



Financial Management Modernization Initiative (FMMI)

FMMI 204 – FMMI Funds Management
Process Overview





Course Outline



- **Introduction Module**
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Budget Distribution
- Module 4 – Funds Reservations
- Module 5 – Funds Commitments
- Module 6 – Execute Funds Management Reports
- 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 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 Funds Management master data maintenance elements
 - Explain the Budget Distribution end-to-end process
 - Explain the Funds Reservation end-to-end process
 - Explain the Funds Commitment end-to-end process
- Explain how other business process areas interact with the Funds Management process
- Provide examples of the FMMI Funds Management 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.

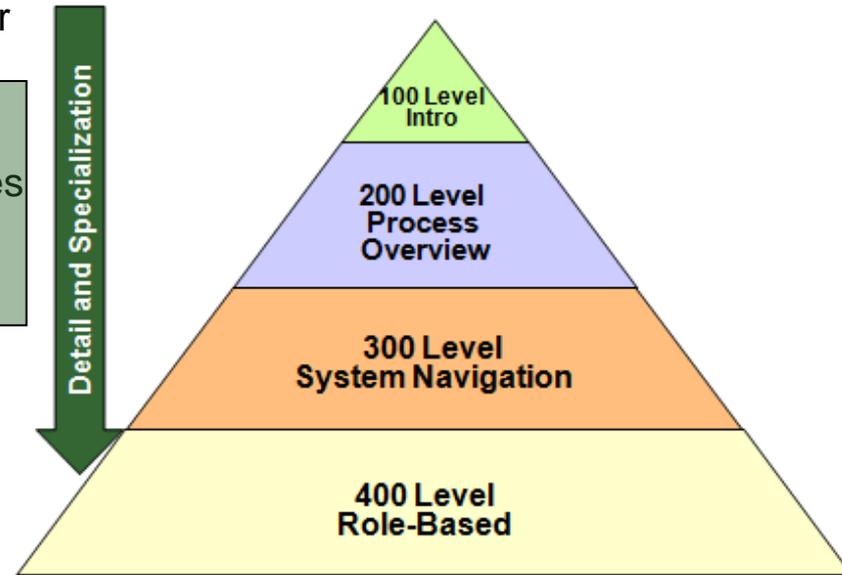


Your Curriculum



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 Completion



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

Select the **Exit** button to leave this module and return to the course menu.





Course Outline



- Introduction Module
- **Module 1 – Funds Management Process Overview**
- Module 2 – Funds Management Master Data
- Module 3 – Budget Distribution
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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 FMMI Funds Management process
- 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



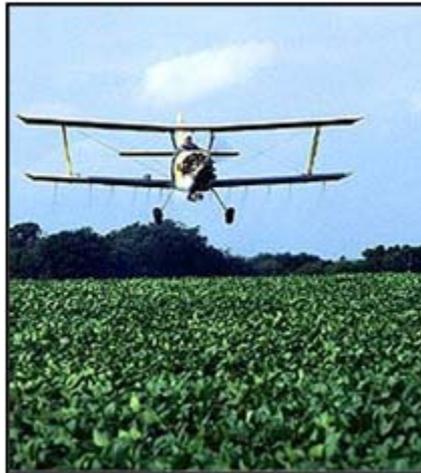


Key Terminology



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

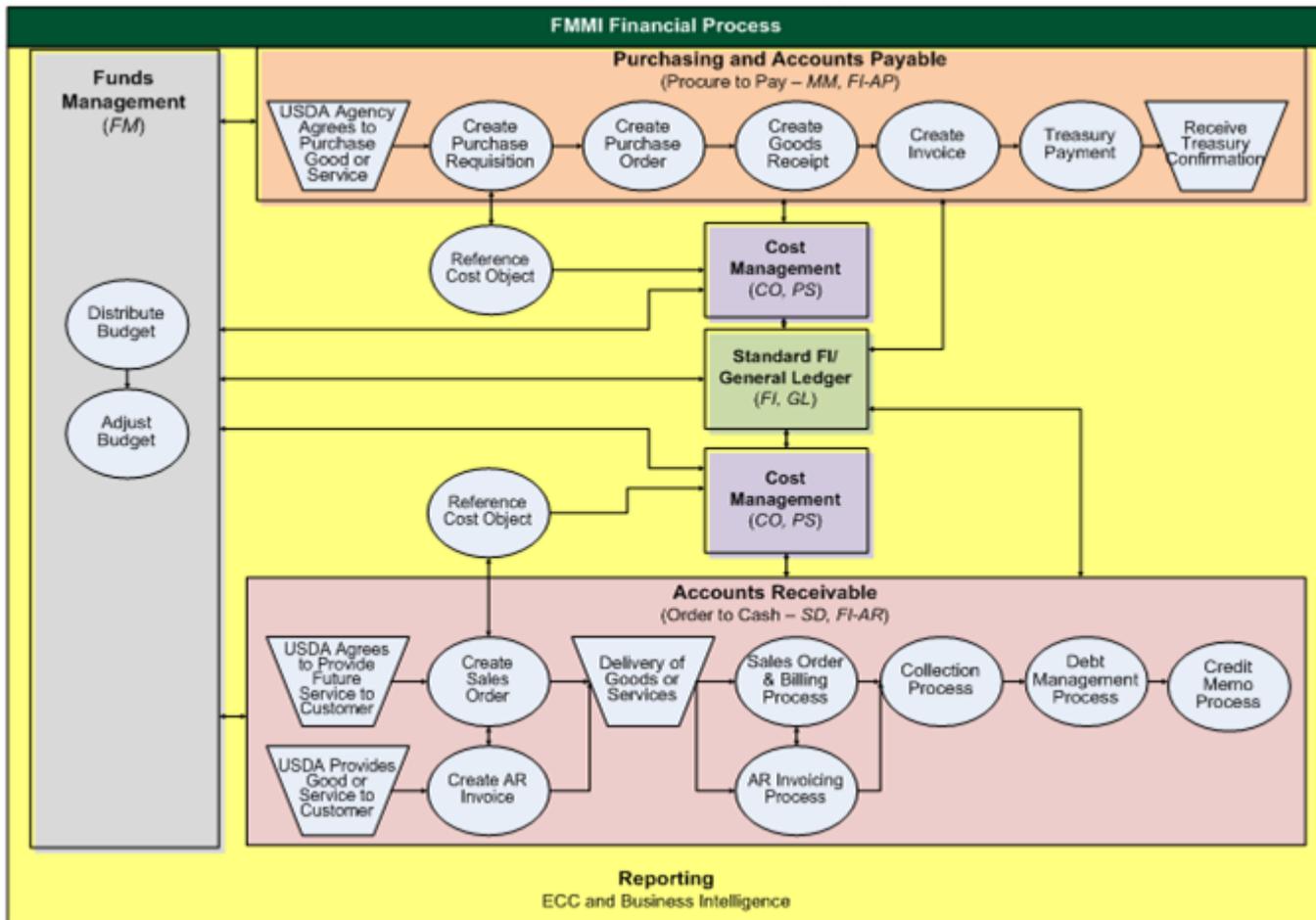




FMMI Financial Process Flow



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





FMMI 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

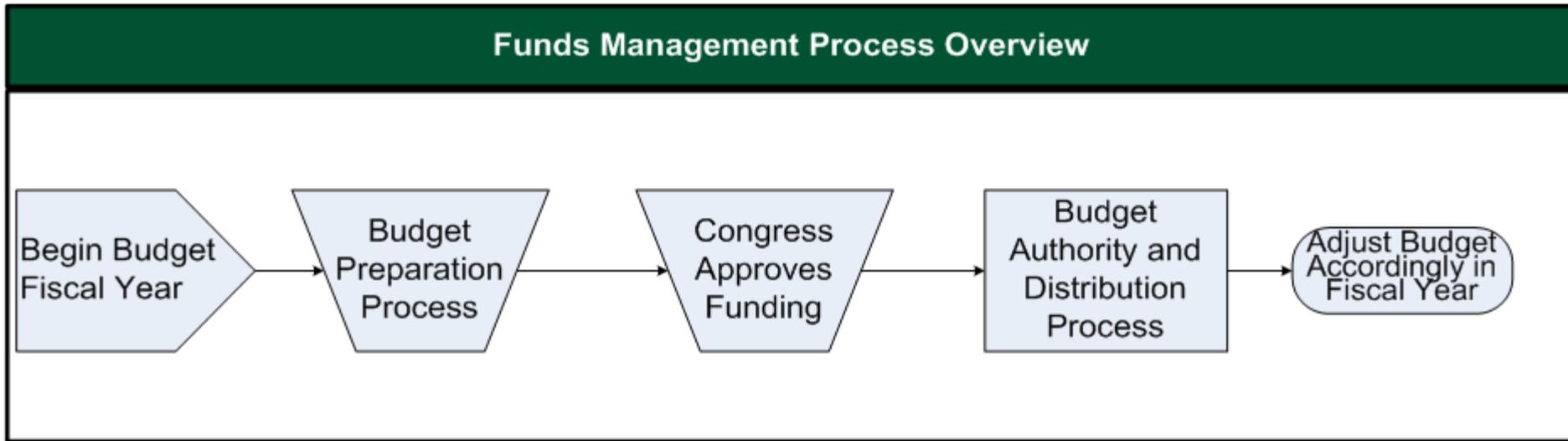




Business Process Flow



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





Key Business Concepts



The following business concepts pertain to the Funds Management process:

