



Financial Management Modernization Initiative (FMMI)

FMMI 202 – General Ledger Overview





Course Outline



- **Introduction Module**
- Module 1 – General Ledger Process Overview
- Module 2 – Maintain General Ledger Master Data Process
- Module 3 – Manage General Ledger Postings Process
- Module 4 – Execute General Ledger Reports Process
- Course Summary
- Course Evaluation



Welcome to FMMI General Ledger Overview



- The General Ledger Overview course will provide you an introduction to the information needed to understand the General Ledger process in FMMI. The course introduces you to
 - End-to-End General Ledger process
 - Key Terminology
 - FMMI User Roles and their responsibilities
 - General Ledger touchpoints with other process areas



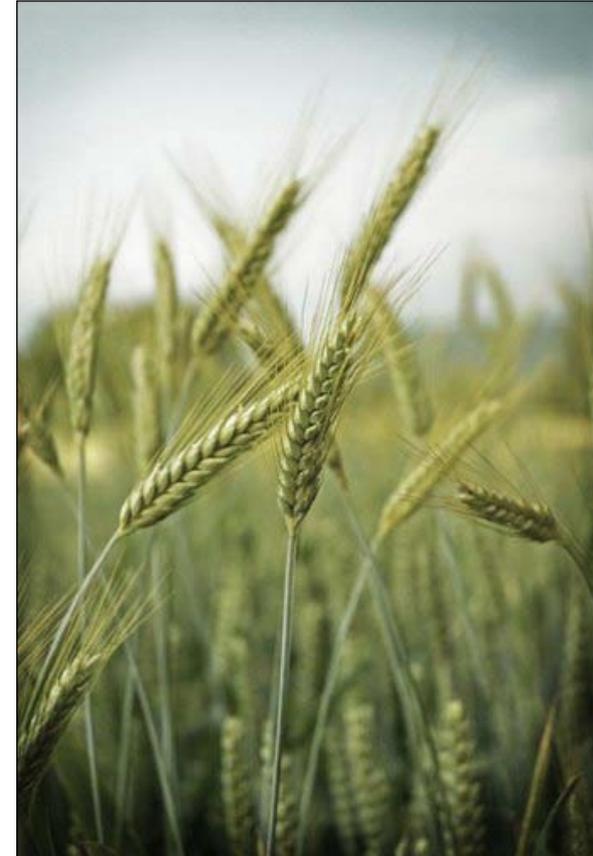


Course Objectives



After completing this course, you will be able to:

- Explain key General Ledger terminology and business concepts
- Explain the high-level General Ledger process
- Explain the FMMI roles required to perform the General Ledger process
 - Maintain General Ledger Master Data process
 - Manage General Ledger Postings process
 - Execute General Ledger Reports process
- Explain how other business areas interact with the General Ledger process
- Explain the purpose of G/L FMMI reports





Introduction Module Overview



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

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



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
- 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.

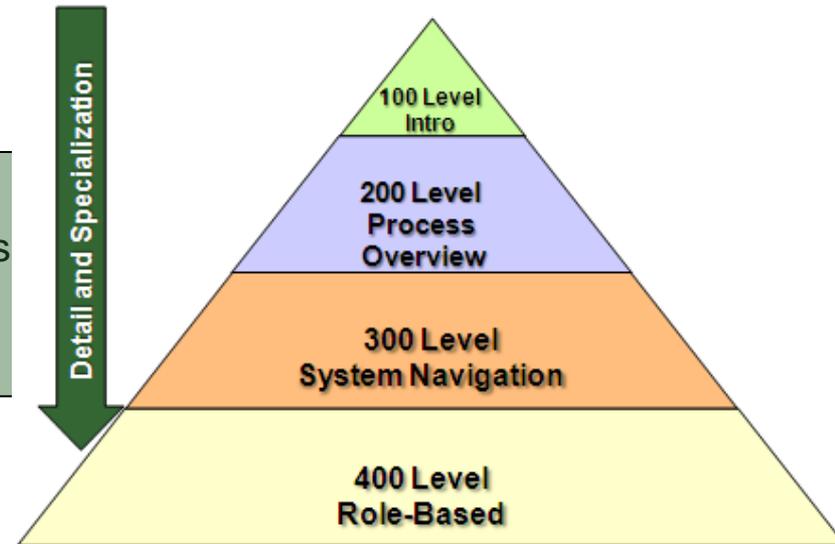


Your Curriculum



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 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 provide you an overview of the General Ledger process in FMMI.





Course Outline



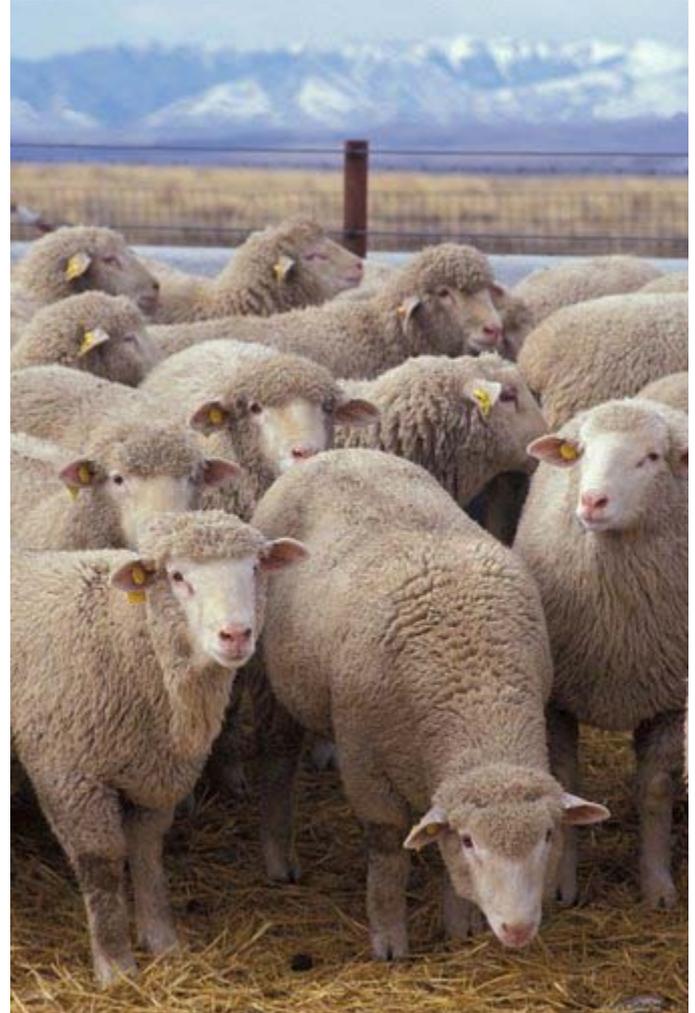
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Welcome to Module 1: General Ledger Process Overview



- This module will provide you an overview of the General Ledger 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
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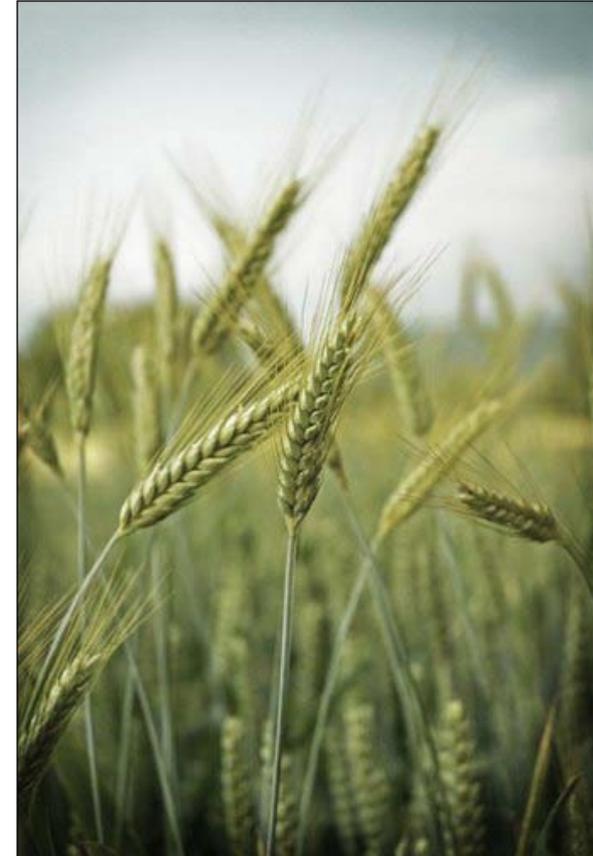


Objectives



After completing this module, you will be able to:

- Explain the General Ledger process
- Explain the key General Ledger terminology and process concepts
- Describe the purpose and use of FMMI user roles in the General Ledger process
- Explain how General Ledger Accounts are maintained in FMMI
- Explain how G/L Adjustments and Accruals are processed in FMMI
- Explain the interactions between the General Ledger process and other process areas within FMMI
- Provide an overview of the FMMI G/L reports





Key Terminology



Review the following terms and definitions before beginning the General Ledger Overview module:

- **Business Area**: A business area representing any reporting entity that can generate financial statements and is a subdivision of a Company Code used for reporting. In FMMI, a business area is representative of USDA Agencies and Staff Offices
- **Chart of Accounts**: The organization unit holder which contains the General Ledger accounts used by the Company Code. It includes both proprietary and budgetary General Ledger accounts



Review the following terms and definitions before beginning the General Ledger Overview module:

