



Financial Management Modernization Initiative (FMMI)

FMMI 204 – Funds Management Process
Overview





Course Outline



■ Introduction Module

- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Creating a Financial Plan (v1)
- Module 4 – Creating an Operating Plan (v0)
- Module 5 – Budget Distribution
- Course Summary
- Course Evaluation



Welcome to FMMI Funds Management Overview



- The Funds Management course will provide you an introduction to the process, coordination, and information needed to understand the Funds Management process in FMMI. The course introduces you to:
 - End-to-End Funds Management process
 - Key Terminology
 - FMMI User Roles and their responsibilities
 - Funds Management touchpoints with other business process areas





Course Objectives



After completing this course, you will be able to:

- Explain the high-level Funds Management (FM) process and sub-processes
- Explain the key Funds Management terminology and business concepts
- Explain the FMMI roles required to perform the Funds Management process
 - Explain the Master Data Maintenance end-to-end process as it relates to Funds Management
 - Explain the Financial Plan (v1) Budget Planning end-to-end process as it relates to Funds Management
 - Explain the Operating Plan (v0) Budget Creation end-to-end process as it relates to Funds Management
 - Explain the Budget Distribution end-to-end process as it relates to Funds Management
- Explain how other business process areas interact with the Funds Management process
- Provide examples of the FMMI standard reports





Introduction Module Overview



Before you get started with the course, review the next slides. The next slides include:

- Course Navigation Guide
- Business Process Flow Reference Guide
- Review of the FMMI Curriculum
- Review of the content covered in FMMI 101 – Introduction to FMMI





Introduction to FMMI (100 Level) Review



As a prerequisite to the 200 Level courses, you participated in the FMMI 101 - Introduction to FMMI course. FMMI 101 provided a high-level overview of the FMMI project, changes and impacts of the implementation, and benefits of the new system.

After completing the 100 Level course, you learned to:

- Summarize the FMMI program objectives
- Explain the benefits and advantages FMMI provides
- Describe an Enterprise Resource Planning (ERP) solution and the benefits it provides USDA
- Explain new business processes and concepts
- Explain the key implementation timeline and milestones
- Explain what organizations are impacted by each release of FMMI

The 200 Level Process Overview courses takes a step further and provides you a high-level overview of FMMI's new terminology and business processes.

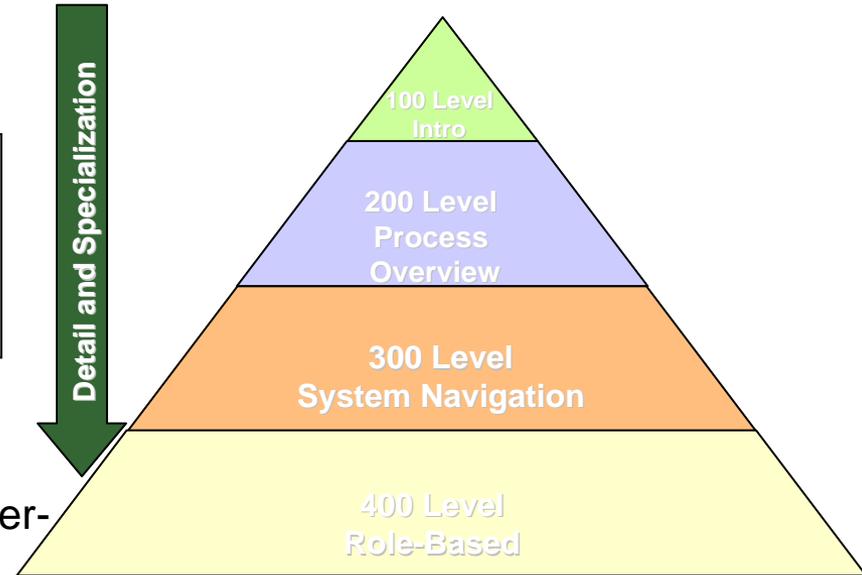


Your Curriculum



The FMMI Training curriculum outlines the training required for FMMI User Roles. The training courses provide an understanding of the FMMI program and application(s) and the USDA financial processes.

- **Introduction to FMMI (100 Level)**
 - Overview of the FMMI project
 - Instructor-led course, delivered in an auditorium or via teleconference
- **Process Overview (200 Level)**
 - High-level view of USDA's core financial business processes
 - Web-based course, delivered via AgLearn Learning Management System
- **System Navigation (300 Level)**
 - Hands-on practice navigating the FMMI system
 - Instructor-led course, delivered in a computer-based classroom
- **Role-Based (400 Level)**
 - Hands-on training and detailed introductions on how to process transactions in the FMMI system
 - Instructor-led course, delivered in a computer-based classroom





Introduction Module Summary



Congratulations! You have completed the introduction module. The next few modules will provide you an overview of the Funds Management process in FMMI.





Course Outline



- Introduction Module
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- Module 2 – Funds Management Master Data
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Welcome to Module 1: Funds Management Process Overview



- This module will provide you an overview of the Funds Management process
- Proceed to each new page by clicking the **Next** button when you have finished reading the content on a page
- To view a full list of the topics covered in this module, click the Menu button on the top right corner of the course
- When you are finished with the Module, click **Exit** to mark the module complete and return to AgLearn





Objectives



After completing this module, you will be able to:

- Explain the Funds Management business activity process flow
- Explain the key Funds Management terminology and business concepts
- Describe purpose and use of FMMI User Roles in the Funds Management process
- Explain which activities occur in FMMI and which occur outside of FMMI
- Explain the interactions between the Funds Management process and other business process areas within FMMI
- Provide examples of the FMMI standard reports



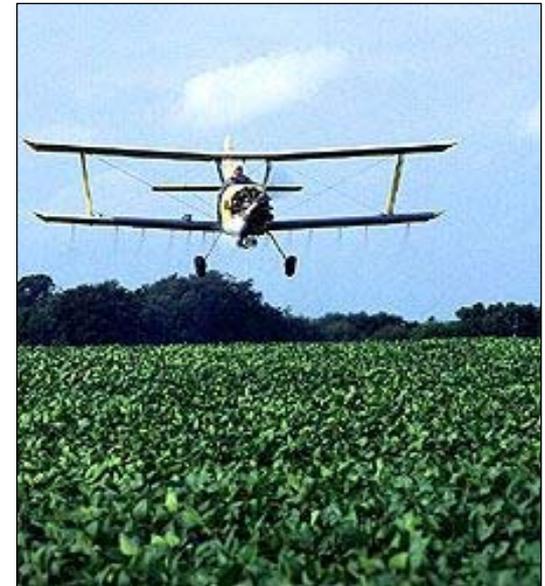


Key Terminology



Review the following terms and definitions before beginning the Funds Management Process Overview module:

- **FMMI** = Financial Management Modernization Initiative. The project sponsored by the Office of the Chief Financial Officer (OCFO) to implement a department wide financial system (SAP)
- **Funds Management** = A FMMI module where funds and funding master data is maintained. Budgeting activities such as funds distribution and execution functions also occur





Key Terminology Continued



- **Financial Plan** = Can be created inside or outside of FMMI. This is a rough draft of the budget formulation. Multiple instances of financial plans can be created to simulate different funding levels
- **Operating Plan** = The executable plan. There can only be one operating plan for a given budget year. The operating plan can be copied from a financial plan or created from scratch in FMMI
- **Version 1 (v1)** = Another name for the financial plan
- **Version 0 (v0)** = Another name for the operating plan

