organizational hierarchy that the particular organization reports to.

Every Org. Level 2 and 3 must have a reporting organization

Commonly Used FFIS Tables

Accounts Receivable:

Viewing Billing Documents	ARHT, ARLT, ARL2
View Cash Receipt Documents	CRHT, CRLT
View Outstanding Bills	OBDT
View Account History for a BD and the CR's which reference it	ARCL
View Account Statement Summary	ASUM
View text printed on bills	ARTX, TXTP, CLTX
View Vendor Remittance & Customer Remittance Information	ARAT
View Installment Bills	INBT
View Bills on Appeal	APPL
View Bills written off	WROT
View Accounts referred for outside collection	AREF
View Deposits and Over-Collections	DOCT
View Fund/Program combinations that can retain finance charges	FCDT

Spending:

View Obligation Documents	OBLH, OBLL
View Payment Voucher Documents	PVHT, PVLT
View Treasury Schedule	TSCH, TSCL
View Checks	CHKH, CHKL
View EFT's	EFTH, EFTL
View Cancelled checks/eft's	CXLT

Document Inquiries:

View documents	SUSF
View a document and all documents related to it (i.e., referencing, cancellation and modification documents)	DXRF
View error message guide	ERRG
View an interface record cross walked to an FFIS document	GIDT
View a Travel Interface record crosswalked to an FFIS document	TIDT

Vendor Inquiries:

View Vendor Information	Vend
Find Vendor Code from the Vendor name	VNAM
View all bills for a vendor	VXRF
View all invoices, payment vouchers, checks, and EFTs for a vendor	IVCH
View payment vouchers and treasury numbers for a vendor	VXDD
View invoices and payment vouchers for an accounting strip	SPDX
Missing or Lost Checks	Contact your Area Budget Office

Accounting:

View funds	FUND, FUN2
View Programs	PGMT
View Budget Object Codes	BOCT
View Revenue Source Codes	RSRC
View Sub Revenue Source Codes	SREV
View Organizations	ORGN
View Divisions	DVSN
View General ledger accounting	GLBL, GLDB
View Trans Code/Trans Type entries	ACED
View accounting entries	ACEN
View Default Accounting	DVAL
View Accounting Structure Codes and their crosswalk to FFIS	ACXT

PCMS Tables

View V2 documents	GSCH
View V8 documents	GSCL
View Accounting Structure Codes and their crosswalk to FFIS	ACXT
Require SV documents balance to zero, Field on Table: Balanced SV REQD: Y	TCAT