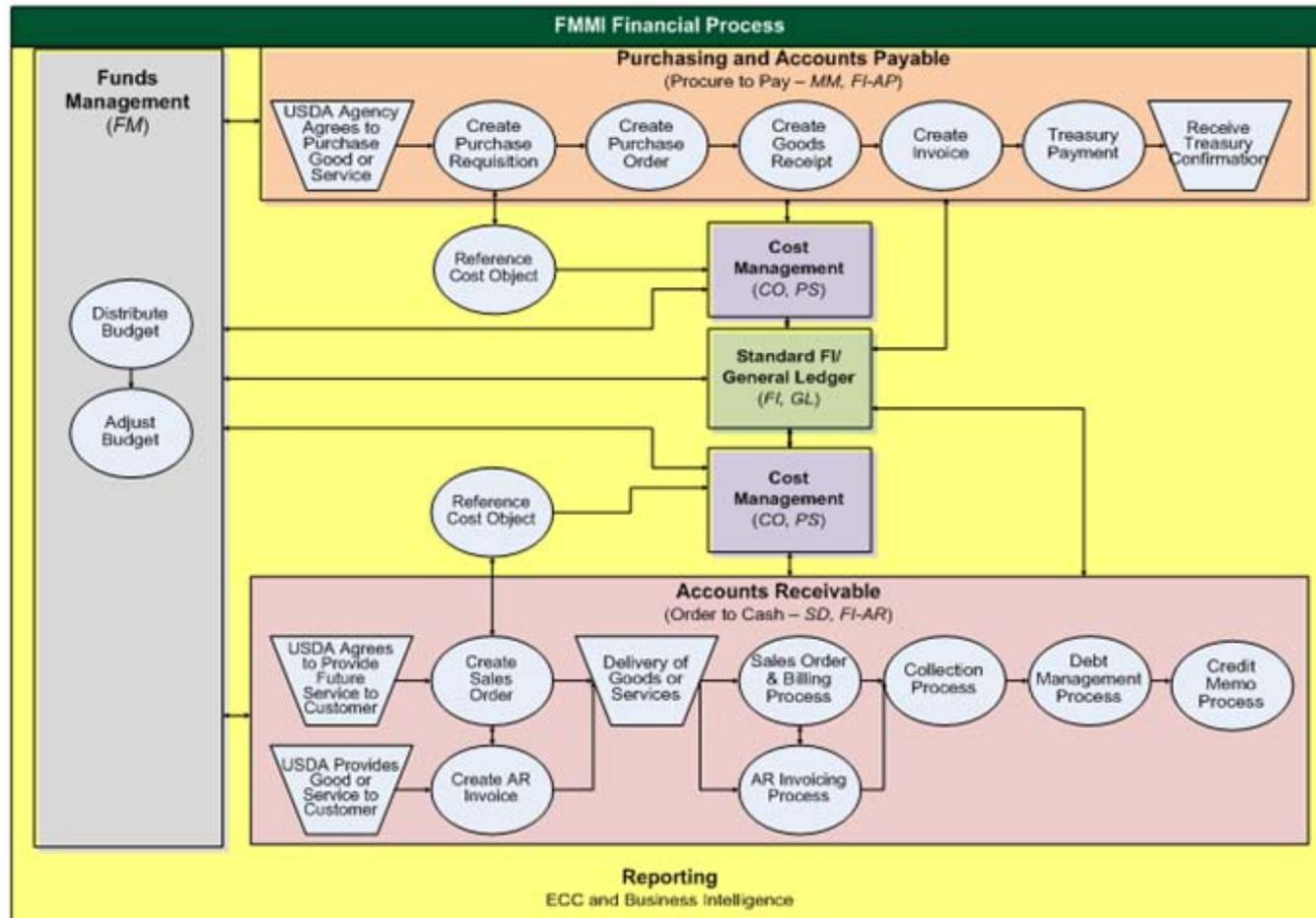
- **Company Code**: An organizational unit for which a complete set of self-balancing accounts is maintained for purposes of external legal reporting. USDA is the single FMMI company code used
- **General Ledger**: Addresses the financial, budgetary, and statutory reporting requirements. Every transaction resulting in a financial impact posts to the General Ledger



FMMI Financial Process Flow



This process flow illustrates the FMMI Financial end-to-end process. The highlighted area illustrates where General Ledger fits in the entire 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 users have access to perform the tasks needed to perform FMMI transactions
 - Ensures proper segregation of duties
 - Ensures FMMI users receive proper training
- An individual user may be assigned one or more FMMI roles based on his or her responsibilities
- Upcoming modules further explain FMMI user roles

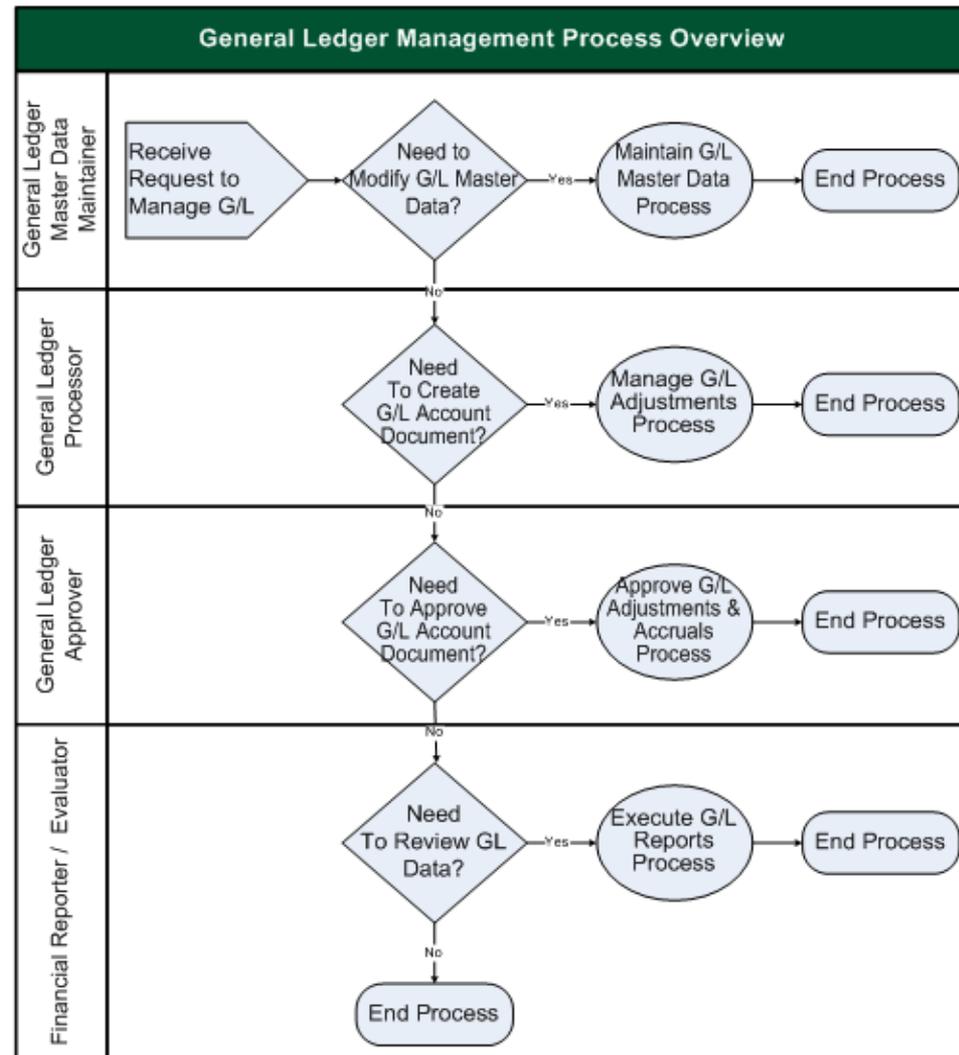




Business Process Flow



This process flow outlines the high-level key activities related to the end-to-end General Ledger process:





What is the Financial Accounting Module (FI)?



The Financial Accounting (FI) module addresses USDA's financial, budgetary, and statutory reporting requirements.