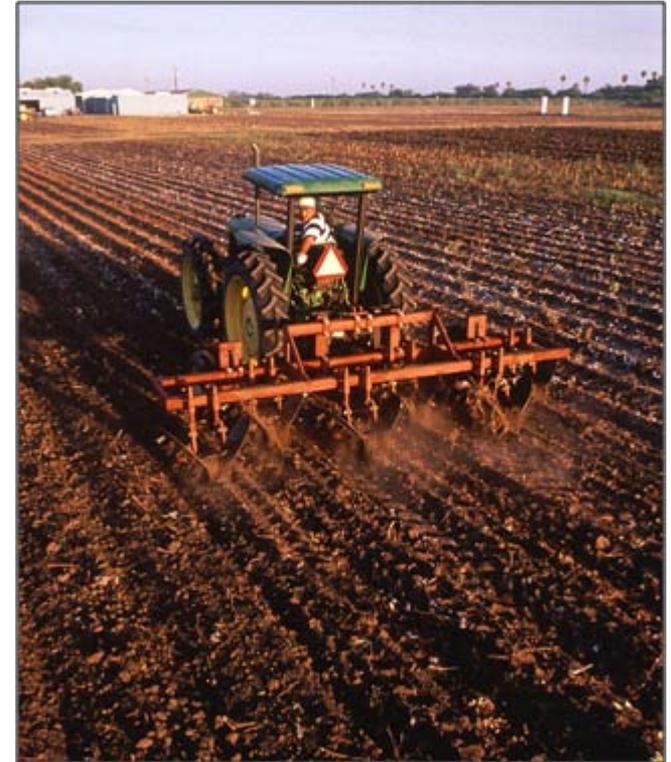
- Budget preparation, congressional approval, and SF-132 submission occurs outside of the FMMI system
- Users are limited to viewing their agency-specific data in FMMI
- Enter and approve appropriations and apportionments before executing allotment
- When distributing budget, a user entering or preposting a budget entry document may not approve or post their own budget entry document
- FMMI transactions are real time. When the budget is posted in FMMI it impacts the general ledger automatically
- Reports display real time data and can be generated at any point in the Funds Management process



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 Payable
 - Accounts Receivable
 - Cost Management
 - General Ledger
 - Periodic Processing
 - Purchasing





Learning Checkpoint Question and Answer (Q&A)



- The questions on the following pages will test your understanding of key concepts in this module
- While there is no minimum passing score, ensure you have a strong understanding of each concept before continuing
- If you answer the questions incorrectly, please be sure to reference the course if you need more explanation about key concepts
- At anytime you can review information from this module by clicking Menu and selecting a page from the Menu pop-up.





Learning Checkpoint Question and Answer (Q&A)



1. **True/False:** Funds Management impacts every other process area. **(TRUE)**

2. **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

3. **True/False:** FMMI budgetary transactions are real time. When the budget is posted in FMMI it impacts the General Ledger automatically. **(TRUE)**



Learning Checkpoint Question and Answer (Q&A)



4. **Multiple Choice:** Which of the following occurs within FMFI?
- a. *Budget execution*
 - b. Congressional approval
 - c. SF-132 submission
 - d. Budget preparation



Module Summary



In this module, you have learned to:

- Explain the FMMI Funds Management process
- 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





Funds Management Process Overview Module Completion



Congratulations! You have completed the Funds Management Process Overview module. The next module provides you an overview of the modules provide you an overview of the Funds Management Master Data process in FMMI.

Select the **Exit** button to leave this module and return to the course menu.





Course Outline



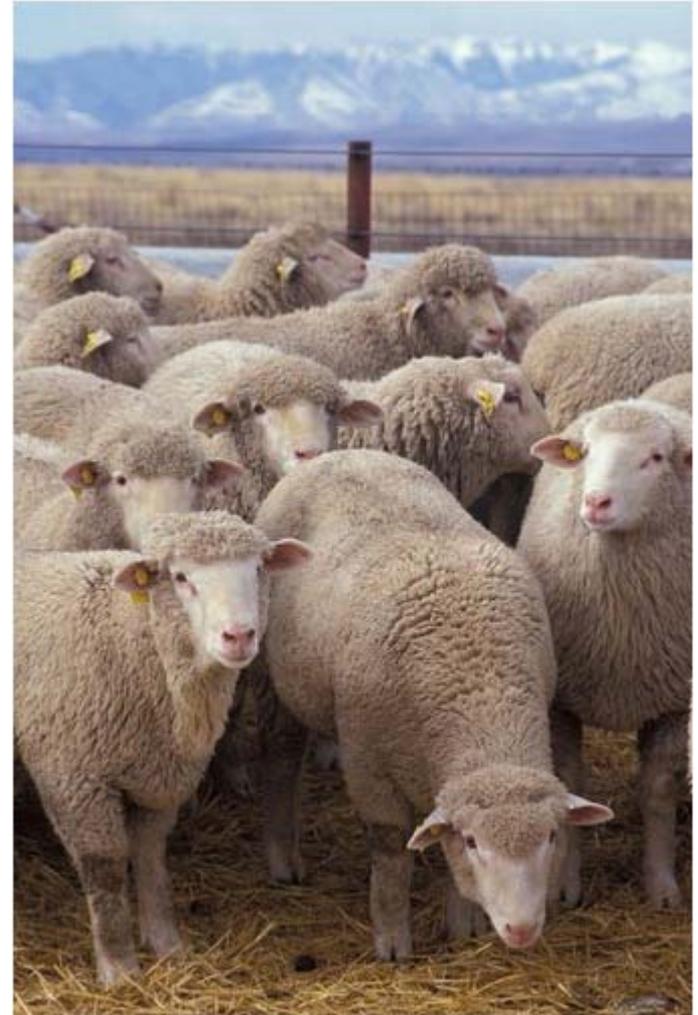
- Introduction Module
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Welcome to Module 2: Funds Management Master Data



- 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
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- 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 Master Data sub-process
- 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:

- **Application of Fund**: The name for the treasury account symbol in FMFI. Application of fund example: 12X0115
- **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. The naming structure starts with the beginning budget fiscal year and ends with the ending budget fiscal year. Budget period example: 1010
- **Business Area**: An agency designated organizational level, such as a division or office



Key Terminology



- **Commitment Item**: An element containing the Budget Object Class (BOC) . The commitment item (CI) defines how the funds are either controlled or spent. The naming structure is only defined for revenues and expenses (4-digit budget object class). For everything else, it is a custom 10 character alpha-numeric field. Commitment item examples include: “2670”, or, “AllObjects”
- **Commitment Item Group**: A grouping of commitment items for purposes of evaluation. In general, commitment item groups are referenced during reporting and analysis
- **FM Derivation Rules**: A table that contains source and target account assignments used for account determination. The Funds Management derivation rules are called to derive additional data elements as well as validate the full accounting code



Key Terminology



- **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. Functional areas will have 16-digits and will have one of two naming structures. For agencies that have not defined a need for the functional area field, the default value will be AGDEFAULT
- **Functional Area Group**: An intelligent grouping of functional areas primarily used for reporting purposes



Key Terminology



- **Fund**: A funds management master data element within FMMI for recognition of obligation (budget) authority. A fund is referenced whenever spending occurs. Funds have a 10-digit alphanumeric naming structure that consists of an: agency identifier, high-level business area, and agency-defined naming structure. Fund example: FN0002309D
- **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
- **Fund Type**: A category of funds that determines the applicable external accounting and reporting requirements (e.g., general fund, direct, reimbursable, trust)



Key Terminology



- **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. The naming structure consists of 24 alphanumeric characters, and has a one-to-one relationship with WBS elements
- **Funded Program Group**: An intelligent grouping of funded programs primarily used for reporting purposes



Key Terminology



- **Funds Center**: A Funds Management master data element within FMMI that encompasses organizational entities used to distribute, track and manage budget. Fund centers are linked to cost centers. Funds centers have a 10-digit alphanumeric naming structure which starts with the business area and ends with an agency defined name. Funds center example: FN00120000
- **Funds Center Group**: An intelligent grouping of funds centers primarily used for reporting purposes
- **Master Data**: References a collection of information about a person, an entity, or an object such as a fund, a vendor, or a general ledger account (e.g., customer records, vendor records, fund center master, and fund masters)



- **WBS Element:** (WBS: Work Breakdown Structure) A cost object representing a project that supports, directs, and charges allocation for financial, procurement, and reimbursable processes. There is a one-to-one relationship between a WBS element and a funded program



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 master data elements and groups, including:</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 <p>Process Derivation Rules</p>





FMMI User Roles Continued



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

Role Name	Definition
Funds Management Administrator	Creates and maintains Funded Programs Groups, and displays Funded Programs Maintain Rules for Rule-Based Account Determination

