



United States  
Department of  
Agriculture

Office of the  
Chief Financial  
Officer

Associate Chief  
Financial Officer –  
Financial Operations

Washington D.C.  
20250



Configuration Decision: OCFO 18-09

Date:

To: USDA Agencies

Subject: Financial Management Modernization Initiative (FMMI) – Employee Vendor and Customer Master Record

## PURPOSE

The purpose of this configuration document is to provide decisions for Employees as vendors and customers.

## DECISION

USDA requires a master record for every employee be created during conversion. These records are to be automatically updated when the information for the employee is changed through the Name Employee Database (NEMP).

USDA will create both a vendor and customer master record account for every USDA employee to ensure synchronization.

## INQUIRIES

Questions concerning this configuration decision should be directed to the Systems Analysis and Requirements Division at **(202) 205-4830**.

## EFFECTIVE DATE

This configuration decision is effective immediately.

/s/

JOHN G. BREWER  
Associate Chief Financial Officer for Financial Operations

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