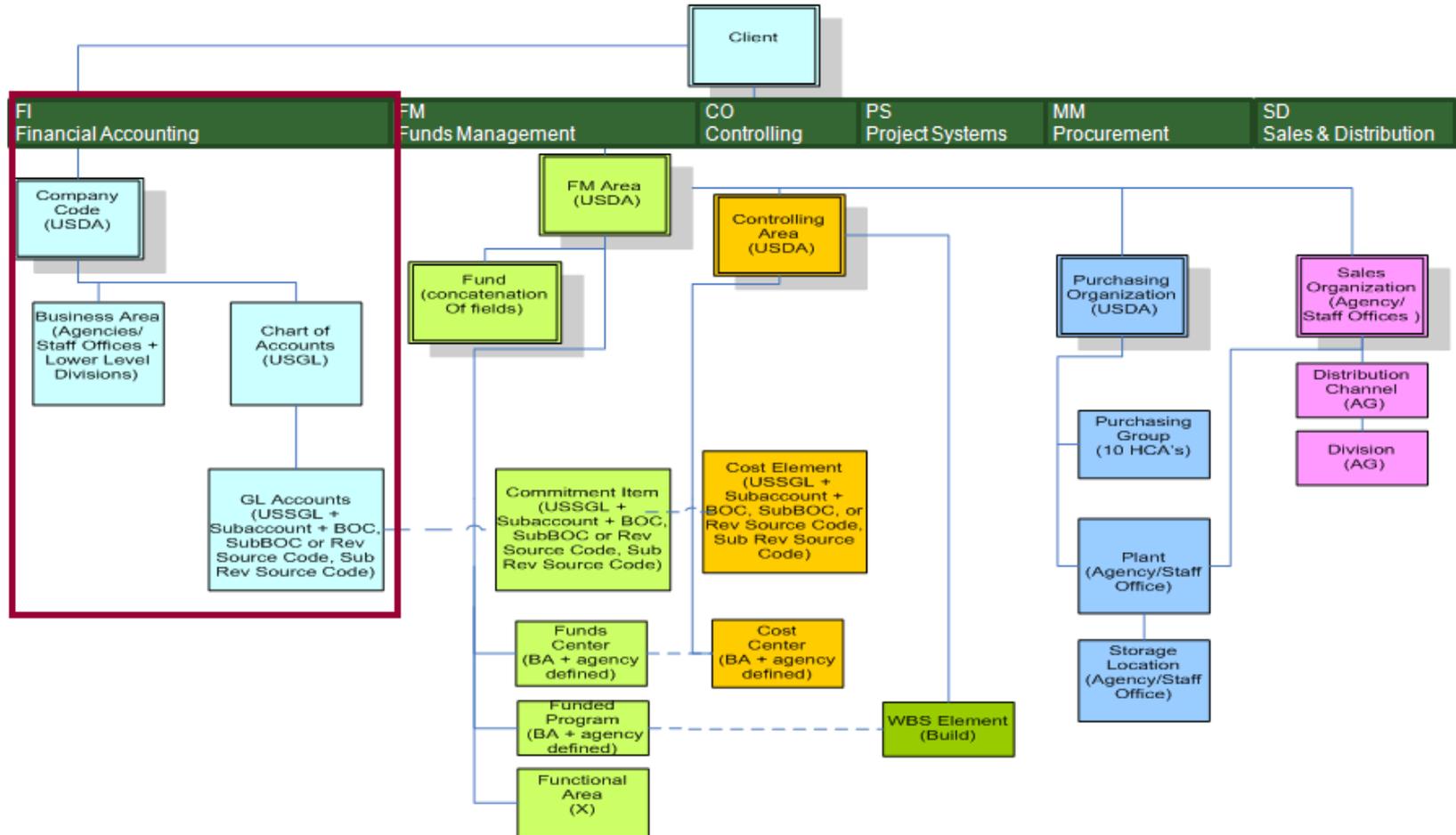
- Immediately after the user enters the appropriate data, FMMI displays updated information on the relevant accounts, account totals, and balances. It also has the capability to display information regarding the Balance Sheet and Statement of Net Cost
- Every transaction resulting in a financial impact posts to the FI module
- The account balances of each G/L Account (USSGL + sub-account) are housed in the FI module
- The FI module houses three special ledgers
 - Ledger 95: Holds data for the Trial Balance by Fund
 - Ledger 96: Holds data for the FACTS I reporting
 - Ledger 97: Holds data for the FACTS II reporting
- The FI module is a source of many financial reports



FMMI Organizational Hierarchy



This graphic illustrates the relationships between the different FMMI modules:





Key Business Concepts



The following business concepts pertain to the General Ledger process.

- The General Ledger is the central accounting record for FMMI and contains the balances of all offsetting debit and credit accounts
- The General Ledger addresses all of USDA's financial, budgetary, and statutory reporting requirements
- The Chart of Accounts provides a listing of all accounts and sub-accounts within the General Ledger
- Accruals, adjustments, financial reports, and Statement of Transactions occur in the in the FI module
- A corresponding General Ledger posting occurs for every transaction posted in each business area of FMMI



FMMI Benefits



FMMI supports USDA's financial management objectives by:

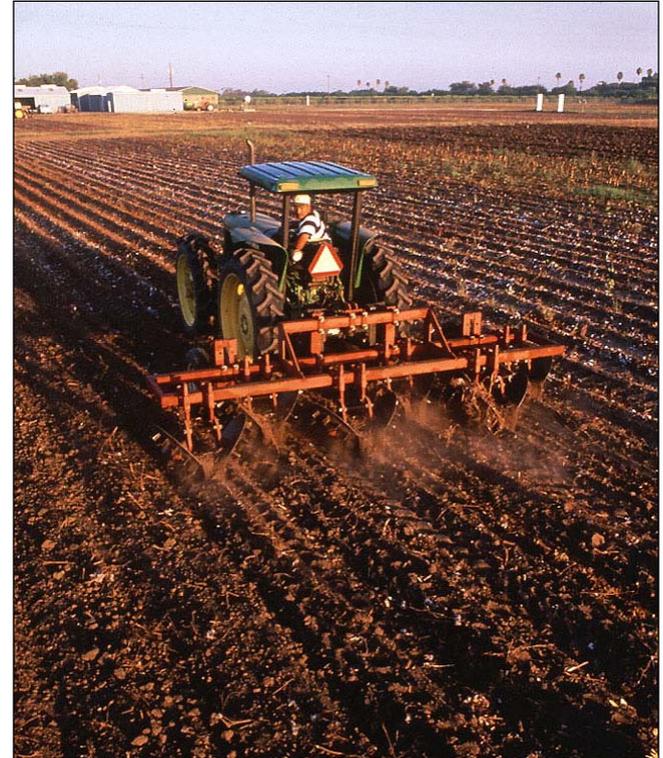
- Centralizing USDA's master financial information
- Enabling instant access to this financial data through a web-based portal
- Creating an FI document for every business transaction, which provides an unbroken audit trail from the financial statements to the individual document
- Making financial accounting data available in real time. Postings made in the sub ledgers always generate a corresponding posting in the General Ledger
- Preparing operational information to assist strategic decision-making



Touchpoints



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





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:** FMMI contains multiple Company Codes. (Answer: *False*)

2. **Multiple Choice:** Which of the following reports is not a General Ledger report?
 - a. Transaction Register Report
 - b. *Status of Funds Report*
 - c. G/L Line Items Report
 - d. Statement of Transactions
 - e. Both A and B(Answer: B)

3. **Fill in the Blank:** Ledger holds data for FACTS I reporting (Answer: 96)



Learning Checkpoint Question and Answer (Q&A)



4. **True/False:** The purpose of the General Ledger is to manage USDA's complete record for all Financial business transactions.
(Answer: *True*)
5. **Multiple Choice:** General Ledger interacts with which of the following process areas?
- a. Cost Management
 - b. Accounts Receivable
 - c. Accounts Payable
 - d. Funds Management
 - e. *All of the above*
- (Answer: All of the Above)

In this module, you have learned to:

- Explain the General Ledger process
- Explain the key General Ledger terminology and process concepts
- Describe the purpose and use of FMMI user roles in the General Ledger process
- Explain how General Ledger Accounts are maintained in FMMI
- Explain how G/L Adjustments and Accruals are processed in FMMI
- Explain the interactions between the General Ledger process and other process areas within FMMI
- Provide an overview of the FMMI G/L reports





Module Completion



Congratulations! You have completed Module 1 – General Ledger Overview module. The next module provides you an overview of the Maintain General Ledger Master Data process.





Course Outline



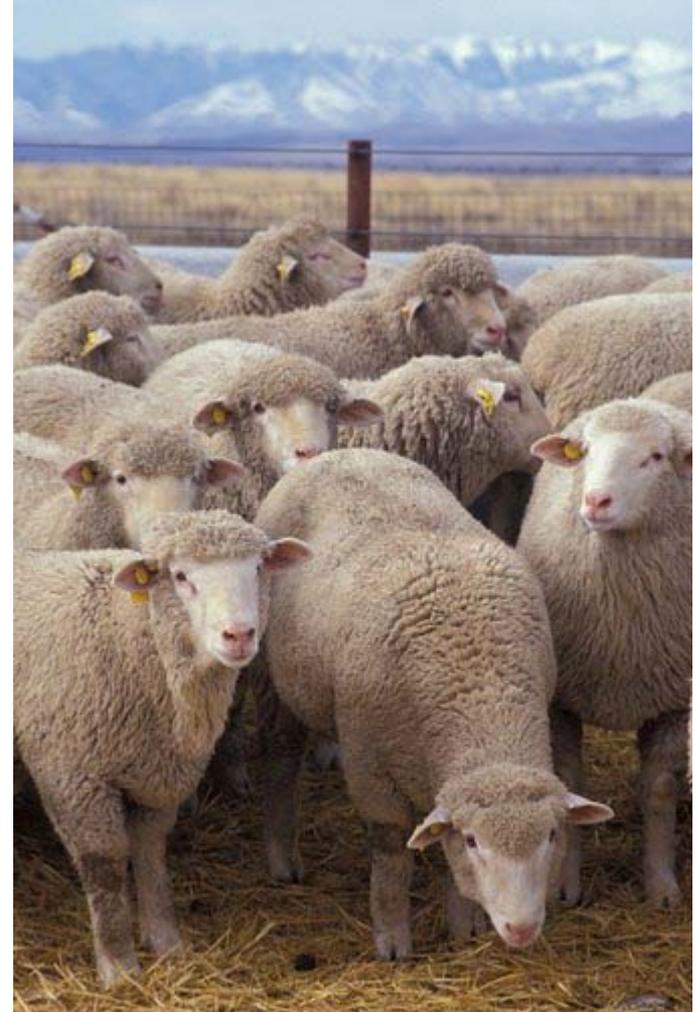
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Welcome to Module 2: Maintain General Ledger Master Data Process