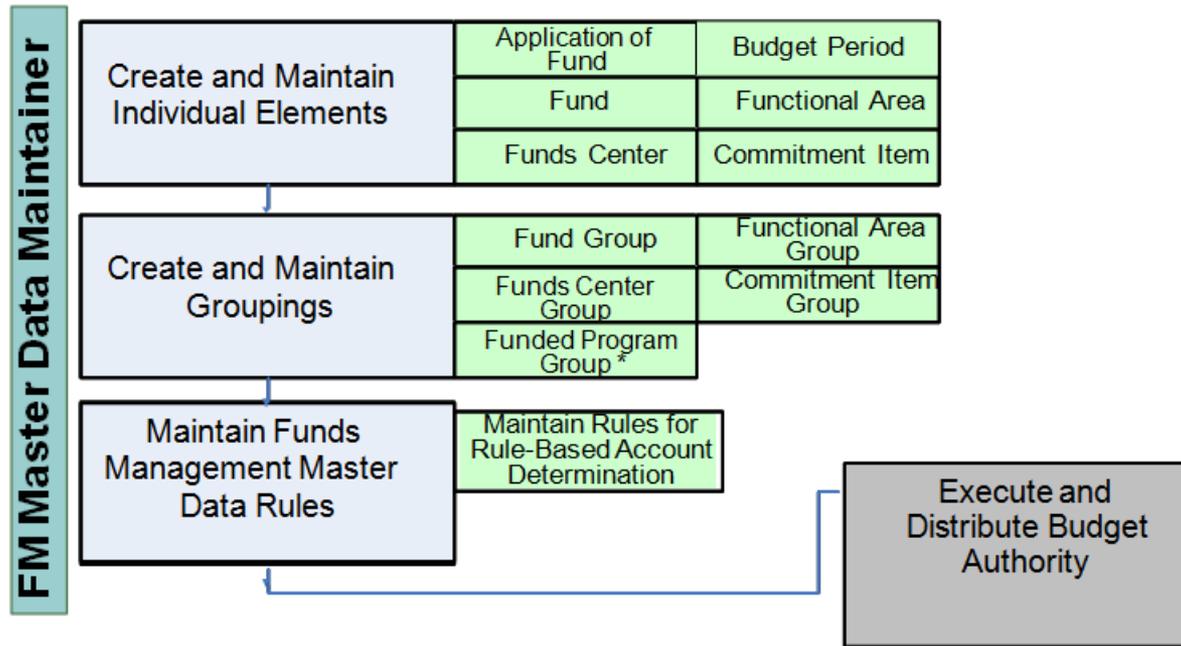




Business Process Flow



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



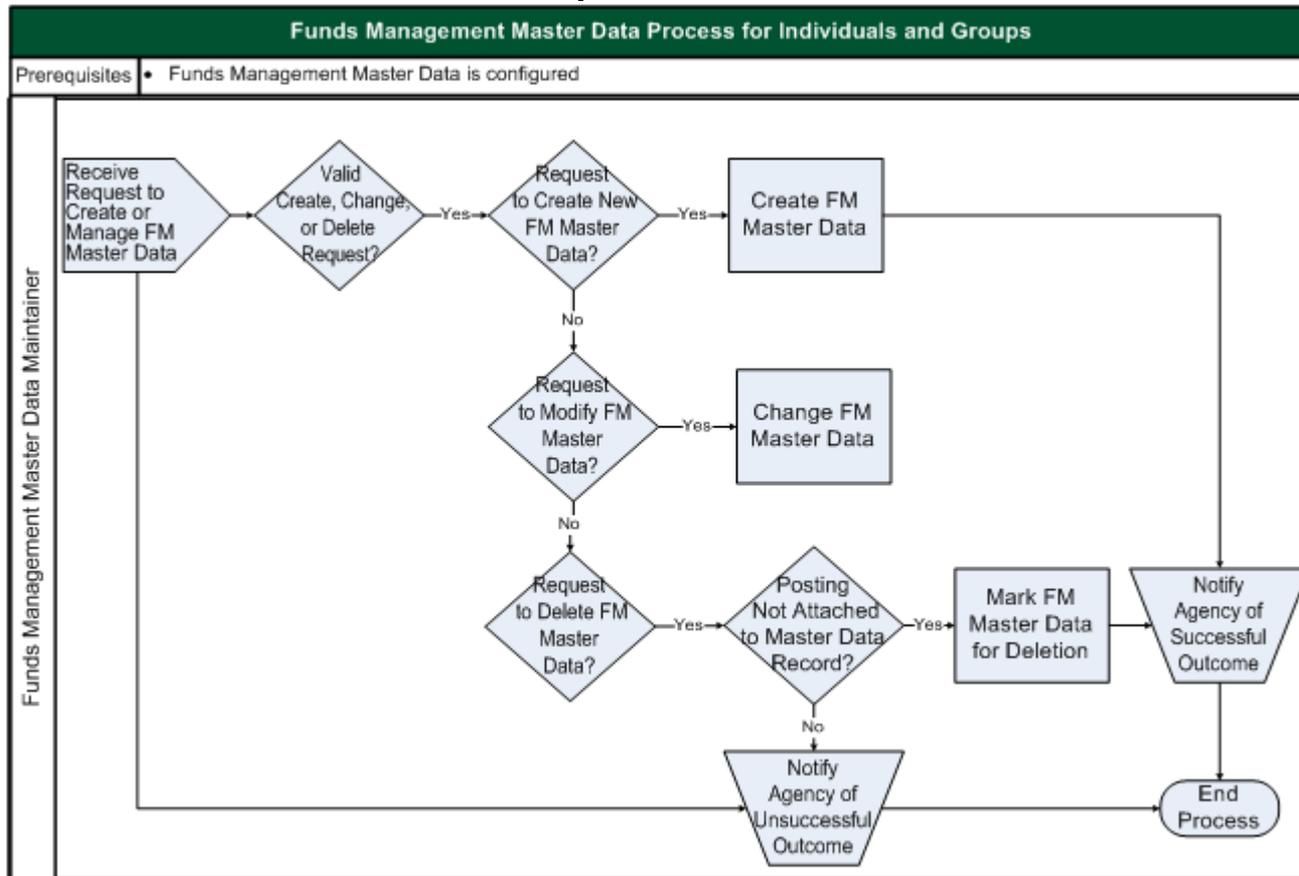
* Funds Management Administrator



Business Process Flow



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





What is Master Data?



Master data is a set of fairly static, centrally-stored data records

- Master data is the foundation for all transactions performed in the FMMI system. Without master data, it is impossible to conduct business
- Maintain master data to ensure that information is correct and that the transactions performed in the system are posting correctly





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	Description
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 (Budget Object Class)	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



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	Description
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



Key Business Concepts



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

- When executing funds distribution, users must reference specific Funds Management master data elements
- After the initial Funds Management master data load, users can make changes or additions as needed
- Submit requests to add, change or delete master data elements to individuals with the Funds Management Master Data Maintainer role
- Funds Management master data can be grouped to combine similar types of individual data elements together for reporting purposes



Funds Management Derivation Rules



The following business concepts pertain to the Funds Management derivation rules sub-process:

- Derivation rules enable the USDA to create standard rules that facilitate the derivation of master data elements (e.g., fund centers, funded programs)
 - Derivation enables less data entry and therefore decreases or minimizes the potential for error
 - Derivation also ensures consistency of master data elements across the board
- The Funds Management Master Data Maintainer role is responsible for maintenance of derivation rules
 - Derivation rules are centrally maintained at the department level
 - Creation of these rules takes place after master data has been loaded in the FMMI system

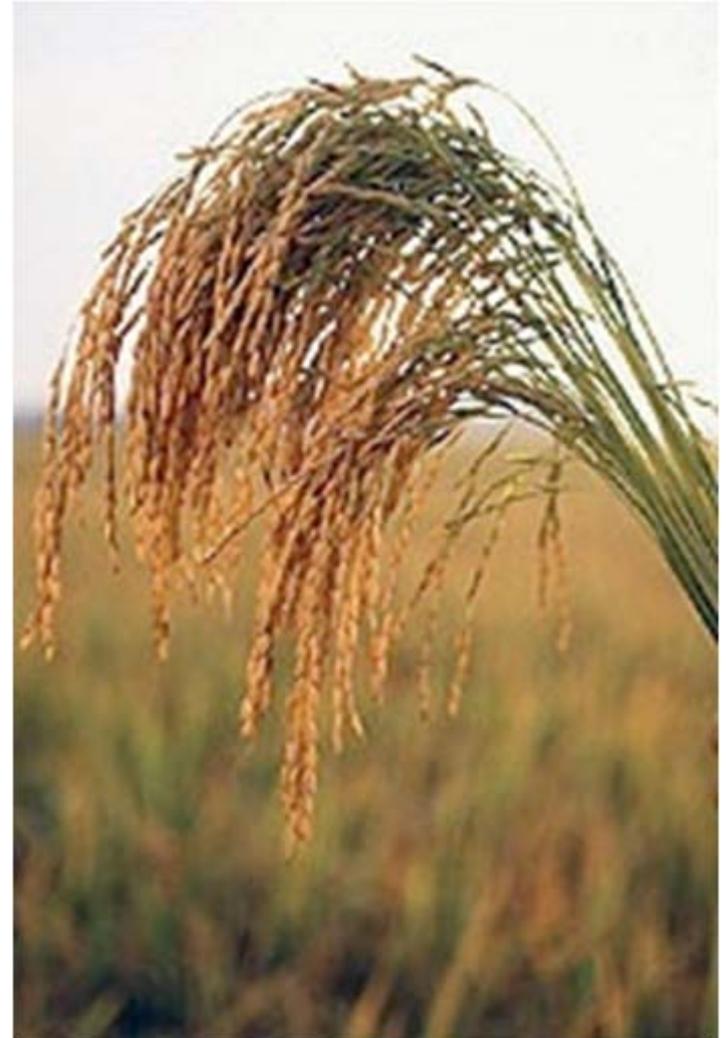


Master Data Naming Conventions



Each individual Funds Management master data element has a logical naming structure

- The following slides detail the structure and individual make-up of the Funds Management master data elements





Master Data Naming Conventions Continued



- Fund:
 - Represented in FMMI by a 10 – digit alphanumeric naming structure
 - There are **two options** for the fund nomenclature, depending upon fund requirements
 - 1. **Fund nomenclature option #1:**
 - Positions 1 - 2: Agency identifier. This references the designated identifier for each agency (e.g., FN: FNS)
 - Positions 3 - 4: High-level business area. Unless otherwise specified by an agency, this is always a “00”. The agency as a whole is considered a high level business area and is represented by “00”
 - Positions 5 - 10: Agency defined. Many agencies have chosen to configure positions 6 - 9 as the base main account code, and have position 10 equal to the “fund type” (R:Reimbursement, D:Direct)
 - Fund example: FN0002309D. FN: FNS; 00: High level business area; 0: Zero fill; 2309: Main account; D: Direct fund



Master Data Naming Conventions Continued



- Fund:
 - If the treasury account symbol consists of both discretionary and mandatory funding *and/or* If the treasury account symbol consists of category A,B, and/or C funding, use the following fund nomenclature
- 2. **Fund nomenclature option #2:**
 - Positions 1 - 2: Agency identifier. This references the designated identifier for each agency (e.g., FN: FNS)
 - Position 3: Zero fill, represented by a “0”
 - Position 4: Identify if the funding is discretionary, represented by a “D,” or mandatory, represented by an “M”
 - Position 5: Identify if the fund is category A funding, represented by an “A”, category “B” funding, represented by a “B” or category C funding, represented by a “C”



Master Data Naming Conventions Continued



- Fund:

- 2. **Fund nomenclature option #2 continued:**

- Positions 6 - 10: Agency defined. Many agencies have chosen to configure positions 6 - 9 as the base main account code, and have position 10 equal to the “fund type” (R:Reimbursement, D:Direct)
 - Fund example: FN0DA2309D. FN: FNS; 0: Zero fill; D: Discretionary funding; A: Category A funding; 2309: Main account; D: Direct fund





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
 - Budget period examples: 1010 (annual), 1012 (multi year), 10XX (no year)





Master Data Naming Conventions Continued



- Funds Center:
 - Represented in FMMI by a 10 - position alphanumeric field
 - Positions 1 - 4: Business area
 - Position 5 - 10: Agency defined
 - Many-to-one relationship between cost centers and a funds center
 - Funds center example: DA00120000





Master Data Naming Conventions Continued



- Application of Fund:
 - Also known as the treasury account symbol
 - Application of fund example: 12X0115