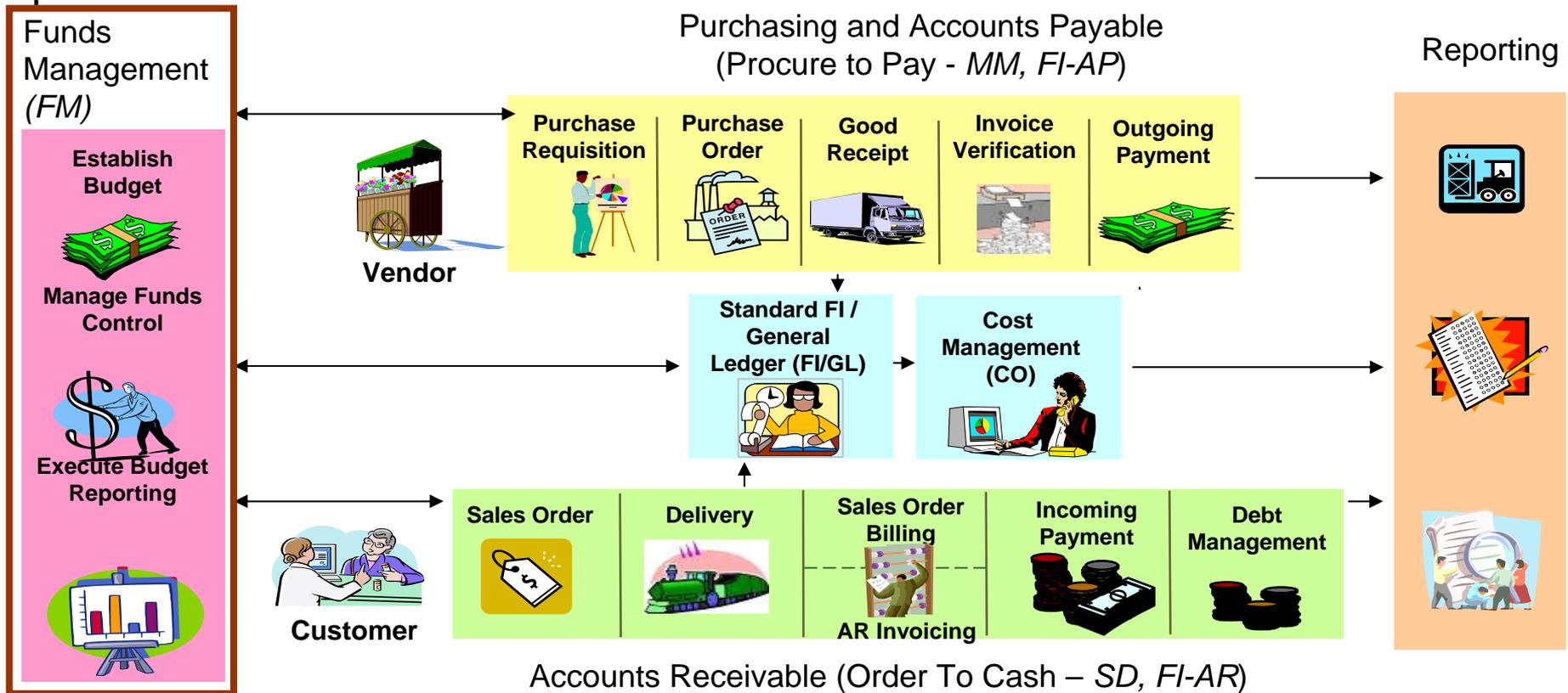




FMMI Financial Process Flow



This process flow illustrates the FMMI Financial end-to-end process. The highlighted area illustrates where Funds Management fits in the entire process.



FMMI Modules = *Italics*

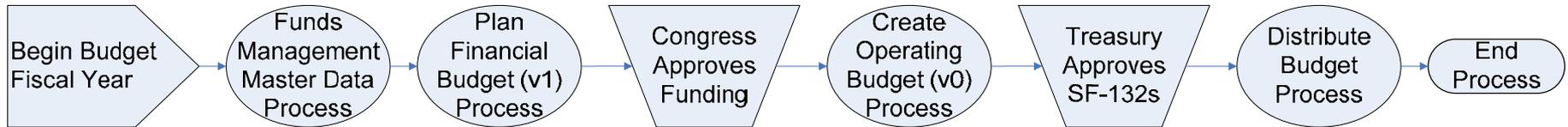


Business Process Flow



This process flow outlines the key activities related to the Funds Management end-to-end process:

Funds Management Process Overview

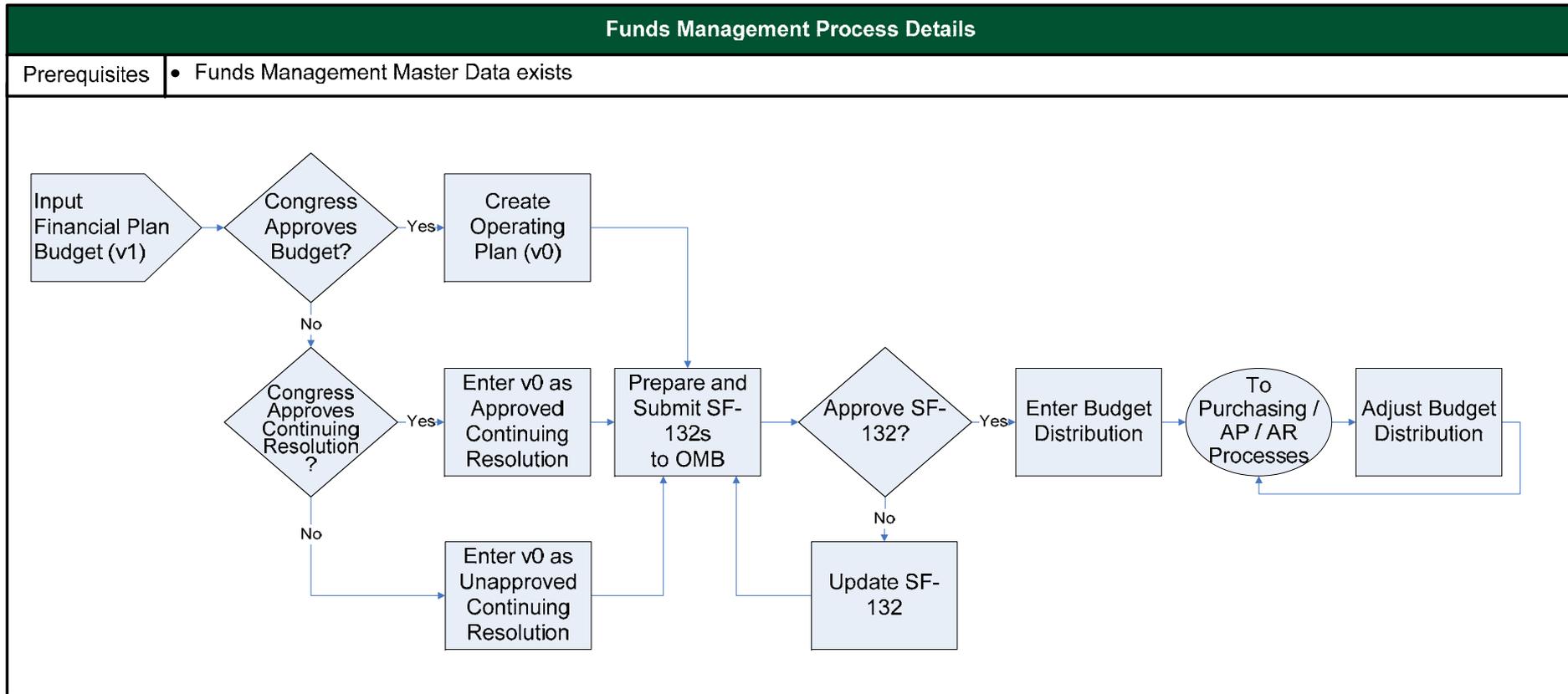




Business Process Flow



This process flow details the key decision making points related to the Funds Management process:





Key Business Concepts



The following business concepts pertain to the Funds Management process:

- Budget preparation can occur outside of FMMI
- Creating a Financial Plan in FMMI is optional
- Creating an Operating Plan in FMMI is required
- Congressional approval and SF-132 approval both occur outside of the FMMI system
- Appropriations and Apportionments are entered and approved before an allotment occurs
- Reports displaying real time data can be generated at any point in the Funds Management process



FMMI User Roles



- Role Alignment is the process of defining FMMI User Roles required to obtain system access to perform the FMMI business processes
- Once roles are defined, FMMI users are aligned to them
- Proper role definition and alignment:
 - Ensures that users have access to perform the tasks needed to perform FMMI transaction
 - Ensures proper segregation of duties
 - Ensures FMMI users receive proper training
- An individual user may be assigned one or more FMMI roles based on the user's responsibilities
- Upcoming modules further explain FMMI User Roles





Touchpoints



- Touchpoints are those instances where one process, sub-process or activity interacts with another process, sub-process or activity
- Funds Management interacts with the following processes:
 - Accounts Receivable
 - Purchasing
 - Accounts Payable
 - General Ledger
 - Periodic Processing
 - Cost Management





FMMI Reporting



FMMI provides users with much needed information by utilizing reports. Listed below are some examples of reports available in FMMI:

- Application of Funds (Alphabetical Listing)
- Commitment Item (Alphabetical Listing)
- Comparison of Budget Versions
- Fund (Alphabetical Listing)
- Funds Center (Alphabetical Listing)
- Funded Program (Alphabetical Listing)
- Functional Area (Alphabetical Listing)
- Status of Funds

Later FMMI courses provide a more exhaustive list and more detailed information about reporting



Learning Checkpoint Question and Answer (Q&A)



- Now is your opportunity to see if you are learning the course material
- If you answer the questions incorrectly, please be sure to reference the course if you need more explanation about key concepts





Learning Checkpoint Question and Answer (Q&A)



1. True/False: The Funds Management process does not interact with the Accounts Payable process (FALSE)
2. True/False: The Operating Plan is also called Version 0 (TRUE)
3. Multiple Choice: All of the following are Funds Management Roles EXCEPT:
 - a. Funds Management Budget Approver
 - b. *Funds Management Creator***
 - c. Funds Management Approver
 - d. Funds Management Administrator
4. Multiple Correct: Which of the following are required to occur in FMMI?
 - a. Creation of a Financial Plan
 - b. *Creation of an Operating Plan***
 - c. Congressional approval and SF-132 approval both occur outside of the FMMI system
 - d. *Entry of Appropriations and Apportionments***
5. True/False: Funds Management impacts every other process area (TRUE)



Module Summary



In this module, you have learned to:

- Explain the process flow of Funds Management business activities
- Explain the key Funds Management terminology and business concepts
- Describe purpose and use of FMMI User Roles in the Funds Management process
- Explain which activities occur in FMMI and which occur outside of FMMI
- Explain the interactions between the Funds Management process and other business process areas within FMMI
- Provide examples of the FMMI standard reports





Module Completion



Congratulations! You have completed Module 1 – Funds Management Process Overview. The next module will provide you an overview of the Funds Management Master Data





Course Outline



- Introduction Module
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- **Module 2 – Funds Management Master Data**
- Module 3 – Creating a Financial Plan (v1)
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Welcome to Module 2: Funds Management Master Data



- This module will provide you an overview of Funds Management Master Data
- Proceed to each new page by clicking the **Next** button when you have finished reading the content on a page
- To view a full list of the topics covered in this module, click the Menu button on the top right corner of the course
- When you are finished with the Module, click **Exit** to mark the module complete and return to AgLearn





Objectives



After completing this module, you will be able to:

- Explain the process flow of Funds Management Master Data business activities
- Explain the key Funds Management Master Data terminology and business concepts
- Describe the FMMI roles associated with the Funds Management Master Data sub-process
- Explain the naming convention of the main Funds Management Master Data Elements
- Explain the interactions between the Funds Management Master Data sub-process and other business process areas within FMMI





Key Terminology



Review the following terms and definitions before beginning the Funds Management Master Data module:

- **Master Data** = Also known as reference data. It is a collection of information about a person, an entity, or an object such as a cost object, a vendor, or a general ledger account. Master data includes, but is not limited to, customer records, vendor records, fund center / cost center master, fund masters, etc.
- **Application of Funds** = The name for the Treasury Account symbol in FMMI





Key Terminology Continued



- **Budget Period** = Indicates both the beginning and ending budget fiscal years for a fund. Each budget fiscal year begins October 1st and ends September 30th. Budget periods can be annual, multi year or no year
- **Fund** = A Funds Management Master Data element within FMMI for recognition of obligation (budget) authority. A Fund is referenced whenever spending occurs
- **Fund Source** = Where the money is coming from
- **Fund Type** = A category of funds that determines the applicable external accounting and reporting requirements. Such as, General Fund, Direct, Reimbursable, etc.