- This module will provide you an overview of the Maintain General Ledger Master Data 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
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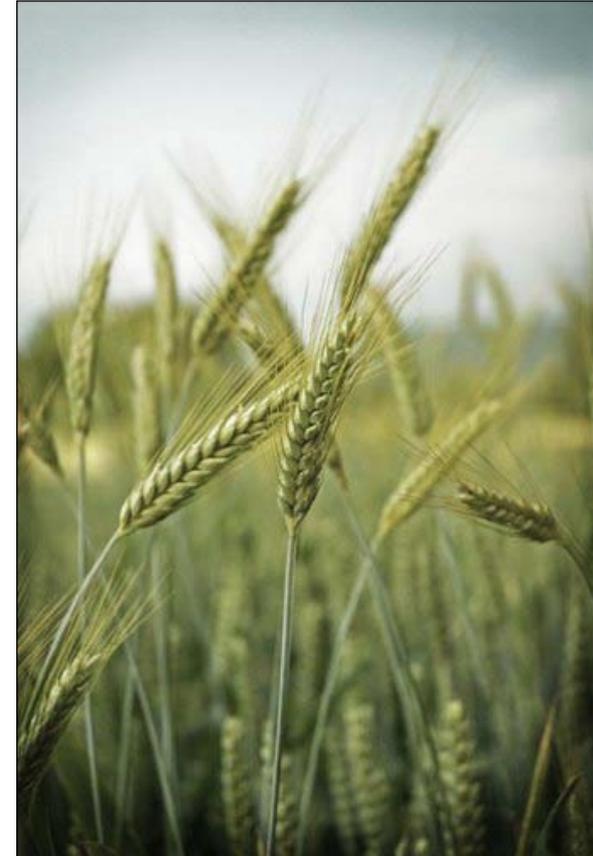


Objectives



After completing this module, you will be able to:

- Explain the key General Ledger Master Data process concepts and terminology
- Describe the FMMI roles associated with the General Ledger Master Data process
- Describe how FMMI meets USSGL guidelines
- Explain the FMMI General Ledger Account number ranges
- Explain the process for creating or modifying General Ledger accounts
- Explain the interactions between the General Ledger Master Data process and other process areas within FMMI





Key Terminology



Review the following terms and definitions before beginning the Maintain General Ledger Master Data Process module:

- **Account Group**: Grouping of General Ledger accounts by purpose and usage (e.g. assets, liabilities, revenues, and expenses). Account groups use a numeric organizational structure (e.g. Account group 1000 : Asset, 2000 : Liabilities, etc.)
- **Commitment Item**: Represents a functional grouping of expenditures and revenues within the Funds Management module. Commitment items are required for each of the G/L accounts. There is a one-to-many relationship between G/L accounts and Commitment items



Key Terminology



Review the following terms and definitions before beginning the Maintain General Ledger Master Data Process module:

- **Cost Element**: A carrier of cost (e.g. material costs, personnel costs, energy costs) where a corresponding G/L account exists in the General Ledger allowing costs to be captured in the system
- **Material Group**: Classifies the goods and services according to their characteristics such as commodity or service type. It assists in deriving the appropriate General Ledger postings for the purchasing item. The Material Group is equivalent to the Budget Object Class (BOC)



FMMI User Roles

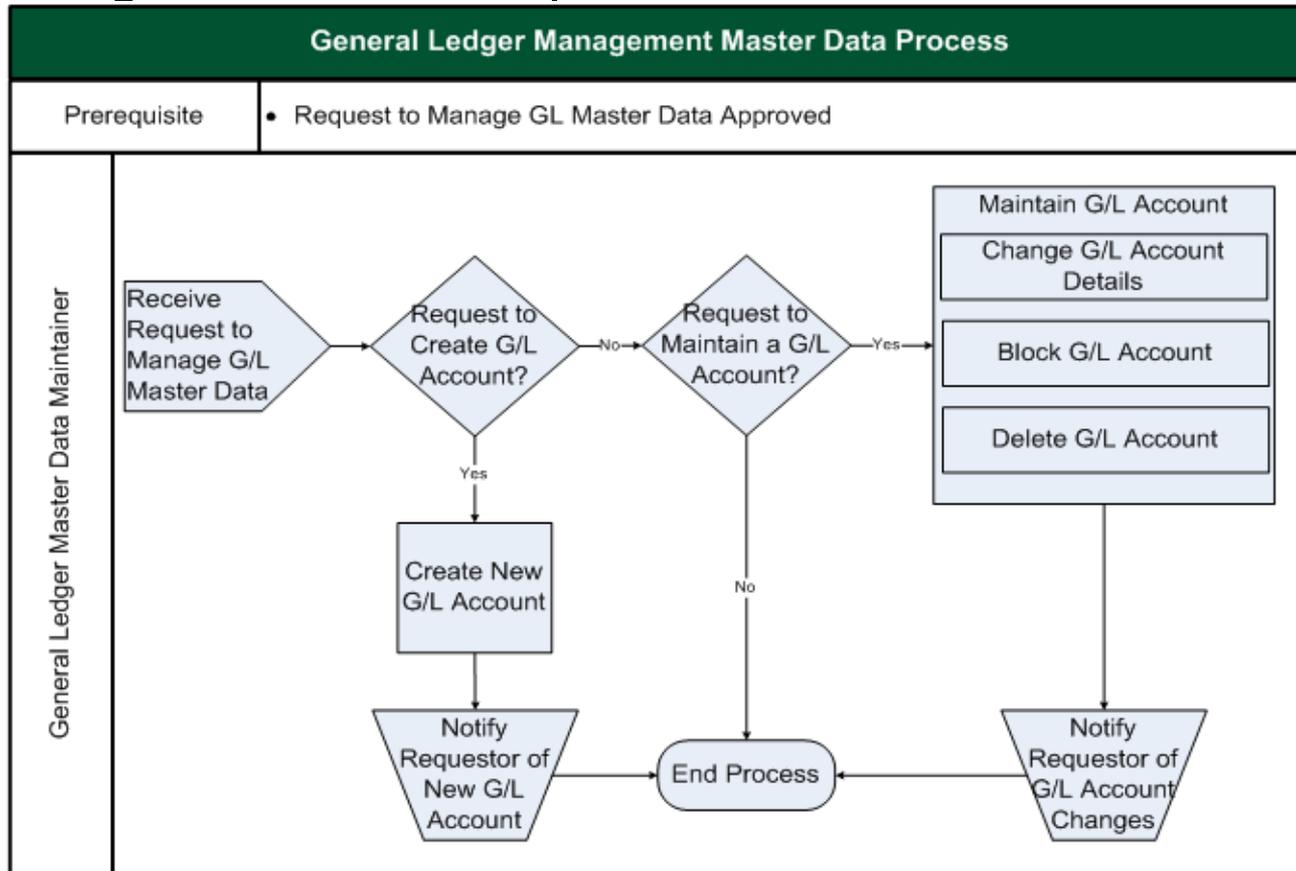


The FMMI Maintain General Ledger Master Data process includes the following role:

Role Name	Definition
General Ledger Master Data Maintainer	<ul style="list-style-type: none"><li data-bbox="664 611 1306 851">■ Manages all master data related to the General Ledger account master records<li data-bbox="664 876 1335 1053">■ Creates, blocks, changes, and deletes General Ledger accounts



This process flow outlines the key activities related to the Maintain General Ledger Master Data process:





Key Business Concepts



The following business concepts pertain to the Maintain General Ledger Master Data process.

- The Maintain General Ledger Master Data process is the process through which all G/L Master Data elements are created, changed, displayed, and deleted
- All G/L Master Data elements are centrally managed by the Office of the Chief Financial Officer (OCFO)
- The General Ledger Master Data Maintainer is responsible for adding/changing/blocking master data
- A request received from the agencies or from Treasury details the G/L Account and the corresponding information required to be added/changed/blocked
- A G/L Account is marked for deletion only if it was incorrectly maintained or if Treasury has mandated that the account is no longer used

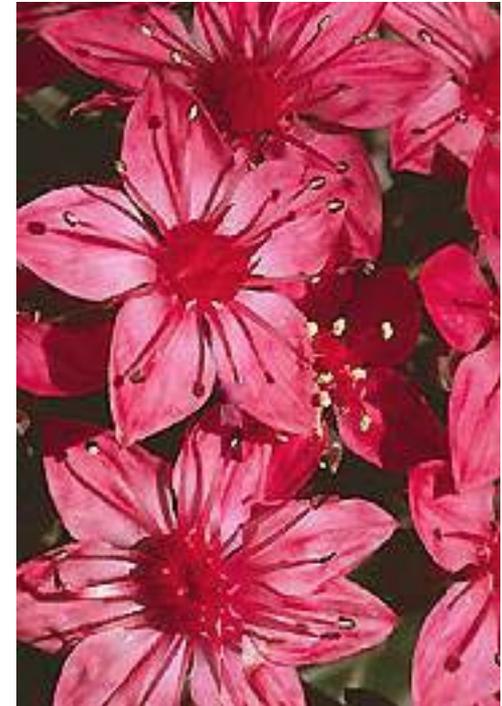


FMMI General Ledger Structure



The FMMI General Ledger follows the structure mandated by the United States Standard General Ledger (USSGL).