Master Data Naming Conventions Continued



- **Funded Program:**
 - The naming structure consists of 24 alphanumeric characters
 - Positions 1 - 2: Agency identifier
 - Positions 4 - 5: Activity
 - Positions 7 – 10: Project
 - Positions 12 – 13: Phase/Team/Stage
 - Positions 15-18 Agency defined
 - Positions 20-24: Agency defined
 - Positions 3, 6, 11, 14 and 19 represent periods “.” in the nomenclature
 - Funded program example: CF.SI.FMMI.01



Master Data Naming Conventions Continued



- Commitment Item:
 - For revenues and expenses, commitment item is a 4 - digit budget object class (BOC)
 - Positions 1 - 4: BOC (for revenues and expenses only)
 - There exists two custom 10 character alpha-numeric values, which may be used when a specific commitment item is not needed
 - The ALLOBJECTS commitment item default value includes all BOC's
 - The ALLOTHERS commitment item default value includes all BOC's, with the exception of travel and labor
 - Commitment item examples include: "2670," or "ALLOBJECTS"



Master Data Naming Conventions Continued



- Functional Area:
 - Represented in FMMI by a 16 - position alpha-numeric field
 - For agencies that **have identified** a need for the functional area field, the nomenclature will be as follows:
 - Positions 1 - 2: Agency identifier
 - Agency identifier example: “RM” for agency, RMA
 - Positions 3 - 4: Apportionment category
 - Positions 5-16: Agency defined
 - For agencies that **have not identified** a need for the functional area field, the default value is: AGDEFAULT



Touchpoints



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

Process	Touchpoint
General Ledger – Maintain G/L accounts	<ul style="list-style-type: none"> When a new G/L account is created, the Funds Management Master Data Maintainer must create a corresponding commitment item in Funds Management
Funds Management – Distribute / adjust budget	<ul style="list-style-type: none"> Master data must be correct before appropriations, apportionments, allotments and allocations are entered in FMMI
Accounts Payable – Invoice process	<ul style="list-style-type: none"> The Funds Management Master Maintainer must maintain the derivation rules so that when a cost center is entered in an invoicing transaction, the corresponding Funds Management information (e.g., funds centers) defaults correctly



Touchpoints Continued



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

Process	Touchpoint
Purchasing – Purchase requisition and Purchase order process	<ul style="list-style-type: none">▪ The Funds Management Master Maintainer must maintain the derivation rules so that when a cost center is entered in a Purchasing transaction, the corresponding Funds Management information (e.g., funds centers) defaults correctly
Accounts Receivable - Sales order and billing process	<ul style="list-style-type: none">▪ The Funds Management Master Data Maintainer creates and maintains the funded programs necessary for the Accounts Receivable Sales Order Processor to perform reimbursable work in the sales order and billing process



Touchpoints Continued



Process	Touchpoint
<p>Cost Management – Create and maintain Cost Management master data</p>	<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 will need to occur:<ul style="list-style-type: none">■ When a WBS element is created in Cost Management, a corresponding funded program is automatically generated in Funds Management, as there is a one-to-one relationship between funded programs and WBS elements■ When a cost center is created by the Department Cost Management Master Data Maintainer, the Funds Management Master Data Maintainer is notified of the new record, as there is a many-to-one relationship between cost centers and fund centers



Touchpoints Continued



The following table outlines the key touchpoints between the master data sub-process and other business 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 submits a master data request (outside of the FMMI system) and the Funds Management Master Data Maintainer will make the necessary changes



Learning Checkpoint Question and Answer (Q&A)



- The questions on the following pages will test your understanding of key concepts in this module
- While there is no minimum passing score, ensure you have a strong understanding of each concept before continuing
- If you answer the questions incorrectly, please be sure to reference the course if you need more explanation about key concepts
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Learning Checkpoint Question and Answer (Q&A)



1. **True/False:** A funds center is represented in FMFI by a 8 position alphanumeric 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:** The commitment item is between 4 and 10 positions in length. **(TRUE)**



Learning Checkpoint Question and Answer (Q&A)



4. **Multiple Choice:** Which of the following tasks is the Funds Management Master Data Maintainer NOT responsible for?
 - a. Create funds center
 - b. ***Change funded program group***
 - c. Delete fund
 - d. Display application of funds

5. **True/False:** Fund Center 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. **(FALSE)**



Module Summary



In this module, you have learned to:

- Explain the Funds Management Master Data sub-process
- 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





Funds Management Master Data Module Completion



Congratulations! You have completed Funds Management Master Data module. The next module provides you an overview of the Budget Distribution process in FMIMI.

Select the **Exit** button to leave this module and return to the course menu.





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- **Module 3 – Budget Distribution**
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Welcome to Module 3: 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
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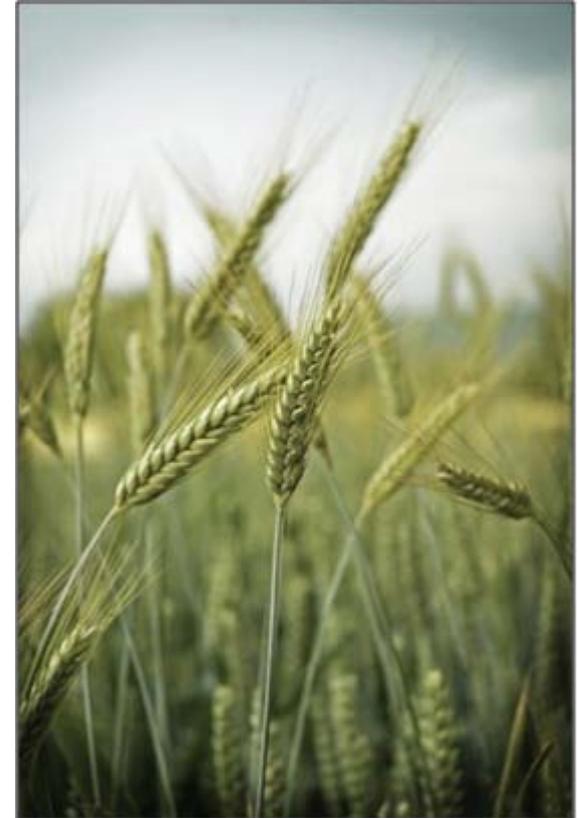


Objectives



After completing this module, you will be able to:

- Explain the FMMI Funds Management budget distribution sub-process
- Explain the key Funds Management budget distribution terminology and business concepts
- Describe the FMMI roles associated with the Funds Management budget distribution sub-process
- Explain the interactions between the Funds Management 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:

- **Apportionment**: A percentage of an appropriation that is earmarked for a specific agency or staff office
- **Appropriation**: The highest level of funding approved by congress for an entire government department such as the USDA
- **Approved Continuing Resolution**: Type of appropriation legislation used by United States Congress to fund government agencies if a formal appropriations bill has not been signed into law by the end of the congressional year
- **Budget Authority**: Authorizes the consumption of budget through appropriation, apportionment, allotment, sub-allotment, allocation and sub-allocation
- **Budgeting Workbench**: The FMMI input screen used for creating budget entry documents and distributing budget



Key Terminology



- **Reimbursable Authority**: Reimbursable authority is an appropriation of funds designated to pay specific obligations. Reimbursable authority is 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
- **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
- **Unapproved Continuing Resolution**: Unapproved continuing resolutions occur when agencies do not receive approval to consume the budget. Unapproved continuing resolution distribution is limited to the appropriation level



Key Terminology



- **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
- **CR**: The abbreviation in FMMI for Continuing Resolution
- **CRX**: The abbreviation in FMMI for Unapproved Continuing Resolution



FMMI User Roles



The FMMI budget distribution sub-process includes the following roles:

Role Name	Definition
Funds Management Budget Coordinator	Enter: Appropriation, Apportionment, Rescissions, Reimbursable Authority, and Continuing Resolution
Funds Management Budget Approver	Approve: Appropriation, Apportionment, Rescissions, Reimbursable Authority, and Continuing Resolution
Funds Management Processor	Enter: Allotment, Sub-Allotment, Allocation, and Sub-Allocation
Funds Management Approver	Approve: Allotment, Sub-Allotment, Allocation, and Sub-Allocation