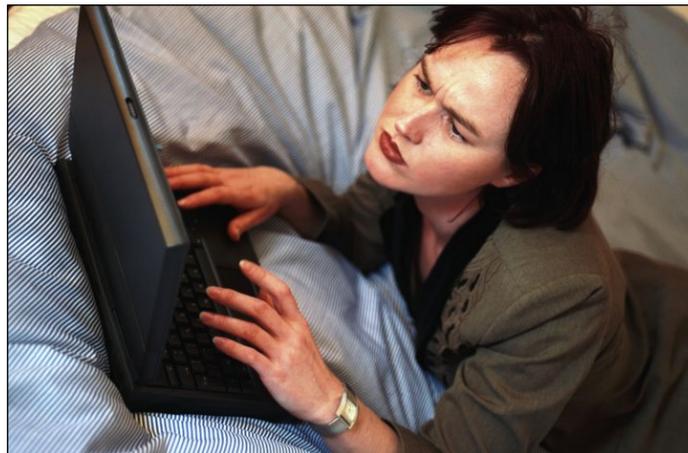




Key Terminology Continued



- **Funds Center** = A Funds Management Master Data element within FMMI that encompasses organizational entities used to distribute budget and funding. It is linked to Cost Centers. Funds Centers are used to track and manage budget
- **Funded Program** = A program or project with a defined operational purpose and time frame for which budget has been appropriated. Funded Programs are a master data element that enables agencies to record budget and monitor performance at the project or program level. Funded programs can vary from simple activities to complex projects, and can cross an organization's fiscal years





Key Terminology Continued



- **Functional Area** = Used in mission critical programs without an end date. These programs are core to the operations of USDA agencies and staff offices
- **Commitment Item** = An element containing the BOC. Commitment item (CI) defines how the funds are either controlled or spent
- **Fund Group** = A defined set of funds used to meet internal and external accounting and reporting requirements. Funds can be grouped in various ways in order to enable the budgeting, cost allocation, funds control, and external financial reporting of funds





Key Terminology Continued



- **Funds Center Group** = An intelligent grouping of Funds Centers primarily used for reporting purposes
- **Funded Program Group** = An intelligent grouping of Funded Programs primarily used for reporting purposes
- **Functional Area Group** = An intelligent grouping of Functional Areas primarily used for reporting purposes
- **Business Area** = An Agency designated organizational level such as a division or office





Key Terminology Continued



- **Commitment Item Group** = A group of Commitment Items for purposes of evaluation. In general, Commitment Item Groups are referenced during budget distribution or during reporting and analysis
- **Commitment Item Hierarchy** = The layout through which one can view USDA's entire Commitment Item list
- **FM Derivation Rules** = A table that contains source and target account assignments used for account determination

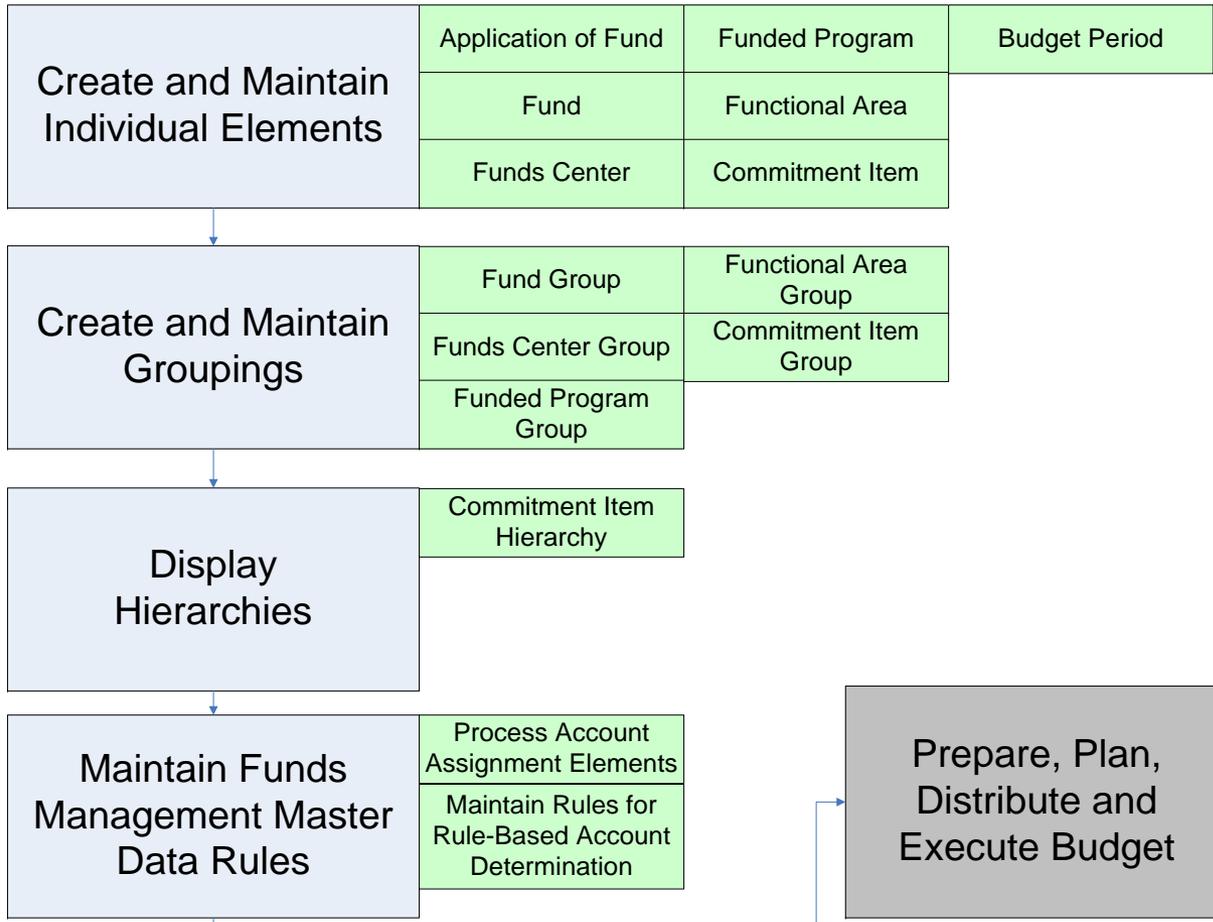




Business Process Flow



This process flow outlines the key activities related to Funds Master Data sub-process:

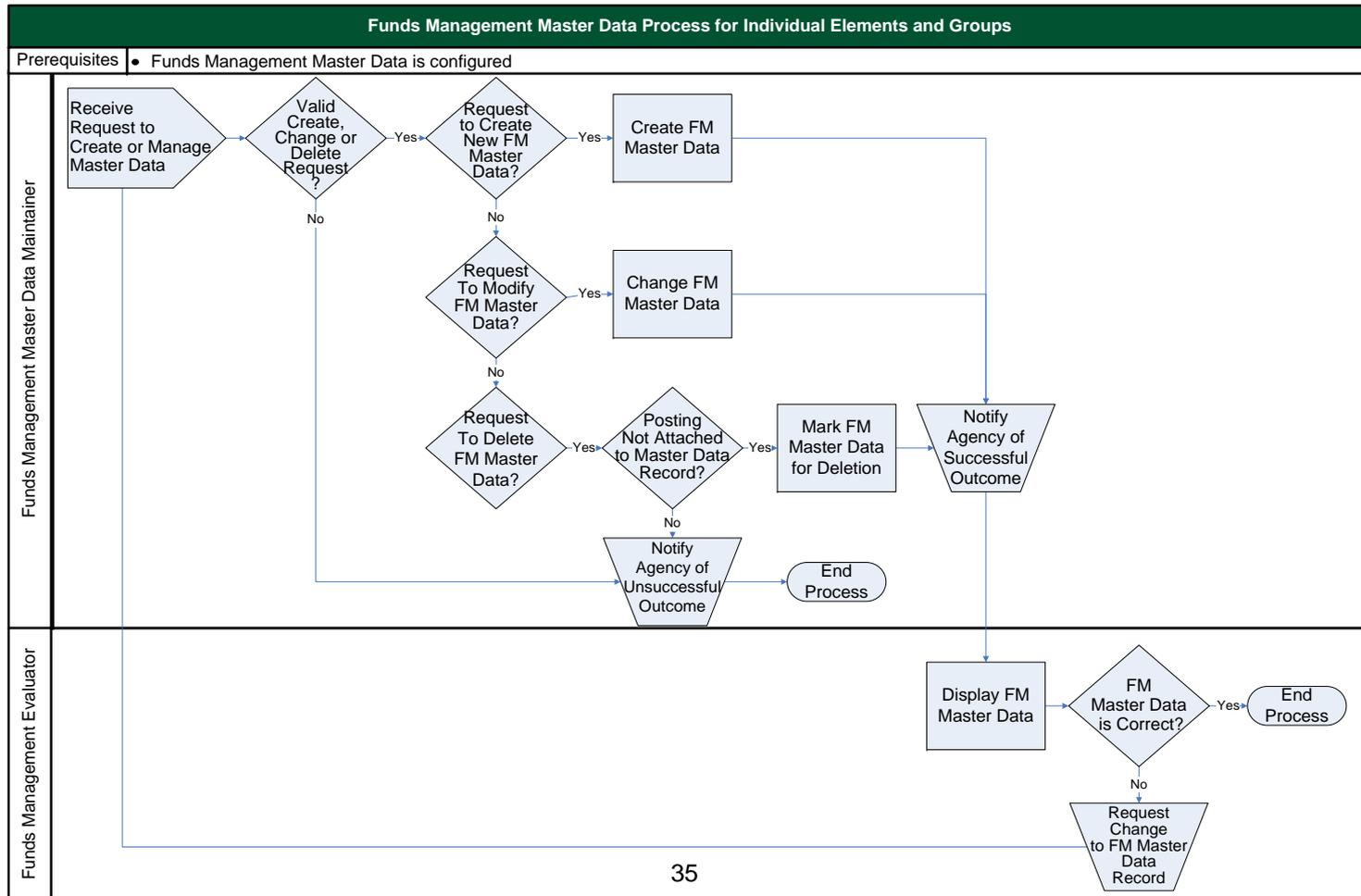




Business Process Flow



This process flow outlines the key activities related to Funds Master Data sub-process:





Key Business Concepts



The following business concepts pertain to the Funds Management Master Data sub-process:

- Use individual data elements for creating operating plans and distributing funds
- Groups keep similar types of individual data elements together for reporting purposes
- Master data rules are complex; keep changes to a minimum
- After the initial master data load, make changes or additions as needed
- Submit requests to add, change or delete a master data element or group to the Funds Management Master Data Maintainer
- Use the same process to add, change, and delete individual elements and group master data



FMMI User Roles



The FMMI Funds Management Master Data sub-process includes the following roles:

Role Name	Definition
Funds Management Master Data Maintainer	<p>Creates and maintains the following master data elements and groups:</p> <ul style="list-style-type: none"> Application of Funds, Fund, Budget Period, Funds Center, Functional Area, Commitment Item, Fund Group, Funds Center Group, Functional Areas Group, Commitment Item Group, Hierarchies and Process Derivation Rules





FMMI User Roles Continued



The FMMI Funds Management Master Data sub-process includes the following roles:

Role Name	Definition
Funds Management Administrator	Manages Funded Programs and Funded Program Groups Maintains Rules for Rule-Based Account Determination





FFIS to FMMI Master Data Mapping



Many of the new terms in FMMI map to familiar terms in FFIS. Below is a table of common terms that map over to the new system:

FFIS	FMMI	Comments
Fund	Fund (Fund Master Record)	The Fund is a field on the Fund Master record
Fund Category	Fund Type (Fund Master Record)	The Fund Type is a field on the Fund Master record
Treasury Symbol	Application of Fund (Application of Funds and Fund Master Records)	The TAFS is reflected as an Application of Funds record in FMMI
Rev Source	GL Account/Sub-account/Rev Source Code/Commitment Item/Cost Element	The Revenue Source Code is part of the GL Account Code structure
Sub Rev Source	GL Account/Sub-account/Rev Source Code/Commitment Item/Cost Element	The Sub Revenue Source Code is part of the GL Account Code structure
BOC	GL Account/Sub-account/Rev Source Code/Commitment Item/Cost Element	The BOC is part of the GL Account Code Structure
Sub-BOC	GL Account/Sub-account/Rev Source Code/Commitment Item/Cost Element	The Sub-BOC is part of the GL Account Code Structure



FFIS to FMMI Master Data Mapping Continued



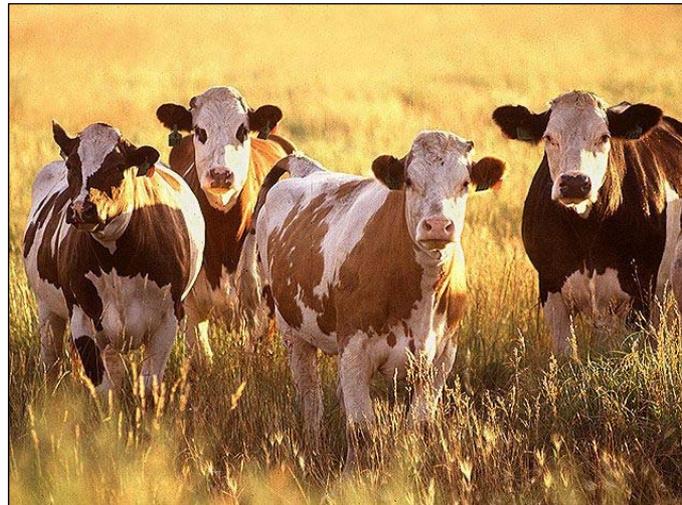
FFIS	SAP	Comments
Division	Cost Center/Fund Center	The Cost Center should represent the agency's organizational structure and where consumption is recorded. The Funds Center should represent the organizational level where budget is posted
Organization / Sub-Organization	Cost Center/Fund Center	The Cost Center/Funds Center should represent a level of the agency's organizational structure
Program	WBS Element / Funded Program	WBS Elements / Funded Programs are used for programs/projects which have a finite timeline (a specific start and end point) and/or are reimbursable agreements
Job Number	WBS Element / Funded Program	WBS Elements / Funded Programs are used for programs/projects which have a finite timeline (a specific start and end point) and/or are reimbursable agreements
Reporting Category	Functional Area	FMMI Team has recommended that Functional Areas are used for those programs which are mission critical and do not have an end date. These would be programs that are core to the operations of USDA agencies/staff offices



Master Data Naming Conventions



- Each Funds Management master data element has a logical structure
- The following slides go through the structure of the key master data elements





Master Data Naming Conventions Continued



- Fund
 - Represented in FMMI by a 10-position alpha-numeric field
 - Positions 1 - 4 = Business Area
 - Position 5 - 10 = Agency Defined
 - Business Areas are at a lower-level than Agency/Staff Offices. First two characters will be alpha Agency Identifiers and next two represent the highest level and is defined by the Agency/Staff Office. In most cases it represents the highest level of an agency
 - Example: CR003800R





Master Data Naming Conventions Continued



- Budget Period
 - Represented in FMMI by a 4-position numeric field
 - Positions 1-2 = Beginning Budget Fiscal Year
 - Positions 3-4 = Ending Budget Fiscal Year
 - Examples:
 - 0909
 - 0910
 - 0912





Master Data Naming Conventions Continued



- Funds Center
 - Represented in FMMI by a 10-position alpha-numeric field
 - Positions 1 - 4 = Business Area
 - Position 5 - 10 = Agency Defined
 - Many-To-One relationship between Cost Centers and a Funds Center
 - Example: DA12000000

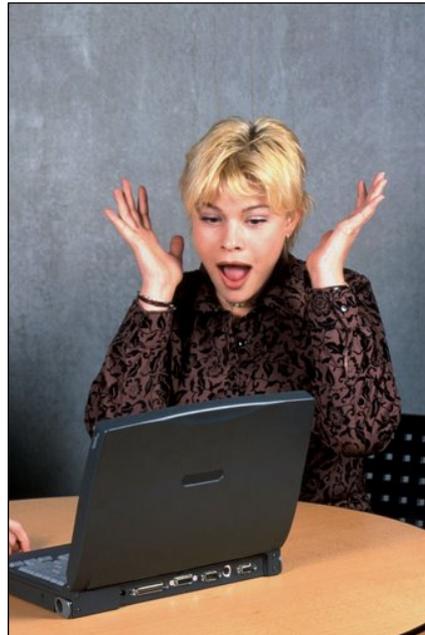




Master Data Naming Conventions Continued



- Application of Fund
 - Same as the Treasury Symbol
 - Example: 12X0115





Master Data Naming Conventions Continued



- Funded Program
 - Represented in FMMI by a 12-position alpha-numeric field
 - Positions 1 – 4 = Business Area (Two digit Agency Identifier + two digit level 1 and level 2 of agency)
 - Positions 5 – 10 = Agency Defined
 - Example: FI15MEATSLGT





Master Data Naming Conventions Continued



- Commitment Item
 - For revenues and expenses, it is a 4 digit BOC
 - For everything else, it is a custom 10 character alpha-numeric field
 - Positions 1 – 4 = BOC
 - Example: 2670

AllOthers
LABOR





Master Data Naming Conventions Continued



- Functional Area
 - Represented in FMMI by a 16-position alpha-numeric field
 - Positions 1 – 16 will be explained in 400-level training
 - Default value is X
 - Example: X





Touchpoints



The following table outlines the key touchpoints between the Master Data sub-process and other business process areas within FMMI.