- The USSGL provides a uniform Chart of Accounts and technical guidance for standardizing federal accounting
- The USSGL contains five major sections:
 - Chart of Accounts
 - Accounting Descriptions
 - Accounting Transactions
 - USSGL Attributes
 - Report Crosswalks





Benefits of USSGL Accounting for FMMI



Using the USSGL accounting structure in FMMI provides the following benefits:

- Provides managers with visibility into accurate and complete financial data
- Achieves uniform treatment of similar transactions by USDA across all agencies
- Ensures compliance with Federal regulatory requirements





USSGL in Practice



FMMI complies with the USSGL requirements by providing the following features:

- Standardized Chart of Accounts that uses a four-digit account numbering system
- Account descriptions: Each account in FMMI contains a description. This description aligns to the standard description provided in the USSGL guidelines for the Chart of Accounts
- Accounting transactions for all financial events: FMMI records financial events through standard transactions that derive General Ledger postings as applicable



- General Ledger account mapping to standard reports: By capturing business events at the transaction level, FMMI ensures recorded transactions and data in financial reports are consistent with Treasury guidance. Transaction details are captured to:
 - Ensure that debits equal credits
 - Identify relationships between proprietary and budgetary ledgers
 - Display self-balancing proprietary and budgetary accounts
- Attributes needed for reporting: FMMI maintains an association between the Chart of Accounts and the attribute values used for Treasury reporting, e.g. Federal Agencies Centralized Trial Balance System (FACTS I, FACTS II)

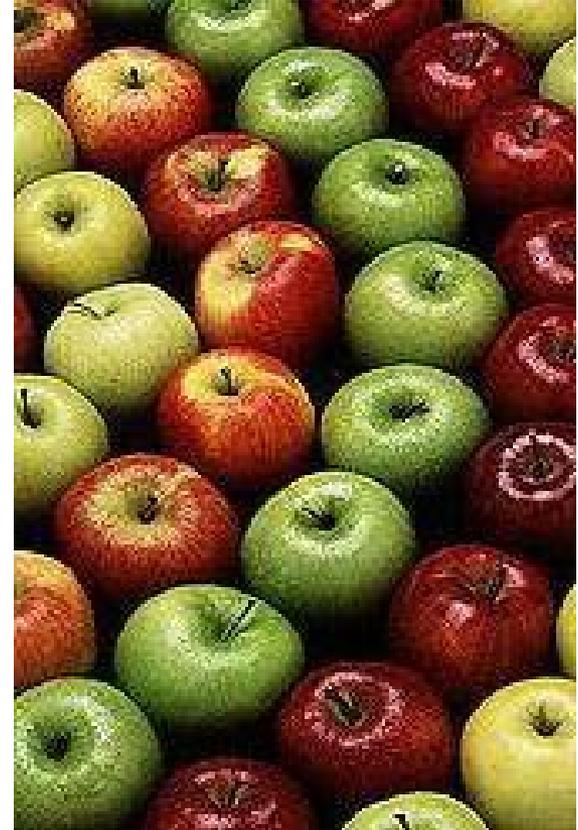


FMMI General Ledger Accounts



G/L Accounts are structures that classify debit and credit values for accounting transactions in the FI module:

- Are created at the lowest possible level to capture financial information for both internal and external reporting, analysis, and reconciliation
- Represent types of financial postings (Assets, Liabilities, Net Position, Budgetary, Revenues, and Expenses)
- Form the basis for creating financial statements and for fulfilling other regulatory reporting requirements





Proprietary Vs. Budgetary Accounting



■ Budgetary Accounting

- Facilitates the controlling and accounting for budget authority and funds. It has four main purposes:
 - Record the appropriation receipts and status of appropriations
 - Delegate budget authority
 - Record valid obligations
 - Control the use of budgetary resources

■ Proprietary Accounting

- Facilitates the accounting for assets, liabilities, net position, revenues, and expenses. It has two main purposes:
 - Determine result of operations from revenues and expenses
 - Determine financial position



FMMI Account Groups



The Account Group is a grouping of General Ledger accounts by purpose and usage, such as assets, liabilities, revenues, and expenses.

- The Account Group value determines the data necessary to create or change a master record in FMMI
- An Account Group must be assigned to each G/L master record
- Account Groups determine the number range for the G/L accounts
- “Account Group” could be used as a selection criteria for standard Chart of Accounts and General Ledger reports





FMMI General Ledger Accounts



FMMI incorporates the United States Standard General Ledger (USSGL) and uses the USSGL's Chart of Accounts:

G/L Account Group	Number Ranges
Assets	1000000000 – 1999999999
Liabilities	2000000000 – 2999999999
Net Position	3000000000 – 3999999999
Budgetary	4000000000 – 4999999999
Revenue	5000000000 – 5999999999
Expense	6000000000 – 6999999999
Gain/Loss	7000000000 – 7999999999
Memo (Treasury Mandated)	8000000000 – 8999999999
Secondary Cost Elements	9000000000 – 9999999999

G/L account numbers are assigned within the predefined ranges detailed above



FMMI G/L Account Structure



FMMI uses the four-digit USSGL accounting numbering system. FMMI also captures a lower level of detail by expanding the standard numbering system by sub-account and RSC/BOC.

FMMI General Ledger Account Structure

USSGL Account	Sub-Account	Revenue Source Code/Budget Object Code	G/L Account
1010	32	0000	1010320000
1410	90	0000	1410900000
6100	00	1110	6100001110

This expanded numbering system allows subsidiary accounts to be created for USSGL accounts. These accounts roll up to the 4-digit USSGL accounts.



Managing G/L Accounts



To help USDA manage the General Ledger efficiently, FMMI:

- Allows users to add, modify, or block General Ledger accounts
- Stores an audit trail, which identifies the effective date of any changes to the General Ledger's Chart of Accounts
- Captures the effective date for adding, modifying, or blocking an account in real time
- Prevents transactions from posting to a blocked General Ledger account





Manage G/L Master Data Process



An agency submits request to create a G/L account or to modify an existing G/L account to the G/L Master Data Maintainer. This request occurs outside of FMMI.

- When the request to update a G/L account is approved, the G/L Master Data Maintainer updates the General Ledger account in FMMI according to the request
- Once the G/L account has been updated in FMMI, the G/L Master Data Maintainer sends a notification to the requestor that the request has been fulfilled



Manage G/L Master Data Process Continued



- The update is also communicated to the proper FMMI support teams to ensure any changes that impact the behind-the-scene processes in FMMI (interfaces, reports, configurations) are applied accordingly
- G/L accounts can not be deleted if posting documents exist
- The following are two examples of when the Block G/L Account Process would be carried out:
 - If Treasury indicates that the account is no longer used, then the G/L account would be blocked from future postings
 - If an authorized user incorrectly creates an account or if the G/L account was incorrectly maintained, then it would be blocked from future postings





General Ledger Accounts Data Requirements



The following data elements are necessary to establish a G/L account in FMMI:

Data Field In FMMI	Description
General Ledger Account Number	10-digit number <ul style="list-style-type: none"> ■ Position 1-4: USSGL ■ Position 5-6: Sub Account ■ Position 7-10: Budget Object Class (BOC) or Revenue Source Code (RSC)
Company Code	The company code always defaults to “USDA” in FMMI.
Account Group	Classify G/L accounts into categories for authorization and number range control
Profit and Loss (P&L) or Balance Sheet Account	Defines whether the G/L account is: <ul style="list-style-type: none"> ■ Revenue or Expense (which is Profit and Loss), or ■ Balance sheet account (Assets, Liabilities)



General Ledger Accounts Data Requirements Continued



The following data elements are necessary to establish a G/L account in FMMI:

Data Field In FMMI	Description
G/L Account Short Text	Description of G/L account useful to identify the account when using the Search functionality
G/L Account Long Text	Detailed description of the G/L account
Account Currency	Currency of the G/L Account: United States Dollars (USD)
Commitment Item	Classifies budget according to criteria (Revenue, Cash, Expense)
Field Status Group	Help identify which fields are required for document entry based on G/L accounts. For example, a Cost Center is required for the 6100 series accounts



Effects of Changes to Master Data Elements



Changes to master data records effect postings across FMFI:

- Changes to General Ledger Master Records can impact the entire FMFI system
- Incorrect General Ledger account master records generate incorrect financial statements
- Centralized management of all General Ledger master data by the General Ledger Master Data Maintainer prevents data corruption





Touchpoints



The following table outlines the key touchpoints between the Maintain General Ledger Master Data process and other business areas within FMMI.

Process	Touchpoint
Funds Management	<ul style="list-style-type: none">▪ Funds Management Data Maintainer needs to create the corresponding commitment item in the Funds Management module if a new G/L account is created
Cost Management	<ul style="list-style-type: none">▪ Cost Management Master Data Maintainer posts a revenue or expense to the General Ledger, referencing a primary cost element and cost object which is required



Touchpoints Continued



The following table outlines the key touchpoints between the Maintain General Ledger Master Data process and other business areas within FMMI.

Process	Touchpoint
Periodic Processing	<ul style="list-style-type: none">■ Period-End Processor closes out accounts
Accounts Receivable	<ul style="list-style-type: none">■ Accounts Receivable Sales Order Processor creates sales orders which impacts the General Ledger■ Postings of invoices and the creation of billing documents impacts the General Ledger



Touchpoints Continued



The following table outlines the key touchpoints between the Maintain General Ledger Master Data process and other business areas within FMMI.