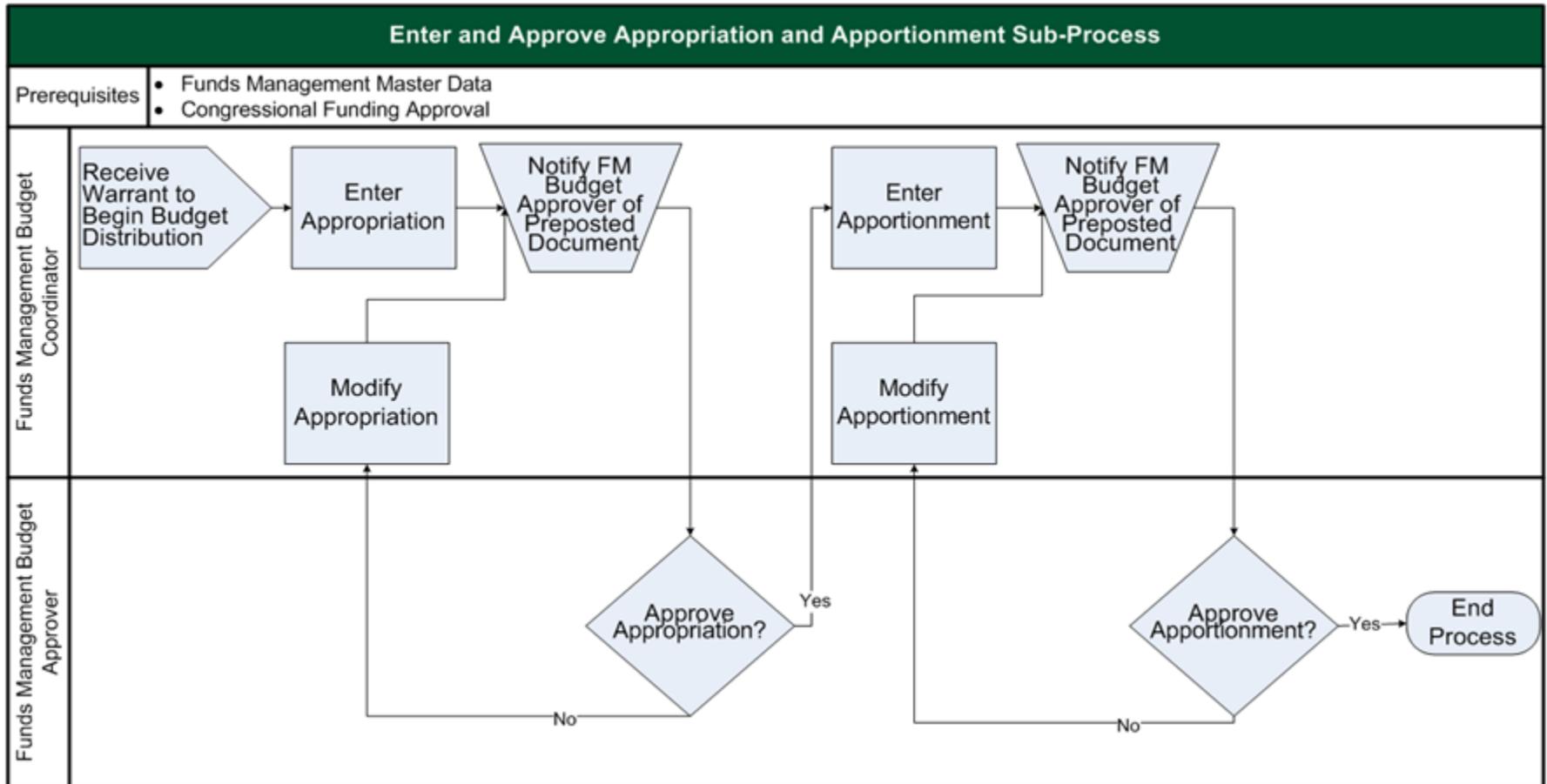




Business Process Flow



This process flow outlines the key activities related to Appropriation and Apportionment budget distribution sub-process:

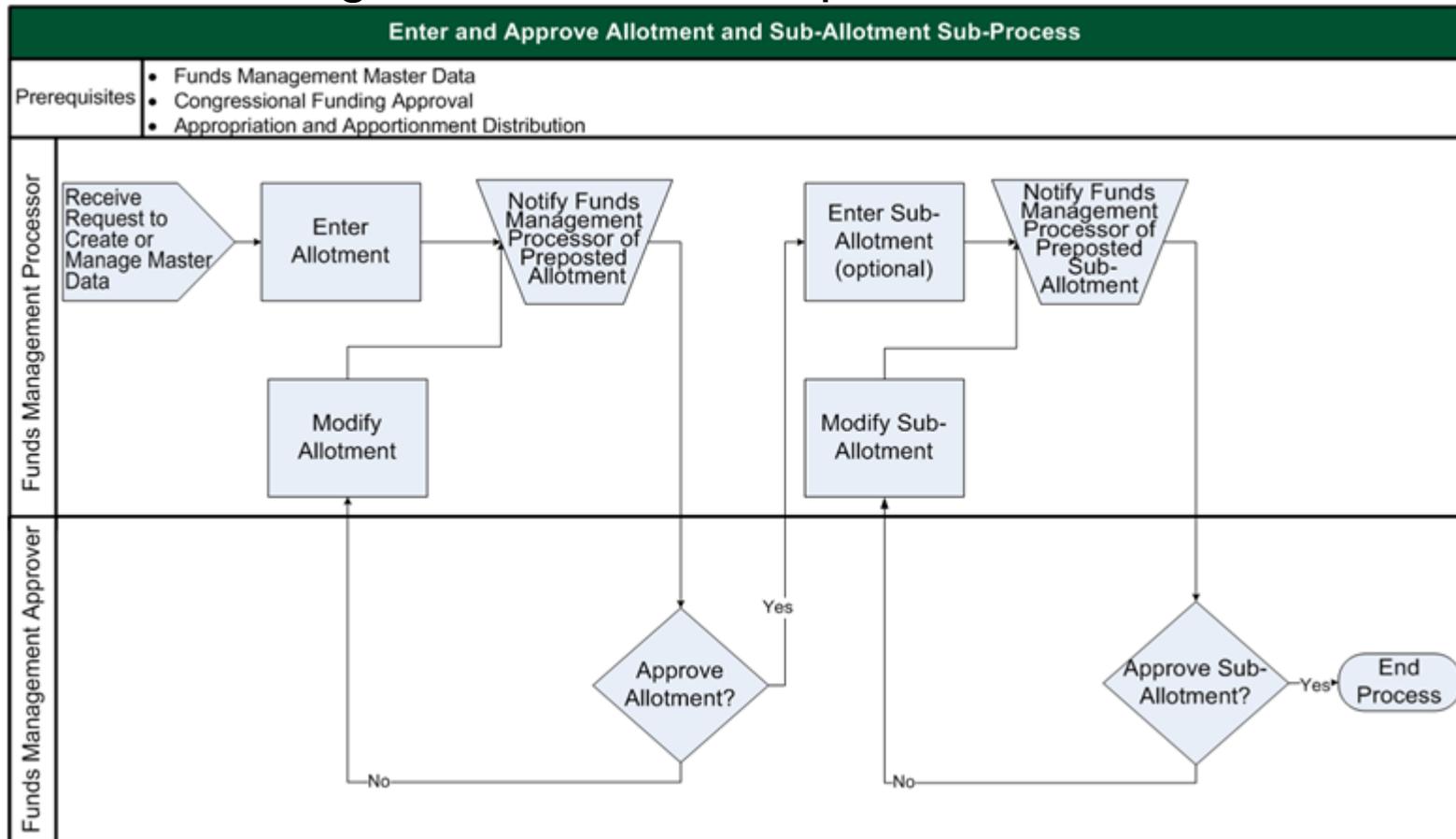




Business Process Flow



This process flow outlines the key activities related to Allotment and Sub-Allotment budget distribution sub-process:

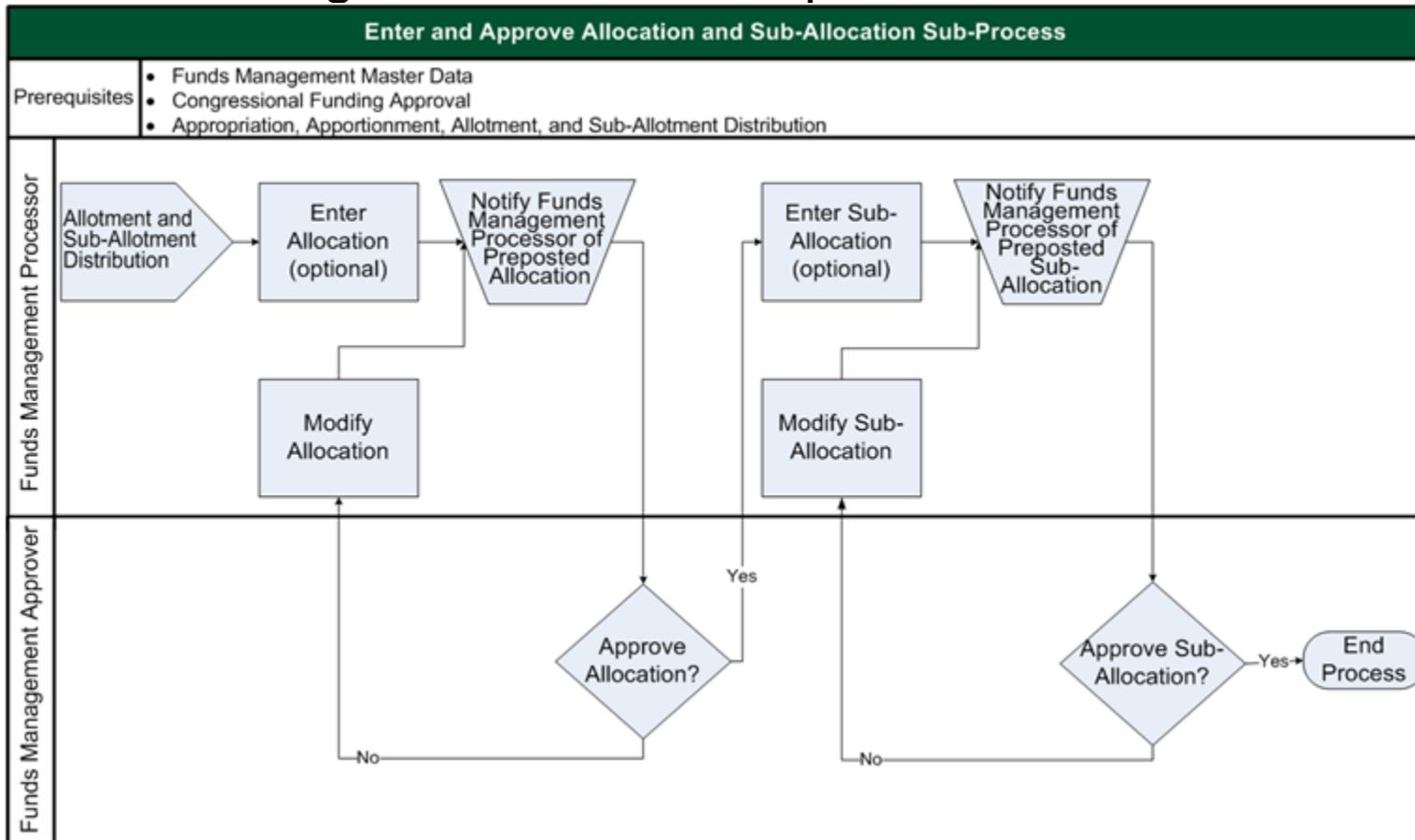




Business Process Flow



This process flow outlines the key activities related to Allocation and Sub-Allocation budget distribution sub-process:





Key Business Concepts



The following business concepts pertain to the budget distribution sub-process.