Process	Touchpoint
Funds Management - View Master Data	<ul style="list-style-type: none"> Funds Management Reporter views a list of all master data elements and groups
Funds Management - View Master Data	<ul style="list-style-type: none"> Funds Management Evaluator searches for and views individual master data elements
Funds Management - Create / Adjust Budget	<ul style="list-style-type: none"> Master data must be correct before appropriations, apportionments and allocations are entered by the Funds Management Budget Coordinator
Cost Management – Create and Maintain Master Data	<ul style="list-style-type: none"> Cost Management’s master data is closely intertwined with Fund Management’s master data, so synchronization of data creation activities may need to occur
Accounts Receivable – Sales Orders and Billing	<ul style="list-style-type: none"> Funded Program must exist before a sales order is created



Touchpoints Continued



The following table outlines the key touchpoints between the Master Data sub-process and other business process areas within FMMI.

Roles External to the FMMI system:

Process	Touchpoint
Funds Management – Manage Master Data	<ul style="list-style-type: none"> Person at an agency will submit a master data request (outside of the FMMI system) and the FM Master Data Maintainer or FM Administrator will make the necessary changes



Learning Checkpoint Question and Answer (Q&A)



- Now is your opportunity to see if you are learning the course material
- If you answer the questions incorrectly, please be sure to reference the course if you need more explanation about key concepts





Learning Checkpoint Question and Answer (Q&A)



1. True/False: A Funds Center is represented in FMMI by a 12 position numeric field (False)
2. Multiple Choice: When can master data be created or changed?
 - a. During the initial data load
 - b. Only after congress approves an appropriation
 - c. At anytime during the year when it is necessary
 - d. **A and C**
3. True/False: "0907" is a valid Budget Period (FALSE)
4. Multiple Choice: Which of the following is NOT something the FM Master Data Maintainer will be responsible for?
 - a. Create Funds Center
 - b. **Change Funded Program**
 - c. Delete Fund
 - d. Display Application of Funds
5. True/False: The Commitment Item is between 4 and 10 positions long (TRUE)



Module Summary



In this module, you have learned to:

- Explain the process flow of Funds Management Master Data business activities
- Explain the key Funds Management Master Data terminology and business concepts
- Describe the FMMI roles associated with the Funds Management Master Data sub-process
- Explain the naming convention of the main Funds Management Master Data Elements
- Explain the interactions between the Funds Management Master Data sub-process and other business process areas within FMMI





Module Completion



Congratulations! You have completed Module 2 – Funds Management Master Data. The next module will provide you an overview of Creating a Financial Plan (v1)





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- **Module 3 – Creating a Financial Plan (v1)**
- Module 4 – Creating an Operating Plan (v0)
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Welcome to Module 3: Creating a Financial Plan (v1)



- This module will provide you an overview of Creating a Financial Plan (v1)
- Proceed to each new page by clicking the **Next** button when you have finished reading the content on a page
- To view a full list of the topics covered in this module, click the Menu button on the top right corner of the course
- When you are finished with the Module, click **Exit** to mark the module complete and return to AgLearn





Objectives



After completing this module, you will be able to:

- Explain the process flow of Creating a Financial Plan (v1) business activities
- Explain the key Creating a Financial Plan (v1) terminology and business concepts
- Describe the FMMI roles associated with the Creating a Financial Plan (v1) sub-process
- Explain the interactions between the Creating a Financial Plan (v1) sub-process and other business process areas within FMMI

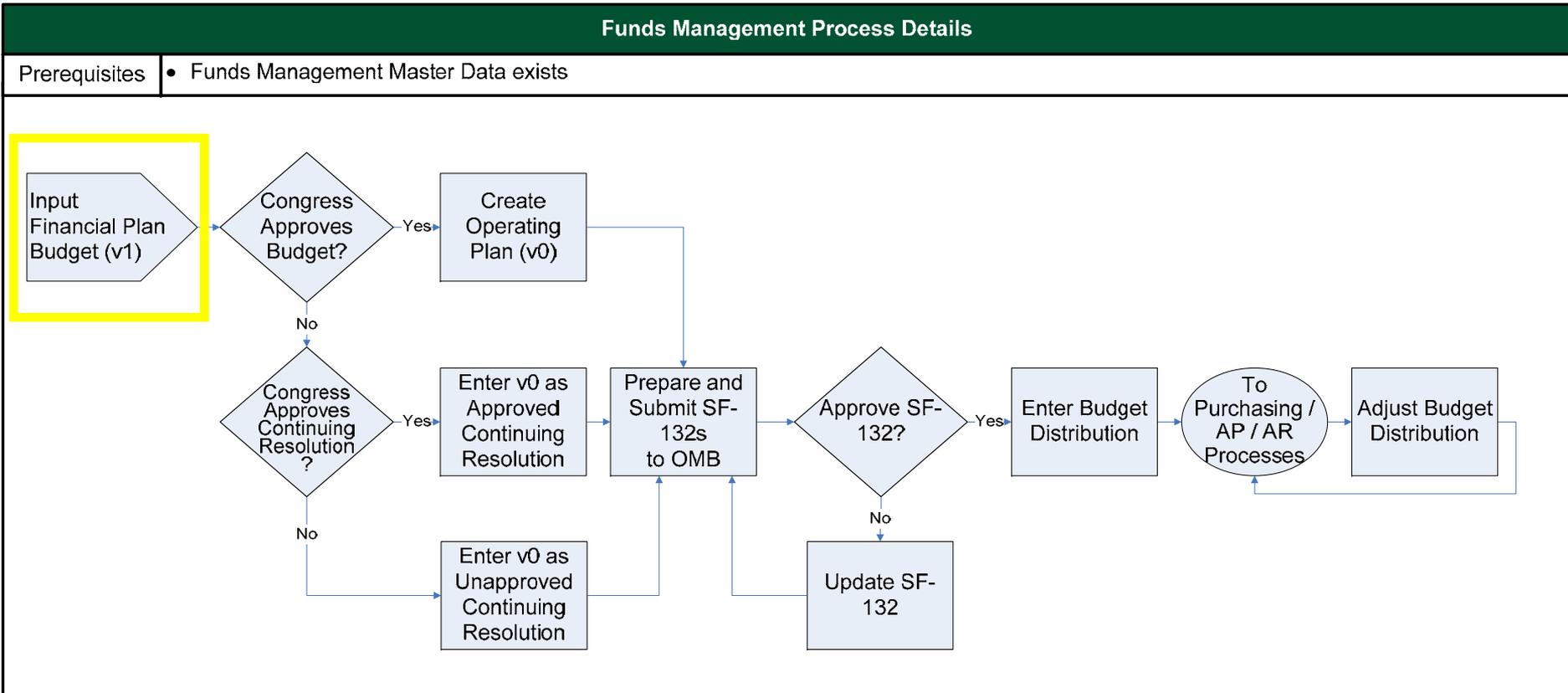




Business Process Flow



This process flow illustrates we are in the Create a Financial Plan sub-process of the Funds Management Process





Business Process Flow Continued



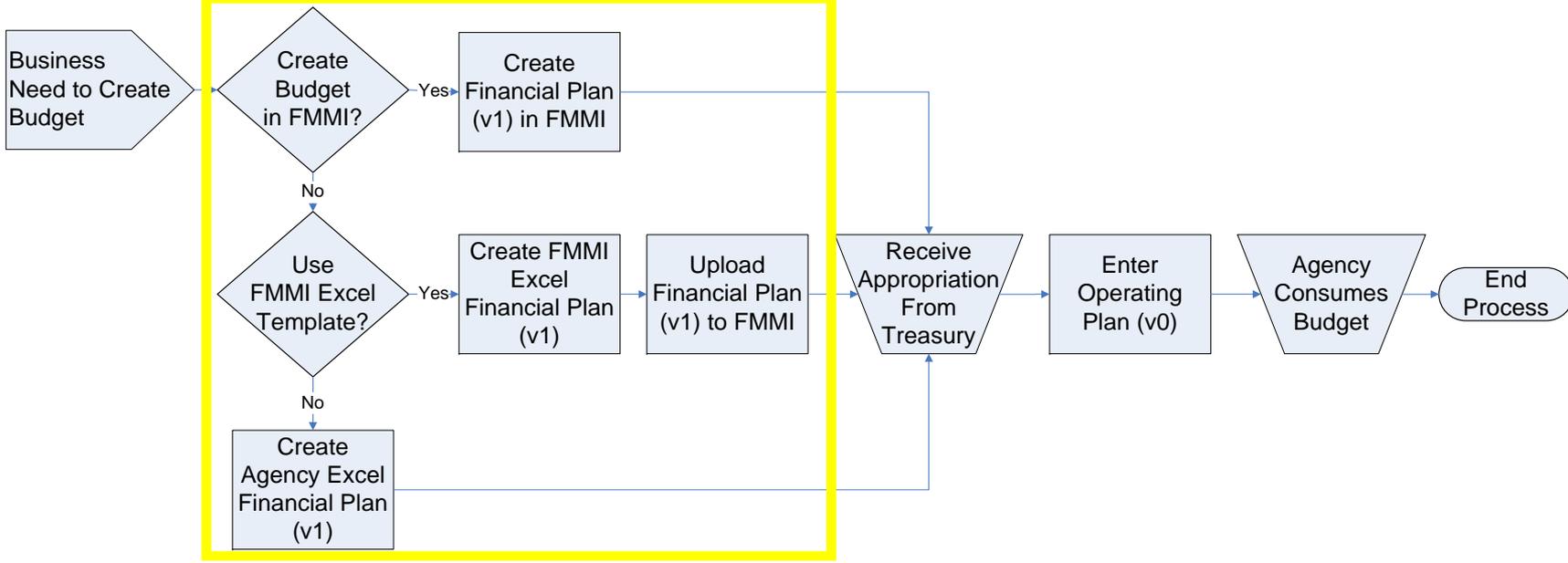
This process flow outlines the key activities related to the Create a Financial Plan sub-process:

Create and Maintain Financial Plans Sub-Process

Prerequisites

- Funds Management Master Data
- Business need for budget

Funds Management Budget Coordinator /
Funds Management Processor





Key Business Concepts



The following business concepts pertain to the Creating a Financial Plan sub-process:

- A financial plan is either maintained externally (usually in Excel) or directly in FMMI
- Once Congress approves an appropriation, the financial plan becomes the basis for creating an operating plan, which then generates SF-132's that are sent for approval



FMMI User Roles



The FMMI Creating a Financial Plan (v1) sub-process includes the following roles:

Role Name	Definition
Funds Management Budget Coordinator	Imports the Financial Plan (v1) Locks, Copies and Exports a Financial Plan
Funds Management Processor	Views and modifies financial plan data Displays changes to the financial plan





Touchpoints



The following table outlines the key touchpoints between the Creating a Financial Plan (v1) sub-process and other business process areas within FMFI.