Process	Touchpoint
Accounts Payable	<ul style="list-style-type: none">▪ Approved invoices immediately posts to the General Ledger▪ The Payment Processor may need to interact with the General Ledger Master Data Maintainer if the proper G/L accounts are not created
Purchasing	<ul style="list-style-type: none">▪ Purchase Order direct account assignment, including material group, drives General Ledger postings. For example, if it is a Project, then a WBS element is required; or if cost is incurred, a Cost Center is required



Learning Checkpoint Question and Answer (Q&A)



- Now is your opportunity to see if you are learning the course material
- In the event that you answer a question incorrectly, it is recommended that you reference the key concepts within the course for additional explanation





Learning Checkpoint Question and Answer (Q&A)



- 1. True/False:** G/L Accounts can not be deleted if posting documents exist. (Answer: *True*)
- 2. Fill in the Blank:** General Ledger Master data elements are _____ managed. (Answer: Centrally)
- 3. True/False:** A field status group is required to establish a General Ledger account in FMMI? (Answer: *True*)
- 4. True/False:** In FMMI the General Ledger account number is a 12 digit number. (Answer: *False*)
- 5. True/False:** The G/L Master Data Maintainer manages changes to the General Ledger accounts. (Answer: *True*)



Module Summary



In this module, you have learned to:

- Explain the key General Ledger Master Data process concepts and terminology
- Describe the FMMI roles associated with the General Ledger Master Data process
- Describe how FMMI meets USSGL guidelines
- Explain the FMMI General Ledger Account number ranges
- Explain the process for creating or modifying General Ledger accounts
- Explain the interactions between the General Ledger Master Data process and other process areas within FMMI





Module Completion



Congratulations! You have completed Module 2 – Maintain General Ledger Master Data Process. The next module provides you an overview of the Manage General Ledger Postings process.





Course Outline



- Introduction Module
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Welcome to Module 3: Manage General Ledger Postings Process



- This module will provide you an overview of Manage General Ledger Postings process
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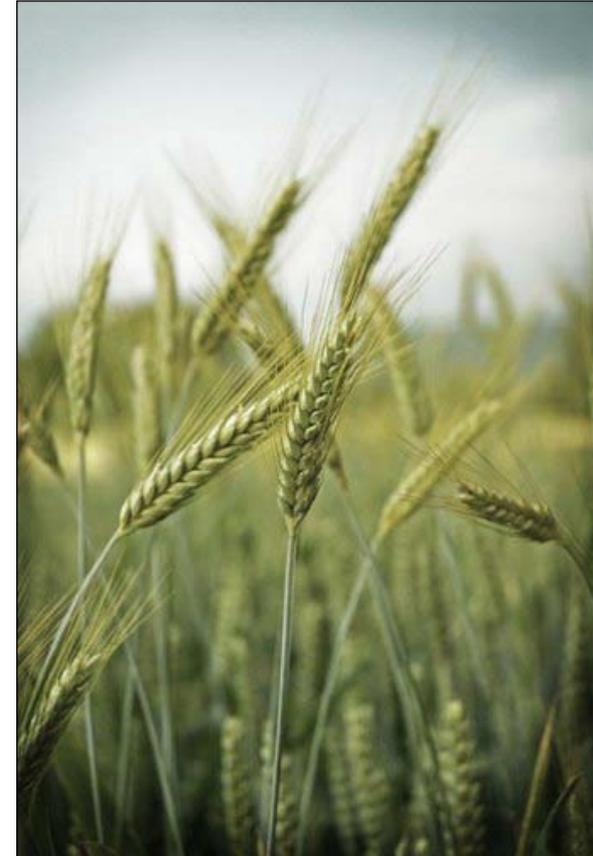


Objectives



After completing this module, you will be able to:

- Explain the General Ledger Postings process
- Explain the key General Ledger Postings process concepts and terminology
- Describe the FMMI roles associated with the General Ledger Postings process
- Describe how adjustments and accruals are processed in FMMI
- Explain how the G/L Posting Model is used to post G/L Documents are reversed in FMMI
- Explain the interactions between the General Ledger Postings process and other process areas within FMMI



Review the following terms and definitions before beginning the Manage General Ledger Postings Process module:

- **Accounting Document**: Original records which evidence a financial transaction, such as invoices, receipts, and vouchers
- **Adjustment Posting**: Additional posting to correct a previously posted transaction in the General Ledger
- **Document Number**: The unique identification value assigned to a transaction as it is processed in FMFI; the system automatically creates and assigns document numbers as each document is preposted and/or posted



Key Terminology Continued



Review the following terms and definitions before beginning the Manage General Ledger Postings Process module:

- **Document Type**: Identifies to which group of documents a document is assigned relevant to posting. Documents of the same type are assigned to the same range of numbers. An example of a document type is SU = G/L Adjustment, RE = Invoice – Gross, and WE = Goods Receipt
- **Interface Postings**: Transactions posted to FMMI through an interface, such as IAS, CPAIS, or Payroll



FMMI User Roles



The FMMI Manage General Ledger Master Postings process includes the following roles:

Role Name	Definition
General Ledger Processor	<ul style="list-style-type: none">Creates/changes Parked G/L Account Documents to be posted by G/L Approver
General Ledger Approver	<ul style="list-style-type: none">Manages the approval and posting of parked G/L Account DocumentsReverses incorrectly posted DocumentsManages accruals process in FMMI
General Ledger Administrator	<ul style="list-style-type: none">Directly creates, changes, and reverses G/L Account Documents without approval from the G/L Approver

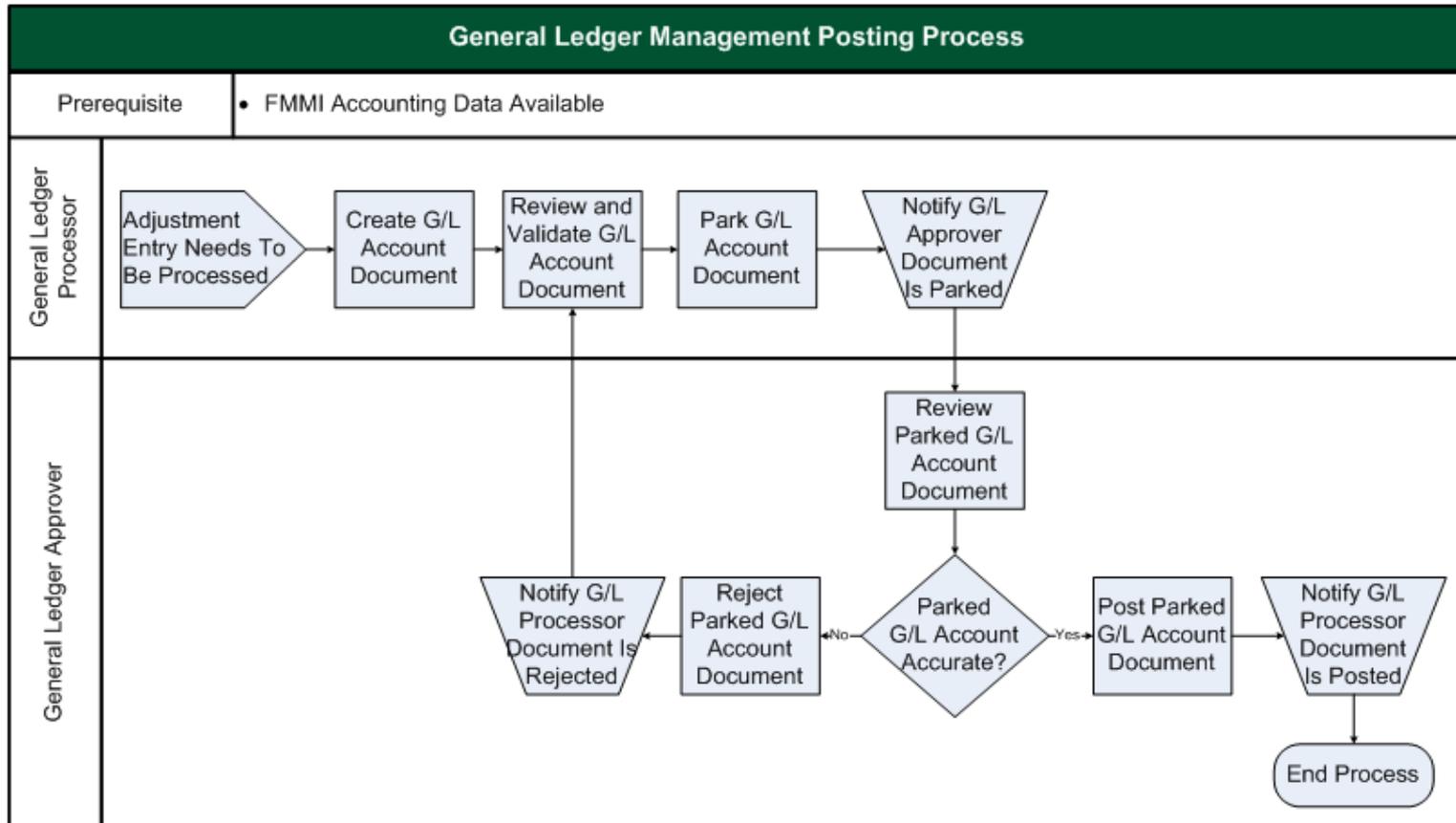




Business Process Flow



This process flow outlines the key activities related to the Manage General Ledger Postings process for G/L Adjustments:

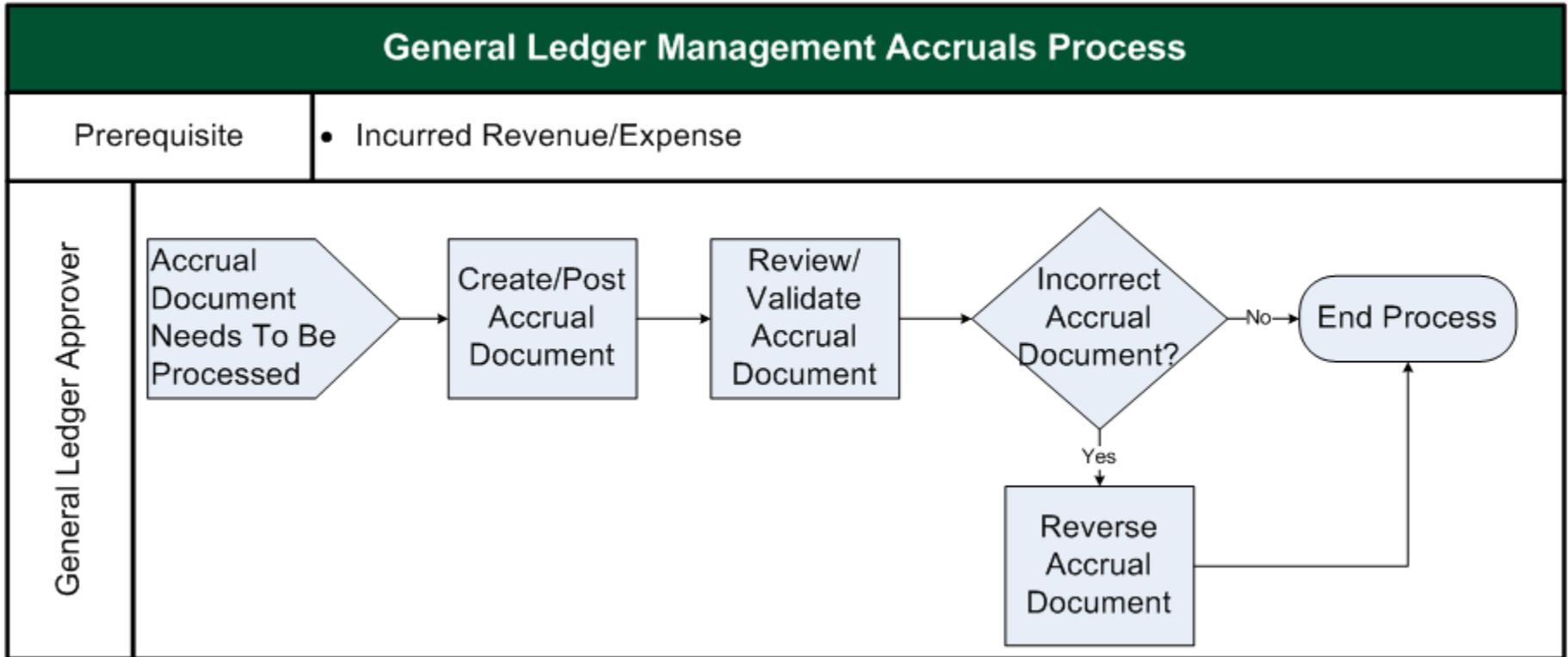




Business Process Flow



This process flow outlines the key activities related to the Manage General Ledger Postings process for Accruals:





Key Business Concepts



The following business concepts pertain to the Manage General Ledger Postings process.

- The G/L Processor is responsible for performing activities related to G/L Adjustments and has access to manage the information on parked G/L Account Documents
- The G/L Approver approves and posts parked G/L Account Documents (Standard Vouchers) created by the G/L Processor
- The G/L Approver manages the accruals process in FMMI on a periodic basis by creating, posting, and reversing accruals as needed



Key Business Concepts Continued



The following business concepts pertain to the Manage General Ledger Postings process.

- The G/L Administrator has access to create, change, edit, and reverse General Ledger Account Documents, thus processing direct postings to the General Ledger, without approval from the G/L Approver
 - The G/L Administrator is a Department-level role only
- General Ledger adjustments and accruals can be posted manually or via automated interfaces, such as Payroll, CPAIS, or IAS
- FMMI allows creation of manual accrual entries that can be captured for future periods

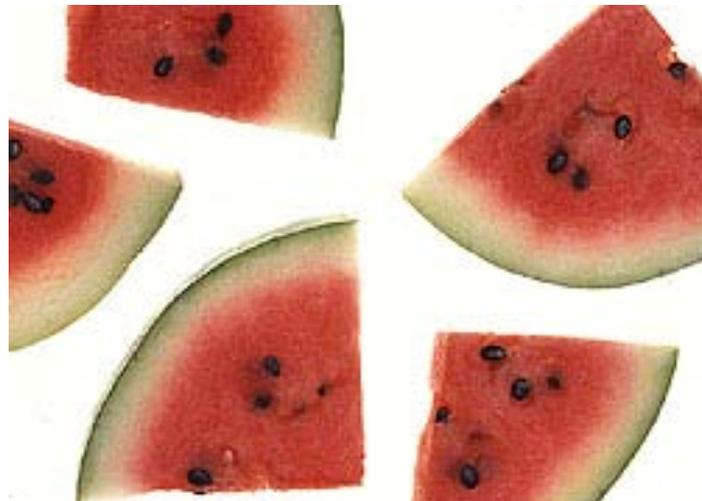




Manage General Ledger Transaction Postings



- Transactional posting within the General Ledger (i.e. standard voucher) can include the following postings:
 - Postings to record audit adjustments
 - Adjustment postings to correct previously posted transactions
 - Reversal of documents
 - Certain interface postings





General Ledger Posting Model



FMMI supports the creation of postings by users via the G/L Posting Model when creating accruals and adjustments.

- The G/L Posting Model accomplishes this by providing a set of transaction models and a corresponding set of variants that determine the G/L accounts to be debited and credited for a given accounting event
- A given transaction variant may lead to different G/L accounts, depending on the transaction data entered by the user
 - For example, USDA has different expense G/L accounts per Budget Object Class (BOC); therefore a given variant may lead to different G/L accounts depending on the BOC
- The G/L Posting Model allows the user to enter the appropriate accounting elements to derive the applicable Budgetary and Proprietary postings



Touchpoints



The following table outlines the key touchpoints between the Manage General Ledger Postings process and other business areas within FMMI.

Process	Touchpoint
Accounts Receivable	<ul style="list-style-type: none"> Accounts Receivable Sales order processor creates sales orders which impacts the General Ledger Posting of invoices and the creation of billing documents impacts the General Ledger
Purchasing	<ul style="list-style-type: none"> Purchase Order direct account assignment, including material group, drives General Ledger postings. For example, if it is a Project, then a WBS element is required; or if cost is incurred, a Cost Center is required
Periodic Processing	<ul style="list-style-type: none"> Period end processor will close out accounts



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:** Documents with the same Document Type are assigned to the same range of numbers. (Answer: **True**)

2. **Multiple Choice:** Which of the following user roles creates and changes parked G/L accounting documents?
 - a. General Ledger Master Data Maintainer
 - b. General Ledger Administrator
 - c. **General Ledger Processor**
 - d. General Ledger Approver
 - e. Both A and C(Answer: C)

3. **True/False:** The General Ledger Processor creates and posts accruals on a periodic basis.
(Answer: **True**)



Learning Checkpoint Question and Answer (Q&A)



4. **True/False:** In FMFI, the G/L Processor is responsible for reversing G/L Account Documents that were posted incorrectly. **(Answer: *False*)**
5. **Multiple Choice:** Transaction models within the General Ledger (i.e. standard voucher) can include which of the following postings:
- a. Postings to record audit adjustments
 - b. Adjustment postings to correct previously posted transactions
 - c. Reversal of documents
 - d. Certain interface postings
 - e. ***All of the Above***
- (Answer: *All of the above*)**



Module Summary



In this module, you have learned to:

- Explain the General Ledger Postings process
- Explain the key General Ledger Postings process concepts and terminology
- Describe the FMMI roles associated with the General Ledger Postings process
- Describe how adjustments and accruals are processed in FMMI
- Explain how the G/L Posting Model is used to post G/L Documents in FMMI
- Explain the interactions between the General Ledger Postings process and other process areas within FMMI





Module Completion



Congratulations! You have completed Module 2 – Manage General Ledger Postings Process. The next module provides you an overview of the Execute General Ledger Reports process.