- Each agency must distribute funds to the allotment level, at a minimum
- Sub-allotments, allocations, and sub-allocations are optional distribution levels
- The level to which funds are distributed is dependent upon agency requirements
- The process of transmitting a budgetary document number to be approved, or posted, is a manual process, external to FMMI

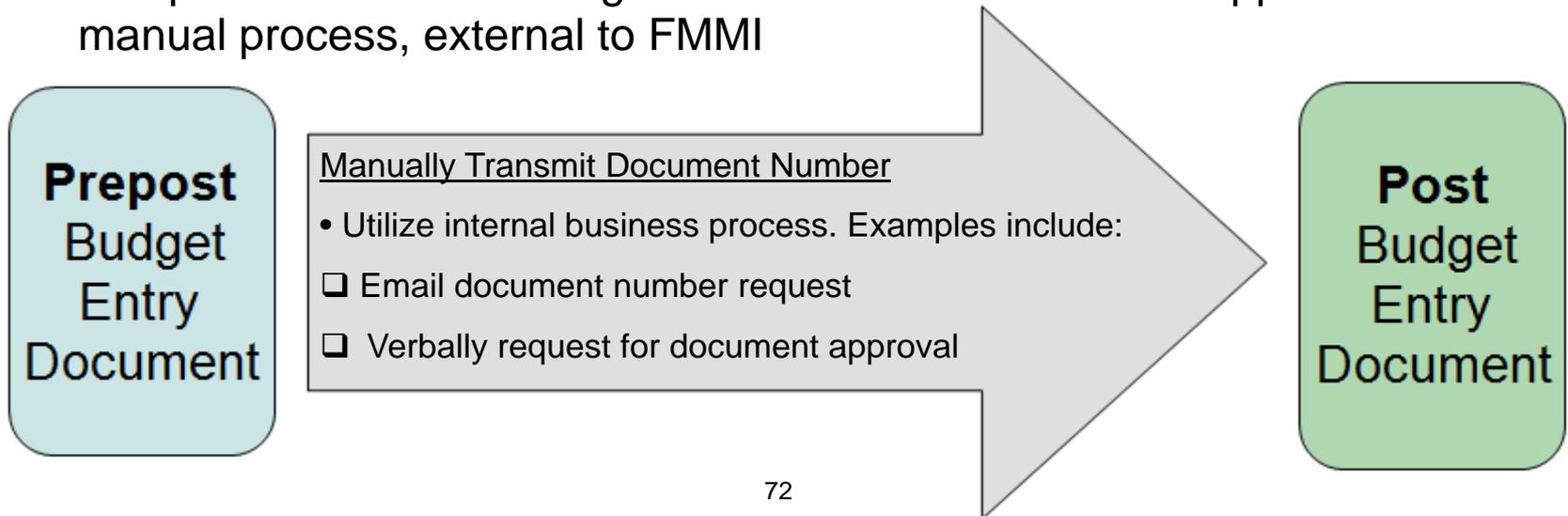


Key Business Concepts



Executing budget authority and distribution is a two-part process: Users must prepost, or enter, a budget entry and post, or approve, a budget entry

- After preposting a budget entry, a document number is automatically generated. This document number must be posted or approved
- Segregation of duties restricts an individual from preposting and posting the same document
- The process of transmitting the document number to be approved is a manual process, external to FMMI





Budget Distribution Master Data Requirements



The following master data elements are required when creating a budget entry document:

- Fund
- Budget period
- Funds center
- Commitment item
- Functional area
- Funded program



If an agency does not require a specific master element in the budget distribution, a default value may be used (e.g., Functional area default: AGDefault, Funded program default: FPDefault)



Touchpoints



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

Process	Touchpoint
General Ledger – Manage General Ledger postings	<ul style="list-style-type: none">As funds transfer through the budget distribution process, corresponding General Ledgers accounts are impacted, depending on the level of distribution
Accounts Receivable – Sales order process	<ul style="list-style-type: none">Reimbursable funds must be distributed and available for spending before the Accounts Receivable sales order process can be executed
Purchasing – Purchase order or purchase requisition process	<ul style="list-style-type: none">Funds must be distributed and made available for spending before purchasing transactions can occur (e.g., committing, obligating funds)
Accounts Payable – Invoice process	<ul style="list-style-type: none">Funds must be distributed and made available for spending before invoicing transactions can occur (e.g., expending, disbursing funds)



Touchpoints Continued



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

Process	Touchpoint
Funds Management – Funds reservation and funds commitment process	<ul style="list-style-type: none">▪ Funds Commitment Processor and Funds Reservation Processor may commit and obligate funds through Funds Reservations and Funds Commitments, after the budget has been successfully distributed
Funds Management - Display budgetary data	<ul style="list-style-type: none">▪ Funds Management Evaluator displays the budgetary data to ensure the budget was entered successfully
Funds Management – Analyze budget reports	<ul style="list-style-type: none">▪ Funds Management Reporter runs the budgetary reports which can help with analysis when adjusting a budget



Learning Checkpoint Question and Answer (Q&A)



- The questions on the following pages will test your understanding of key concepts in this module
- While there is no minimum passing score, ensure you have a strong understanding of each concept before continuing
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- At anytime you can review information from this module by clicking Menu and selecting a page from the Menu pop-up.





Learning Checkpoint Question and Answer (Q&A)



1. **True/False:** A Funds Management Budget Coordinator creates *and* approves budget entry documents. **(FALSE)**

2. **Multiple Choice:** Who enters the Allotment distribution data?
 - a) Funds Management Master Data Maintainer
 - b) *Funds Management Processor***
 - c) Funds Management Budget Coordinator
 - d) Funds Management Approver

3. **True/False:** There are two roles necessary to complete an Appropriation entry: A role to prepost or enter, and a role to approve or post. **(TRUE)**



Learning Checkpoint Question and Answer (Q&A)



4. **Multiple Choice:** Budget must be distributed to which level, at a minimum?
- a) Appropriation
 - b) Apportionment
 - c) **Allotment**
 - d) Allocation
4. **True/False:** A user may be assigned both the Funds Management Budget Coordinator role and the Funds Management Budget Approver role (**TRUE**)



Module Summary



In this module, you have learned to:

- Explain the FMMI Funds Management budget distribution sub-process
- Explain the key Funds Management budget distribution terminology and business concepts
- Describe the FMMI roles associated with the Funds Management budget distribution sub-process
- Explain the interactions between the Funds Management budget distribution sub-process and other business process areas within FMMI





Budget Distribution Module Completion



Congratulations! You have completed the Budget Distribution module. The next module provides you an overview of the Funds Reservation process in FMMI.

Select the **Exit** button to leave this module and return to the course menu.





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Budget Distribution
- **Module 4 – Funds Reservations**
- Module 5 – Funds Commitments
- Module 6 – Execute Funds Management Reports
- Course Summary
- Course Evaluation



Welcome to Module 4: Funds Reservations



- This module will provide you an overview of the Funds Reservation sub-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



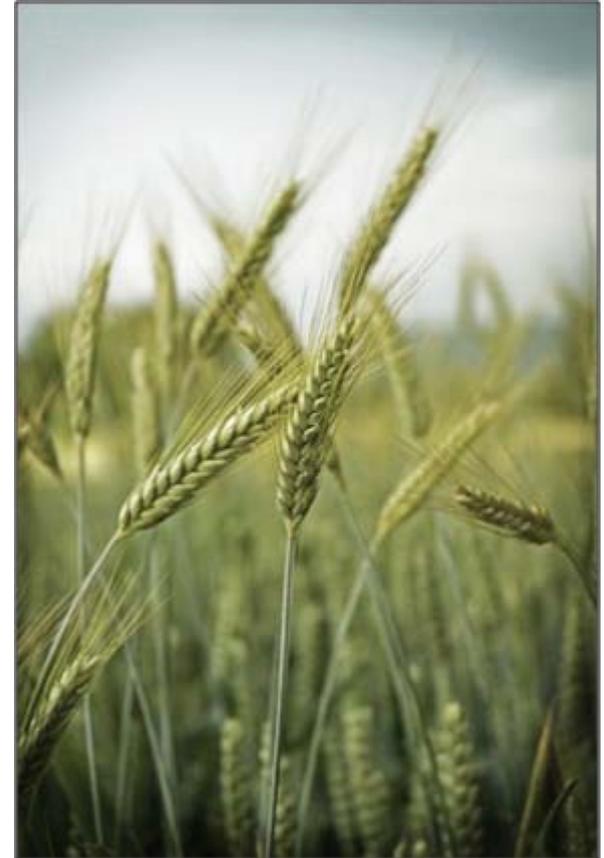


Objectives



After completing this module, you will be able to:

- Explain the Funds Reservation sub-process
- Explain the key Funds Reservation terminology and business concepts
- Describe the FMMI roles associated with the Funds Reservation sub-process
- Explain the interactions between the Funds Reservation sub-process and other business process areas within FMMI





Key Terminology



Review the following terms and definitions before beginning the Funds Reservation module:

- **Commitment**: A recorded request for the purchase of goods or services
- **Funds Reservation**: The purpose of funds reservations is to reserve or commit funds for a specific program or activity





FMMI User Roles



The FMMI Funds Reservation sub-process includes the following roles:

Role Name	Definition
Funds Reservation Processor	Create, change, display, and delete a funds reservation