FMFI Standard Corporate Roles:

Process	Touchpoint
Funds Management - Create Operating Plan	<ul style="list-style-type: none"> Funds Management Budget Coordinator takes input from the financial plan or external Excel file to create an operating budget
Funds Management - View Reports	<ul style="list-style-type: none"> Funds Management Reporter runs Status of Funds and Consumption of Budget reports which can help when planning a budget
Funds Management - View Master Data	<ul style="list-style-type: none"> Funds Management Evaluator searches for and views individual master data elements which are inputted as line items when creating a detailed budget



Touchpoints Continued



The following table outlines the key touchpoints between the Creating a Financial Plan (v1) sub-process and other business process areas within FMMI.

Roles External to FMMI:

Process	Touchpoint
Funds Management - Prepare Budget	<ul style="list-style-type: none">Once budget is prepared externally, it is entered into the FMMI system as a Financial or Operating Plan



Learning Checkpoint Question and Answer (Q&A)



- Now is your opportunity to see if you are learning the course material
- If you answer the questions incorrectly, please be sure to reference the course if you need more explanation about key concepts





Learning Checkpoint Question and Answer (Q&A)



1. True/False: You must create a budget outside of FMMI (FALSE)
2. Multiple Choice: Which of the following tasks can the Funds Management Processor perform?
 - a. Lock Financial Plan
 - b. Import Budget Formulation Data
 - c. ***Change Operating Plan Data***
 - d. Create Fund Group
3. True/False: You can create multiple financial plans in FMMI (TRUE)
4. True/False: You can create multiple operating plans in FMMI (FALSE)
5. True/False: The Funds Management Budget Coordinator displays changes to the financial plan (FALSE)



Module Summary



In this module, you have learned to:

- Explain the process flow of Creating a Financial Plan (v1) business activities
- Explain the key Creating a Financial Plan (v1) terminology and business concepts
- Describe the FMMI roles associated with the Creating a Financial Plan (v1) sub-process
- Explain the interactions between the Creating a Financial Plan (v1) sub-process and other business process areas within FMMI





Module Completion



Congratulations! You have completed Module 3 - Creating a Financial Plan (v1). The next module will provide you an overview of Creating an Operating Plan (v0)





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Creating a Financial Plan (v1)
- **Module 4 – Creating an Operating Plan (v0)**
- Module 5 – Budget Distribution
- Course Summary
- Course Evaluation



Welcome to Module 4: Creating an Operating Plan (v0)



- This module will provide you an overview of Creating an Operating Plan (v0)
- Proceed to each new page by clicking the **Next** button when you have finished reading the content on a page
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Objectives



After completing this module, you will be able to:

- Explain the process flow of Creating an Operating Plan (v0) business activities
- Explain the key Creating an Operating Plan (v0) terminology and business concepts
- Describe the FMMI roles associated with the Creating an Operating Plan (v0) sub-process
- Explain the interactions between the Creating an Operating Plan (v0) sub-process and other business process areas within FMMI





Key Terminology



Review the following terms and definitions before beginning the Creating an Operating Plan module:

- **SF-132** = A standard form from the Office of Management and Budget (OMB) that is submitted to Treasury annually. The two main components of this form are Budgetary Resources and Application of Budgetary Resources
- **Appropriation** = The highest level of funding approved by congress for an entire government department such as the USDA or DOT
- **Apportionment** = A percentage of an appropriation that is earmarked for a specific agency or staff office





Key Terminology Continued



- **MAX Budgetary Data** = MAX is a tool used by OMB for agencies to enter their budget information
- **Approved Continuing Resolution** = Maintain necessary funding to agencies and/or programs until their regular appropriations have been disseminated. Regular appropriations expire at the end of the fiscal year, but agencies may receive their new funding late
- **Unapproved Continuing Resolution** = Used when agencies receive an apportionment without approval to consume the budget

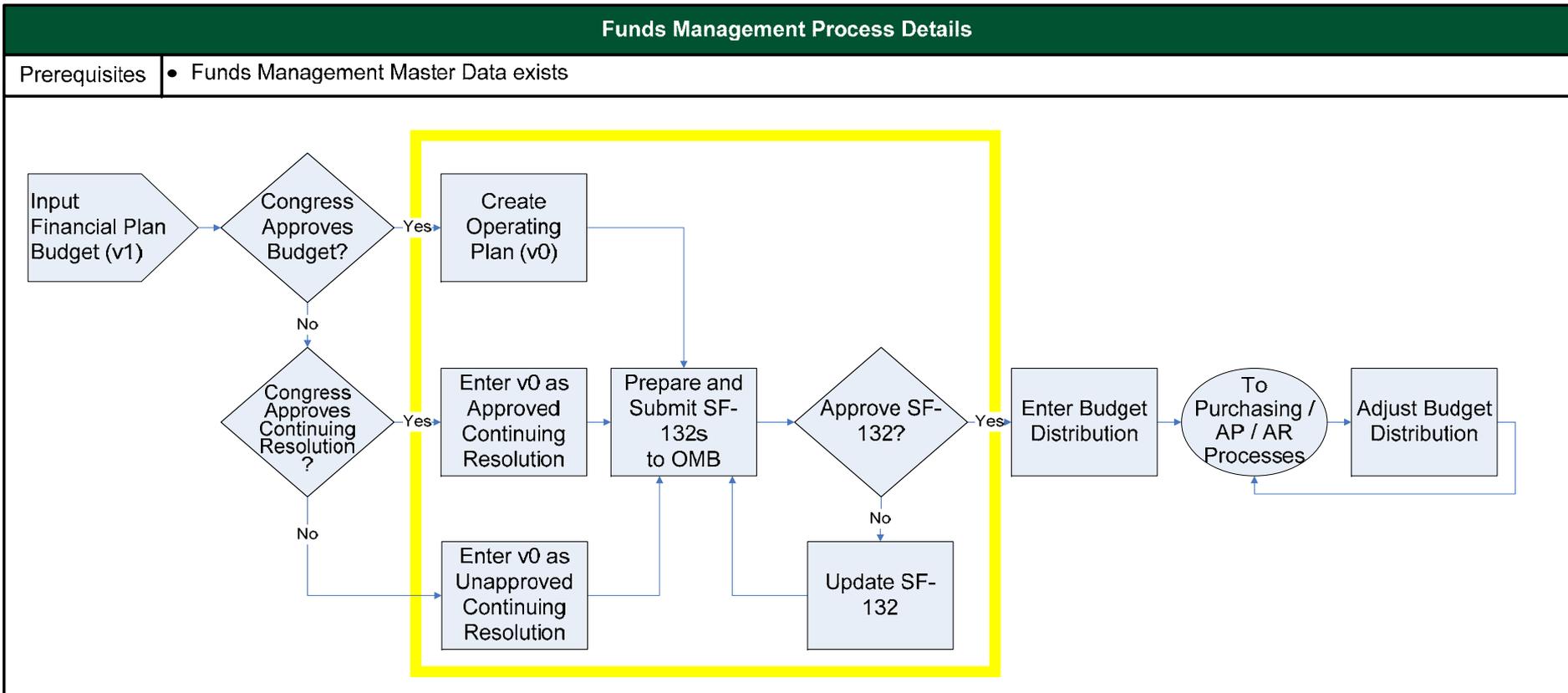




Business Process Flow



This process flow illustrates we are in the Create an Operating Plan sub-process of the Funds Management Process