Course Outline



- Introduction Module
- Module 1 – General Ledger Process Overview
- Module 2 – Maintain General Ledger Master Data Process
- Module 3 – Manage General Ledger Postings Process
- **Module 4 – Execute General Ledger Reports Process**
- Course Summary
- Course Evaluation



Welcome to Module 4: Execute General Ledger Reports Process



- This module will provide you an overview of Execute General Ledger Reports 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



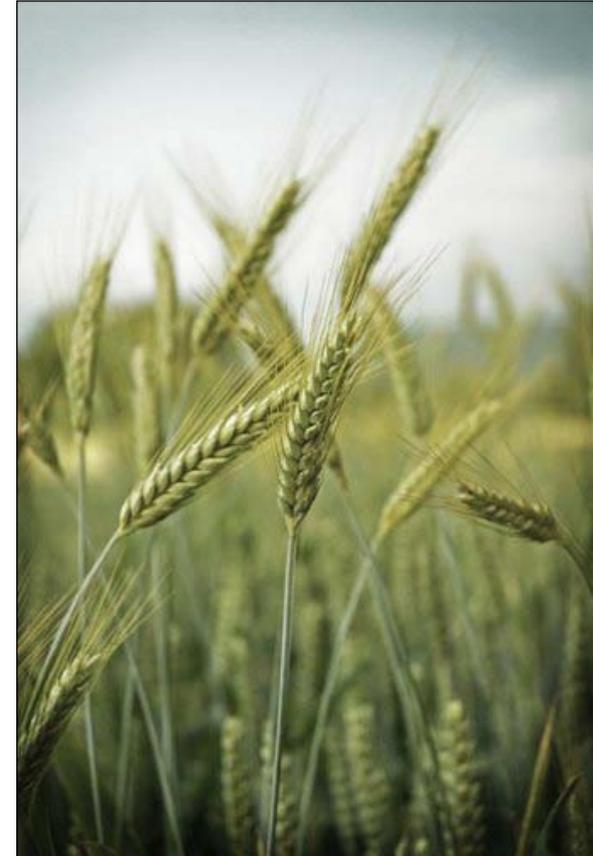


Objectives



After completing this module, you will be able to:

- Identify the General Ledger reports key terminology
- Describe the roles and responsibilities for executing the General Ledger and Periodic Processing reports
- Explain the purpose of the General Ledger reports within the FMMI system





Key Terminology



Review the following terms and definitions before beginning the Execute General Ledger Reports Process module:

- **Application of Funds**: The Application of Funds is the name of the Treasury Account Symbol (TAS) in FMMI and serves as a grouping of fund master records
- **Budget Period**: A 4-digit code that indicates both the beginning and ending budget fiscal years for a fund. The naming structure starts with the beginning budget fiscal year and ends with ending budget fiscal year. Budget periods can be annual, multi year or no year
- **Cost Center**: A Cost Center is an organizational cost object that consumes, collects, allocates, reports, and plans costs. Each Cost Center is associated to a Funds Center



Key Terminology Continued



Review the following terms and definitions before beginning the Execute General Ledger Reports Process module:

- **Fund**: A Funds Management Master Data element that is tied to the Application of Funds; several funds can be tied to one Application of Funds. A fund is referenced whenever spending occurs. Fund will have a 10-digit alphanumeric naming structure that will consist an agency identifier (digits 1-2) and an agency defined naming structure (digits 3-10)
- **Functional Area**: A Funds Management Master Data element used in mission critical programs without an end date. These programs are core to the operations of USDA agencies and staff offices. A program may be defined as an OMB recognized category B program, an OMB recognized program reporting category, agency specific programs, or a department wide program



Key Terminology Continued



Review the following terms and definitions before beginning the Execute General Ledger Reports Process module:

- **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



FMMI User Roles



In FMMI, the following roles execute General Ledger Reports:

Role Name	Definition
Financial Reporter	<ul style="list-style-type: none">Executes G/L-related reports based on a set of parameters in FMMI
BI General Ledger Reporter	<ul style="list-style-type: none">Executes G/L-related reports based on a set of parameters in FMMI BI
Period-End Processor	<ul style="list-style-type: none">Executes the FACTS II Bulk File report based on a set of parameters in FMMI





FMMI General Ledger Reports



This section outlines the reports in the General Ledger process area.

- **Balances Report**: Displays the balances of the selected G/L accounts
- **G/L Line Items Report**: Displays a list of open or cleared G/L line items according to the parameters specified
- **Recurring Entry Documents Report**: Provides an overview of recurring entry documents. This report displays which recurring entry documents are carried out in a particular time period, which documents are not carried out, and which documents will be carried out during the next run of the recurring entry program run
- **Chart of Accounts Report**: Displays the G/L account numbers and their respective long text description
- **G/L Chart of Accounts**: Displays various master data information for each selected G/L account, including account number and the account group



FMMI General Ledger Reports Continued



This section outlines the reports in the General Ledger process area.

- **G/L Chart of Accounts by Company Code**: Displays a list of G/L accounts, their long text description, whether they are marked for deletion
- **Display Changes to G/L Accounts Report**: Displays a list of changes made to G/L accounts, including the date and time of the change, the G/L account modified, the fields updated, and the user who made the changes
- **Journal Voucher Listing Report**: Displays a processed Journal Voucher G/L document
- **Balance Sheet Report**: Generates a summary of the agency's financial position at a specific point in time, including assets, liabilities, and net position



FMMI General Ledger Reports Continued



This section outlines the reports in the General Ledger process area.

- **Statement of Net Cost Report**: Generates a summary that displays the separate components of the net cost of the reporting entity's operations for the period
- **Statement of Changes in Net Position Report**: Displays the changes in the financial position of USDA due to net cost of operations
- **Statement of Budgetary Resources Report**: Displays information about how budgetary resources were made available as well as their status at the end of the period
- **Statement of Financing Report**: Displays the relationship between net obligations derived from an entity's budgetary accounts and net cost of operations



FMMI General Ledger Reports Continued



This section outlines the reports in the General Ledger process area.

- **Reclassified Balance Sheet GFRS Report**: Used to identify line items from the agency financial statement (Balance Sheet) for consolidation by Treasury to produce the Federal Report (FR)
- **Reclassified Statement of Net Cost GFRS Report**: Used to identify line items for agency financial statement (Statement of Net Cost) for consolidation by Treasury to produce the Federal Report (FR)
- **Reclassified Statement of Changes in Net Position Report GFRS**: Used to identify line items for agency financial statement (Statement of Changes in Net Position) for consolidation by Treasury to produce the Federal Report (FR)
- **Trial Balance by Fund at G/L Account Level Report**: Displays opening balance, debit and credit and ending balance at the USSGL Account level



FMMI General Ledger Reports Continued



This section outlines the reports in the General Ledger process area.

- **Trial Balance by Fund at Full Account Level Report:** Displays a trial balance for selected G/L accounts at the full account level (USSGL + Sub-Account + BOC/RSC)
- **Tie Point Trial Balance:** Used to analyze the relationships among sets of various G/L account balances
- **Trial Balance - FACTS I Report:** Displays the trial balance data showing attributes that are relevant to FACTS I reporting
- **Trial Balance - FACTS II Report:** Displays the trial balance data showing attributes that are relevant to FACTS II reporting
- **Transaction Register Report:** Displays individual line items that have been posted to FMMI, including their proprietary and budgetary impacts (if applicable)



FMMI General Ledger Reports Continued



This section outlines the reports in the General Ledger process area.

- **SF-224 Report**: Displays information about disbursements, collections, and receipts
- **Line Item of Payroll Entries Report**: Displays payroll-related information on a summary level
- **Standard Trial Balance (BI)**: Displays the beginning balance, debit, credit, and ending balance for both proprietary and budgetary General Ledger accounts in FMMI BI
- **Detail Trial Balance (BI)**: Displays a detailed view of the Standard Trial Balance by providing additional selection parameters and drill-down capability in FMMI BI



FMMI General Ledger Reports Continued



This section outlines the reports in the General Ledger process area.

- **Transaction Register (BI)**: Provides a summary analysis of General Ledger data using the standard FMMI accounting elements in FMMI BI
- **Transaction Register – Detail (BI)**: Provides a detailed analysis of General Ledger data using the standard FMMI accounting elements in FMMI BI
- **FACTS II Bulk File Report (Periodic Processing)**: Displays the summarized ending balances of the G/L accounts over a specified period with the applicable FACTS II attributes



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 Chart of Accounts Report displays the G/L account numbers and their respective long text description. (Answer: **True**)

2. **Multiple Choice:** Which of the following user roles executes G/L-related reports based on a set of parameters in FMMI?
 - a. General Ledger Master Data Maintainer
 - b. General Ledger Administrator
 - c. **Financial Reporter**
 - d. General Ledger Approver
 - e. All of the Above(Answer: C)

3. **True/False:** The G/L Chart of Accounts by Company Code Report displays an overview of changes made to G/L accounts. (Answer: **True**)



Learning Checkpoint Question and Answer (Q&A)



4. **True/False:** Trial Balance by Fund at G/L Account Level Report displays a trial balance for selected G/L accounts at the full account level (USSGL + Sub-Account + BOC/RSC). **(Answer: *False*)**
5. **Multiple Choice:** Which of the following reports displays information about disbursements, collections, and receipts?
- a. Recurring Entry Documents Report
 - b. Line Item of Payroll Entries Report
 - c. Chart of Accounts Report
 - d. G/L Chart of Accounts
 - e. ***SF-224 Report***
- (Answer: *E*)**



Module Summary



In this module, you have learned to:

- Identify the General Ledger reports key terminology
- Describe the roles and responsibilities for executing the General Ledger and Periodic Processing reports
- Explain the purpose of the General Ledger reports within the FMMI system





Module Completion



Congratulations! You have completed Module 3 – Execute General Ledger Reports Process. The next module provides you a course summary.





Course Outline



- Introduction Module
- Module 1 – General Ledger Process Overview
- Module 2 – Maintain General Ledger Master Data Process
- Module 3 – Manage General Ledger Postings Process
- Module 4 – Execute General Ledger Reports Process
- **Course Summary**
- Course Evaluation



Course Summary



In this course, you have learned to:

- Explain key General Ledger terminology and business concepts
- Explain the high-level General Ledger process
- Explain the FMMI roles required to perform the General Ledger process
 - Maintain General Ledger Master Data process
 - Manage General Ledger Postings process
 - Execute General Ledger Reports process
- Explain how other business areas interact with the General Ledger process
- Explain the purpose of G/L FMMI reports



Course Outline



- Introduction Module
- Module 1 – General Ledger Process Overview
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- 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](#)