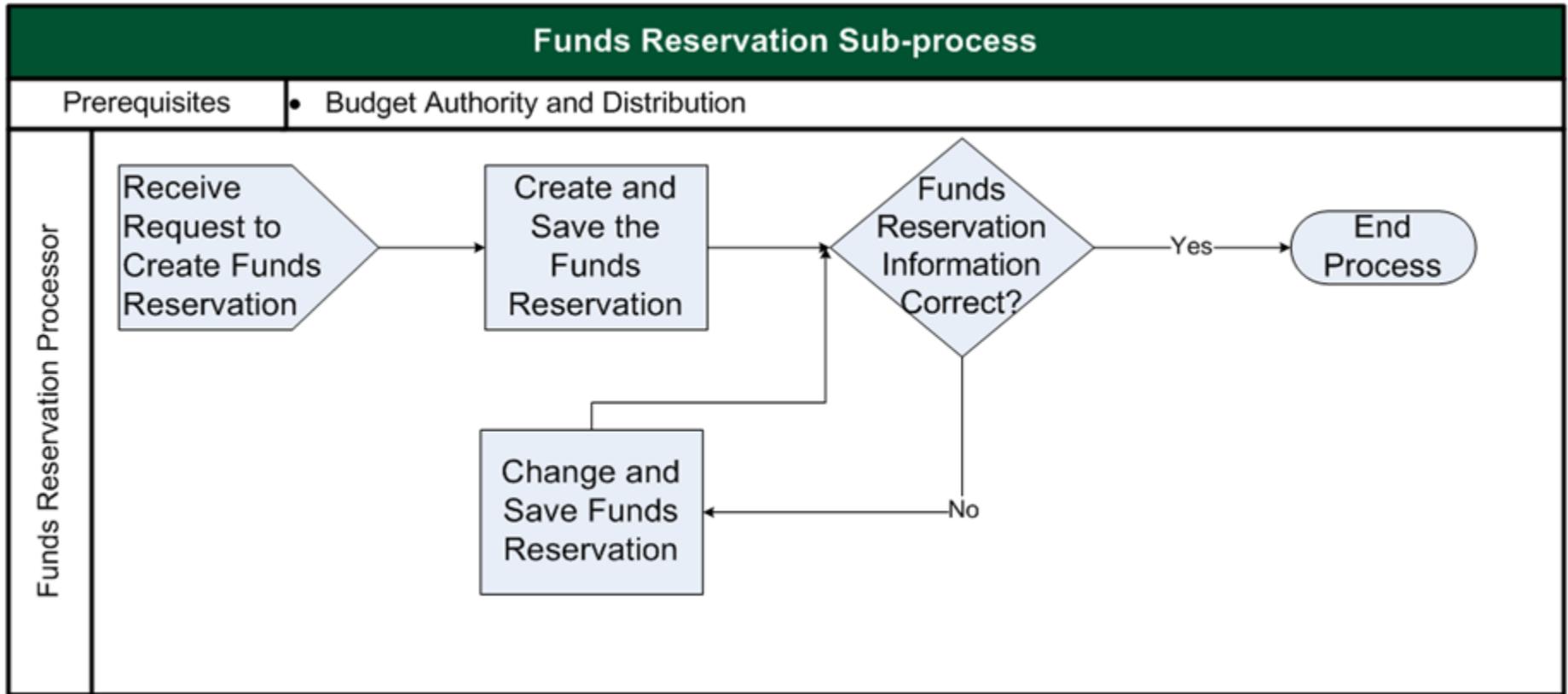




Business Process Flow



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





Key Business Concepts



The following business concepts pertain to the Funds Reservation sub-process.

- The purpose of a funds reservation is to commit funds for future use
- A funds reservation may be referenced in a funds commitment
- A funds reservation performs a similar function to a purchase requisition:
 - A **purchase requisition** is a recorded request for goods or services in which funds are committed for specific line items
 - A **funds reservation** earmarks, or commits, funds for a future program or activity (e.g., future training or traveling expenses)



Touchpoints



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

Process	Touchpoint
Funds Management – Funds commitment process	<ul style="list-style-type: none">▪ The Funds Commitment Processor has the option of referencing a funds reservation when creating of a funds commitment
Funds Management - View reports	<ul style="list-style-type: none">▪ The Funds Management Reporter runs various budgetary reports to view commitments, obligations, and expenditures. The funds reservation activity displays in the commitment column
Funds Management – Funds Management evaluation/display	<ul style="list-style-type: none">▪ The Funds Management Evaluator displays fund reservations to view the details of a particular funds reservation



Learning Checkpoint Question and Answer (Q&A)



- The questions on the following pages will test your understanding of key concepts in this module
- While there is no minimum passing score, ensure you have a strong understanding of each concept before continuing
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Learning Checkpoint Question and Answer (Q&A)



1. **True/False:** Creation of a funds reservation is a two-step process, including creation and approval. **(FALSE)**

2. **Multiple Choice:** Who is responsible for creating a funds reservation?
 - a) Funds Management Master Data Maintainer
 - b) *Funds Reservation Processor***
 - c) Funds Management Budget Coordinator
 - d) Funds Management Approver

3. **True/False:** A funds reservation acts as commitment to reserve funds for a specific program or activity. **(TRUE)**



Learning Checkpoint Question and Answer (Q&A)



4. **Multiple Choice:** Who is responsible for creating a funds reservation?
 - a) Funds Management Master Data Maintainer
 - b) *Funds Reservation Processor***
 - c) Funds Management Budget Coordinator
 - d) Funds Management Approver

5. **True/False:** A user assigned to the Funds Reservation Processor role is responsible for both creation and maintenance of funds reservations. **(TRUE)**

In this module, you have learned to:

- Explain the Funds Reservation sub-process
- Explain the key Funds Reservation terminology and business concepts
- Describe the FMMI roles associated with the Funds Reservation sub-process
- Explain the interactions between the Funds Reservation sub-process and other business process areas within FMMI





Module Completion



Congratulations! You have completed the Funds Reservation module . The next module provides you an overview of the Funds Commitment process in FMMI.

Select the **Exit** button to leave this module and return to the course menu.





Course Outline



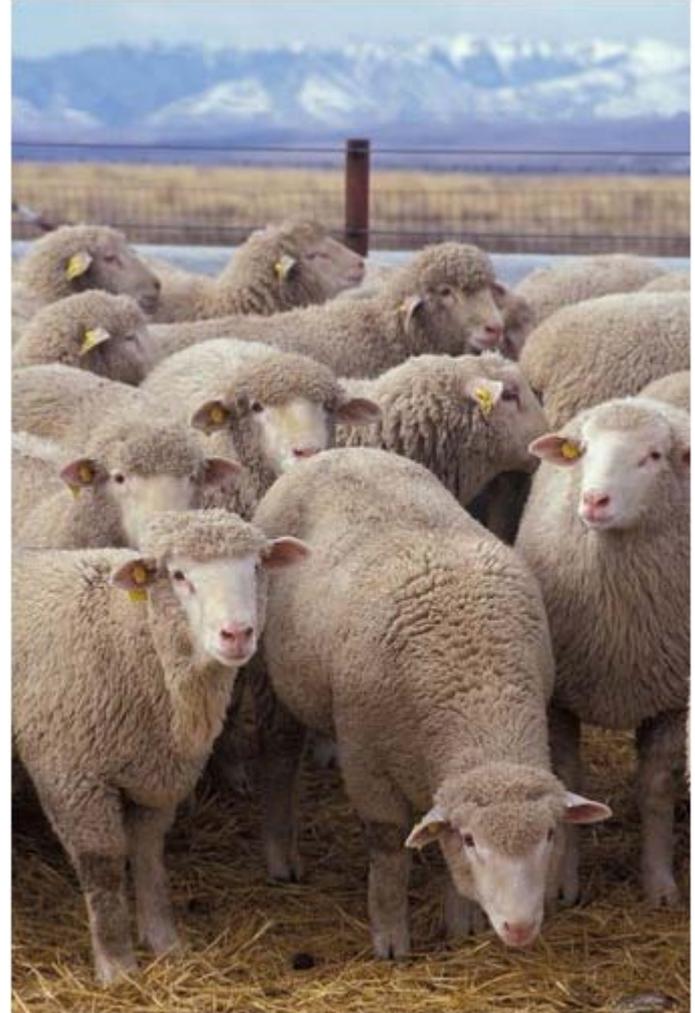
- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Budget Distribution
- Module 4 – Funds Reservations
- **Module 5 – Funds Commitments**
- Module 6 – Execute Funds Management Reports
- Course Summary
- Course Evaluation



Welcome to Module 5: Funds Commitments



- This module will provide you an overview of the Funds Commitment sub-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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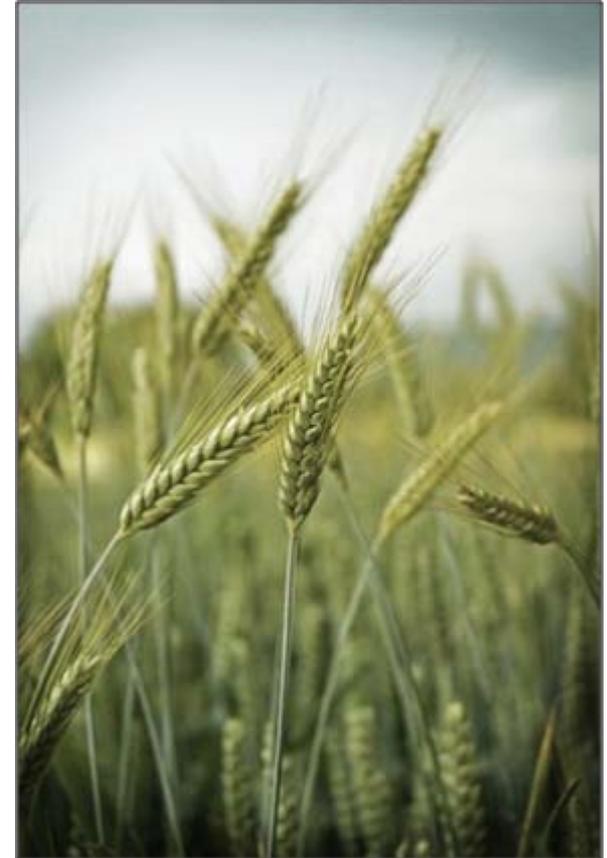


Objectives



After completing this module, you will be able to:

- Explain the Funds Commitment sub-process
- Describe the process flow, business activities, and roles within the Funds Commitment process
- Explain the key terminology associated with the Funds Commitment process
- Explain the Funds Commitment process as it relates to the Funds Management process





Key Terminology



Review the following terms and definitions before beginning the Funds Commitment module:

- **Funds Commitment**: The purpose of a funds commitment is to obligate funds for goods or services (e.g., training or traveling)
- **Obligation**: The legal reservation of funds. When an obligation is created, funds are reserved for the amount of the specific order placed with the vendor





FMMI User Roles



The FMMI Funds Commitment sub-process includes the following roles:

Role Name	Definition
Funds Commitment Processor	Create, change, display, and delete a funds commitment
Funds Commitment Approver	Display and post a funds commitments