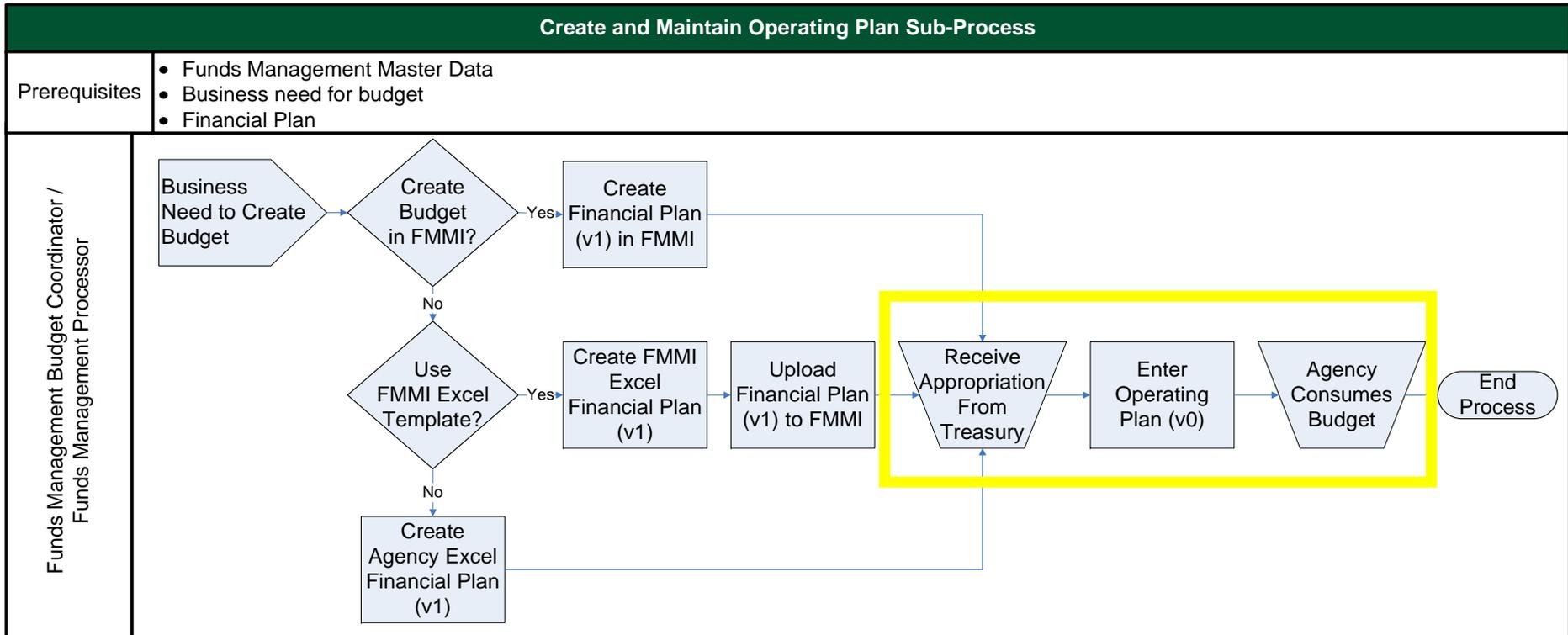




Business Process Flow Continued



This process flow outlines the key activities related to the Create an Operating Plan sub-process:





Key Business Concepts



The following business concepts pertain to the Creating an Operating Plan sub-process:

- An operating plan needs to be created in FMMI
- Once created, the operating plan is used as an input for the SF-132 form, which is submitted to the Treasury for approval
- Once the SF-132 is approved, use the operating plan to start distributing funds to lower levels of the organization (allotments, sub-allotments, allocations and sub-allocations)





FMMI User Roles



The FMMI Creating an Operating Plan (v0) sub-process includes the following roles:

Role Name	Definition
Funds Management Budget Coordinator	Imports the budget formulation data Exports an operating plan
Funds Management Processor	Views and changes operating plan data Views change history of the operating plan





Operating Budget Master Data Requirements



- The following master data elements are required when creating an operating budget:
 - Budget Period
 - Fund
 - Funds Center
 - Commitment Item
 - Functional Area
 - Funded Program
- In order to input data into the operating plan, information for the above items is required



Touchpoints



The following table outlines the key touchpoints between the Creating an Operating Plan (v0) sub-process and other business process areas within FMMI.

Process	Touchpoint
Funds Management - Create Financial Plan	<ul style="list-style-type: none"> Funds Management Budget Coordinator takes input from financial plan or external Excel file and appropriation and apportionment information from Treasury to create an operating budget
Funds Management - Distribute Initial Funds	<ul style="list-style-type: none"> After an operating plan is created and the SF-132 is approved, budget is distributed down the different funding levels
Funds Management - View Reports	<ul style="list-style-type: none"> Funds Management Reporter runs Status of Funds, Consumption of Budget, SF-132 and SF-133 reports which can help when submitting a budget and getting budget approval
Funds Management - View Master Data	<ul style="list-style-type: none"> Funds Management Evaluator searches for and views individual master data elements



Learning Checkpoint Question and Answer (Q&A)



- Now is your opportunity to see if you are learning the course material
- If you answer the questions incorrectly, please be sure to reference the course if you need more explanation about key concepts





Learning Checkpoint Question and Answer (Q&A)



1. True/False: MAX is a tool used by OMB for agencies to enter their budget information (TRUE)
2. Multiple Choice: Which of the following is used when agencies receive budget without approval to consume the budget?
 - a. Approved Continuing Resolution
 - b. Appropriation
 - c. **Unapproved Continuing Resolution**
 - d. Unapproved Beginning Appropriation
3. An operating budget requires all of the following EXCEPT:
 - a. Fund
 - b. **Cost Center**
 - c. Funds Center
 - d. Commitment Item
4. True/False: You can distribute to the sub allocation level before a SF-132 is approved (FALSE)
5. True/False: The Funds Management Processor exports an operating plan (FALSE)



Module Summary



In this module, you have learned to:

- Explain the process flow of Creating an Operating Plan (v0) business activities
- Explain the key Creating an Operating Plan (v0) terminology and business concepts
- Describe the FMMI roles associated with the Creating an Operating Plan (v0) sub-process
- Explain the interactions between the Creating an Operating Plan (v0) sub-process and other business process areas within FMMI





Module Completion



Congratulations! You have completed Module 4 – Creating an Operating Plan (v0). The next module will provide you an overview of Budget Distribution





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Creating a Financial Plan (v1)
- Module 4 – Creating an Operating Plan (v0)
- **Module 5 – Budget Distribution**
- Course Summary
- Course Evaluation



Welcome to Module 5: Budget Distribution



- This module will provide you an overview of Budget Distribution
- Proceed to each new page by clicking the **Next** button when you have finished reading the content on a page
- To view a full list of the topics covered in this module, click the Menu button on the top right corner of the course
- When you are finished with the Module, click **Exit** to mark the module complete and return to AgLearn





Objectives



After completing this module, you will be able to:

- Explain the process flow of Budget Distribution business activities
- Explain the key Budget Distribution terminology and business concepts
- Describe the FMMI roles associated with the Budget Distribution sub-process
- Explain the interactions between the Budget Distribution sub-process and other business process areas within FMMI





Key Terminology



Review the following terms and definitions before beginning the Budget Distribution module:

- **Budget Authority** = Authorizes the consumption of budget through appropriation, apportionment, allotment, sub-allotment, allocation and sub-allocation
- **Reimbursable Authority** = Used when funds are appropriated to pay obligations; only distributed to the apportionment level
- **Rescission** = Used to cancel previously enacted appropriated budget authority. Legislation enacting the cancellation of budget authority must happen prior to the obligation





Key Terminology Continued



- **Funds Reservation** = Enables a specified amount to be reserved on a fund. Earmarking a fund enables an agency to reserve budget for the specific activity by decreasing the amount of available budget for expenditures unrelated to the activity
- **Funds Commitment** = Used to reserve funds for future travel obligations
- **Budgeting Workbench** = The FMMI (SAP) input screen used for creating budget entry documents and distributing budget





Key Terminology Continued



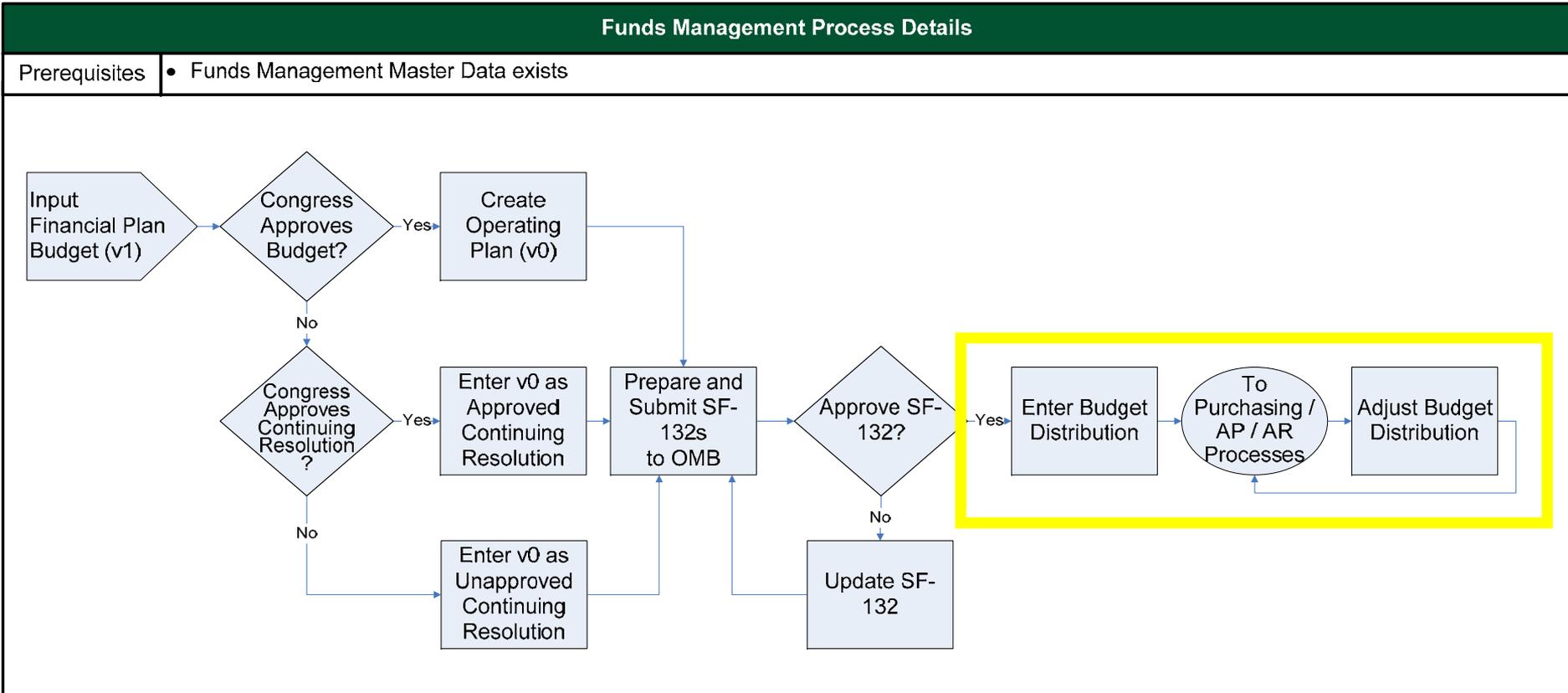
- **APPR** = The abbreviation in FMMI for Appropriation
- **APOR** = The abbreviation in FMMI for Apportionment
- **ALLT** = The abbreviation in FMMI for Allotment
- **SALT** = The abbreviation in FMMI for Sub-Allotment
- **ALOC** = The abbreviation in FMMI for Allocation
- **SALC** = The abbreviation in FMMI for Sub-Allocation



Business Process Flow



This process flow illustrates we are in the Budget Distribution sub-process of the Funds Management Process





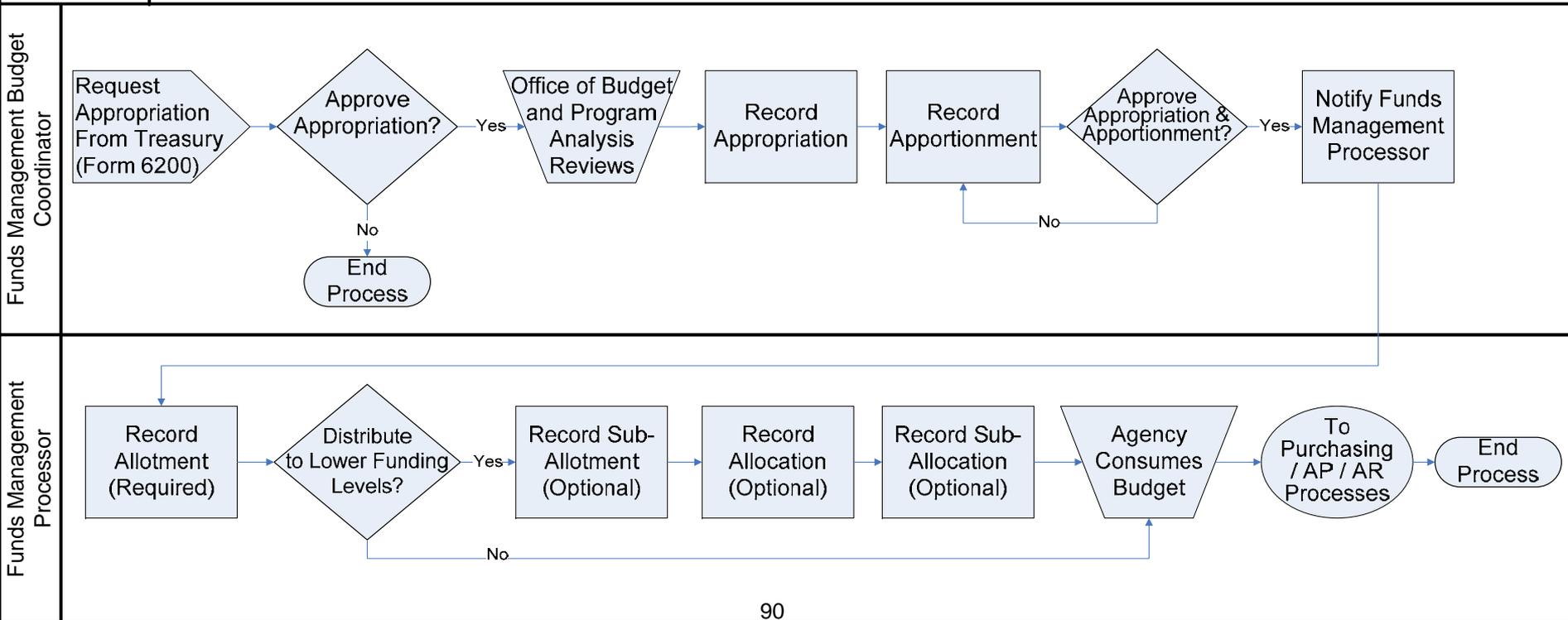
Business Process Flow Continued



This process flow outlines the key activities related to the Budget Distribution sub-process:

Enter Budget Authority Sub-Process

- Prerequisites
- Funds Management Master Data
 - Operating Plan





Key Business Concepts



The following business concepts pertain to the Budget Distribution sub-process:

- Appropriations and Apportionments must be entered when performing initial funds distribution
- Each agency must distribute to the allotment level at minimum
- Sub-allotments, allocations and sub-allocations are optional distribution levels that each agency has the choice to use or not use
- Once initial budget is in place, the agencies can spend against their funds
- After funds are initially distributed and Accounts Payable, Accounts Receivable, Purchasing and/or Reporting operations are performed, additional entries into funds management will be necessary
- Additional fund entries include:
 - Rescission
 - Funds Commitment
 - Funds Reservation



FMMI User Roles



The FMMI Budget Distribution sub-process includes the following roles:

Role Name	Definition
Funds Management Budget Authority	Enters Appropriation, Apportionment, Reimbursable Authority and Rescission Data
Funds Management Budget Approver	Approves the Appropriation and Apportionment data entered by the FM Budget Coordinator
Funds Management Processor	Enters Allotment, Sub-Allotment, Allocation and Sub-Allocation Data
Funds Management Approver	Approves the Allotment data entered by the FM Processor





Touchpoints



The following table outlines the key touchpoints between the Budget Distribution sub-process and other business process areas within FMMI.

Process	Touchpoint
Funds Management - Enter and Approve Appropriations and Apportionments	<ul style="list-style-type: none"> Funds Management Budget Coordinator enters appropriation and apportionment data and Funds Management Budget Approver approves the amounts
Funds Management - Enter and Approve Allotments	<ul style="list-style-type: none"> Funds Management Processor enters in the allotment data and the Approver needs to approve it
Funds Management - View Reports	<ul style="list-style-type: none"> Funds Management Reporter runs Status of Funds and Consumption of Budget reports which can help when adjusting a budget
Funds Management - View Operating Plan Data	<ul style="list-style-type: none"> Funds Management Evaluator views operating plan data which displays the most recent version of the operating plan (including adjustments)
Purchasing - Purchase Requisitions	<ul style="list-style-type: none"> Funds distributed before purchase requisitions are placed



Learning Checkpoint Question and Answer (Q&A)



- Now is your opportunity to see if you are learning the course material
- If you answer the questions incorrectly, please be sure to reference the course if you need more explanation about key concepts





Learning Checkpoint Question and Answer (Q&A)



1. True/False: You must enter funding data to the sub-allocation level (FALSE)
2. Multiple Choice: Who enters allotment, sub-allotment, allocation and sub-allocation data?
 - a. FM Master Data Maintainer
 - b. FM Processor**
 - c. FM Budget Coordinator
 - d. FM Approver
3. True/False: The budgeting workbench is where all funding data is entered (TRUE)
4. True/False: If you distribute funds at the allotment level, you must continue to distribute all the way through the sub-allocation level (FALSE)
5. True/False: The funding level after allotment is allocation (FALSE)



Module Summary



In this module, you have learned to:

- Explain the Budget Distribution process as it relates to the overall Funds Management Process
- Describe the process flow, business activities, and roles within the Budget Distribution process
- Explain the key terminology associated with the Budget Distribution process





Module Completion



Congratulations! You have completed Module 5 – Budget Distribution. The next module will provide you a course summary





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Creating a Financial Plan (v1)
- Module 4 – Creating an Operating Plan (v0)
- Module 5 – Budget Distribution
- **Course Summary**
- Course Evaluation



Course Summary



In this course, you have learned to:

- Explain the high-level Funds Management (FM) process and sub-processes
- Explain the key Funds Management terminology and business concepts
- Explain the FMMI roles required to perform the Funds Management process
 - Explain the Master Data Maintenance end-to-end process as it relates to Funds Management
 - Explain the Financial Plan (v1) Budget Planning end-to-end process as it relates to Funds Management
 - Explain the Operating Plan (v0) Budget Creation end-to-end process as it relates to Funds Management
 - Explain the Budget Distribution end-to-end process as it relates to Funds Management
- Explain how other business process areas interact with the Funds Management process
- Provide examples of the FMMI standard reports



Course Completion



Congratulations, you have completed : ***FMMI 204 – Funds Management Process Overview***

To ensure that your FMMI training curriculum is updated and you receive credit for completing the course, please click the link below to complete the course completion form.

[Course Completion](#)





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Creating a Financial Plan (v1)
- Module 4 – Creating an Operating Plan (v0)
- Module 5 – Budget Distribution
- Course Summary
- **Course Evaluation**



Course Evaluation



- In our efforts to continuously improve FMMI Training, please complete the course evaluation
- The FMMI team uses the results of evaluations to determine the overall effectiveness of the training program and to identify improvements for future sessions
 - Your answers will remain confidential but you may also provide your name if desired
- The evaluation can be accessed at the following link:

[Course Survey](#)