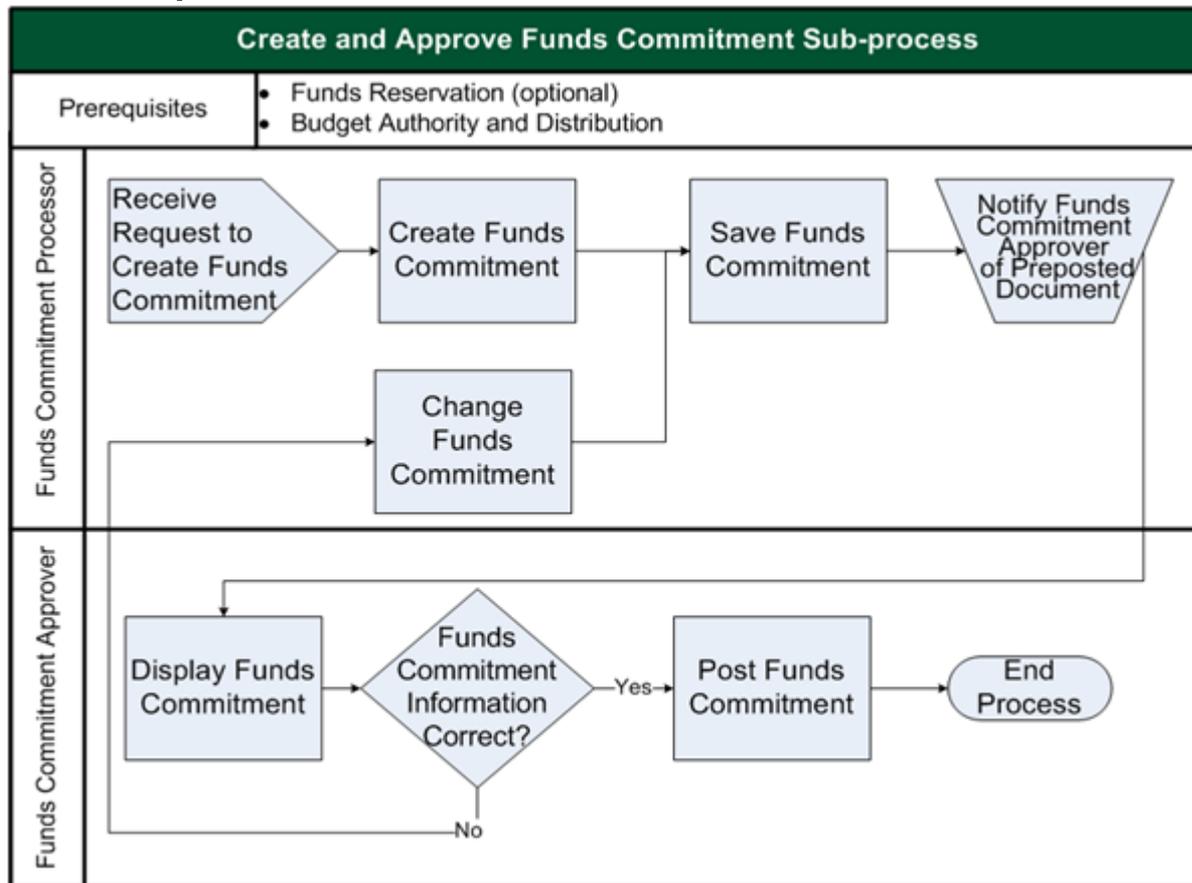




Business Process Flow



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





Key Business Concepts



The following business concepts pertain to the Funds Commitment sub-process.

- Creating a funds commitment is a two-part process:
 - The Funds Commitment Processor parks the funds commitment
 - The Funds Commitment Approver posts the funds commitment
- Users may reference a funds reservation when creating a funds commitment
- A funds commitment performs a similar function to a purchase order:
 - A **purchase order** results in a legal contract with a vendor to obligate orders for specific materials or services
 - A **funds commitment** obligates funds that have been earmarked for a specific program or activity (e.g., training, or travel). The funds commitment acts as an internal commitment, which does not automatically result in a contract with a vendor



Touchpoints



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

Process	Touchpoint
Funds Management – Funds reservation process	<ul style="list-style-type: none"> The Funds Commitment Processor has the option of referencing a funds reservation document number in a funds commitment line item
Funds Management – Funds commitment approval	<ul style="list-style-type: none"> Funds Commitment Approver references a specific funds commitment document number when posting a funds commitment
Funds Management – View reports	<ul style="list-style-type: none"> Funds Management Reporter runs budgetary reports to view commitments, obligations, and expenditures. The funds commitments activity displays in the obligation column
Funds Management – Funds Management evaluation/display	<ul style="list-style-type: none"> Funds Management Evaluator displays funds commitment to view the details of a particular funds commitment
Accounts Payable – Process FI invoice	<ul style="list-style-type: none"> Invoice Processor may reference a funds commitment when creating an FI (FI: Financial) invoice



Learning Checkpoint Question and Answer (Q&A)



- The questions on the following pages will test your understanding of key concepts in this module
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Learning Checkpoint Question and Answer (Q&A)



1. **Multiple Choice:** What is the purpose of a funds commitment?
 - a) Create an appropriation
 - b) Commit funds
 - c) ***Obligate funds***
 - d) Invoice a document

2. **True/False:** A funds commitment may reference a Funds Reservation to reference a previous commitment of funds. **(TRUE)**

3. **True/False:** There are two roles necessary to create a funds commitment: A role to park and a role to post. **(TRUE)**



Learning Checkpoint Question and Answer (Q&A)



4. **Multiple Choice:** Which role is responsible for creating and parking the funds commitment?
- a) Funds Management Processor
 - b) Funds Commitment Approver
 - c) ***Funds Commitment Processor***
 - d) Funds Management Budget Approver
5. **Multiple Choice:** Which role is responsible for posting the funds commitment?
- a) Funds Management Master Data Maintainer
 - b) Funds Commitment Processor
 - c) ***Funds Commitment Approver***
 - d) Funds Management Approver



Module Summary



In this module, you have learned to:

- Explain the Funds Commitment sub-process
- Describe the process flow, business activities, and roles within the Funds Commitment process
- Explain the key terminology associated with the Funds Commitment process
- Explain the Funds Commitment process as it relates to the Funds Management process





Funds Commitment Module Completion



Congratulations! You have completed the Funds Commitment module. The next module provides you an overview of the Funds Management Reports in FMFI.

Select the **Exit** button to leave this module and return to the course menu.





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Budget Distribution
- Module 4 – Funds Reservations
- Module 5 – Funds Commitments
- **Module 6 – Execute Funds Management Reports**
- Course Summary
- Course Evaluation



Welcome to Module 6: Execute Funds Management Reports



- This module will provide you an overview of Funds Management Reports
- 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 Funds Management reports key terminology
- Describe the roles and responsibilities for executing the Funds Management reports
- Explain the purpose of the Funds Management reports within FMMI





Key Terminology



Review the following terms and definitions before beginning the Execute Funds Management Reports module:

- **Authorization Group**: Access for a user to perform specific transactions and to display information. Authorizations are assigned to user logon IDs
- **Disbursement**: Disbursement represents the actual payment for a good or service
- **Document Type**: Document type is a required drop-down field in FMMI for each funds distribution transaction. The document type is either a 2, 3, or 4-four digit character which is linked to a specific type of funds (e.g., appropriation document type: APPR)
- **Expenditure**: Expenditure the incurred cost for a good or service



Key Terminology



- **G/L Account** : Represents the General Ledger account that is impacted when a transaction is posted. The formal record of debit and credit transactions affecting a subset of the General Ledger





FMMI User Roles



The FMMI Execute Funds Management Reports sub-process includes the following roles:

Role Name	Definition
Funds Management Reporter	Execute FM-related reports based on a set of parameters in FMMI





FMMI Funds Management Reports



- **Application of Funds Alphabetical List Report:** The Application of Funds Alphabetical List Report provides a listing of all application of funds existing in FMMI. The report generates an alphanumerically sorted list based on funds application number
- **Budget Availability Control Report:** The Budget Availability Control Report allows users to view the consumption and availability of budget at the fund control level
- **Budget Entry Documents Report:** The Budget Entry Documents Report provides an evaluation of the budget for a selection of budget entry documents
- **Budget Line Items Report:** The Budget Line Items Report provides an overview of budget line items that log changes to the budget. This is the child report to the parent report, “Budget Entry Documents Report”. The Budget Line Item Report displays the G/L impacts of funds distribution based on the Budget Entry Documents Report



FMMI Funds Management Reports



- **Budget Overview Report:** The Budget Overview Report allows users to review the budget distribution activity and the available balance for a particular fund and fund center
- **Budget Report:** The Budget Report displays high-level information on the current budget, the original budget entered and budget updates for a fund in a specific fiscal year and period
- **Budget View by Document Type Report:** The Budget View by Document Type Report displays the budget distribution and fund availability for a particular fund, according to document type
- **Commitment Items Report:** The Commitment Items Report provides a listing of all commitment items currently existing in FMMI
- **Commitment Items to G/L Accounts Report:** The Commitment Items to G/L Accounts Report provides a listing of all commitment items with corresponding G/L accounts in FMMI



FMMI Funds Management Reports



- **Consumption of Budget Report:** The Consumption of Budget Report provides an overview of the status of consumption (consumable, consumed, available, and current budgets) for each fund center. Each fund center displays a list of the commitment items referenced during funds spending
- **Functional Areas Report:** The Functional Areas Report provides a listing of all functional areas currently existing in FMMI
- **Fund Alphabetical List Report:** The Fund Alphabetical List Report provides an alphabetical listing of all funds existing in FMMI
- **Fund Centers Alphabetical List Report:** The Fund Centers Alphabetical List Report provides an alphabetical listing of all fund centers and corresponding authorization groups currently existing in FMMI



FMMI Funds Management Reports



- **Fund Centers Report:** The Fund Centers Report provides an alphabetical listing of all the available fund centers currently existing in FMMI
- **Status of Funds Report:** The Status of Funds Report displays an overview of the actual authority, total undistributed amount, commitments, un-delivered orders, expenditures, disbursements, total obligations, and available authority for a given fund
- **Status of Funds SPL Report (SPL: Special Purpose Ledger):** The Status of Funds SPL Report displays the available, approved funds for USDA spending. Users may view commitments, obligations, and expenditures for the relevant account classification codes
- **Status of Funds BCS Report (BCS: Budgetary Control System):** The Status of Funds BCS Report displays the available approved funds for USDA spending. Users may view commitments, obligations, and expenditures for the relevant account classification codes



FMMI Funds Management Reports



- **Status of Funds Inception to Date Report:** The Status of Funds Inception to Date Report displays the available approved funds for USDA spending. You can view commitments, obligations, and expenditures on the relevant account classification codes
- **Status of Spending Report:** The Status of Spending Report provides a high level analysis on Funds Management data for spending activity by funded program, vendors and cost centers. Results are categorized into commitments, obligations, expenditures or disbursements
- **Unliquidated Obligations Detail Report:** The Unliquidated Obligations Detail Report provides an analysis of open obligations, including funds commitments and purchase orders. The report displays the outstanding amount data for open obligations. These obligations include purchase orders, travel authorizations, government trips, direct entered obligations and direct G/L postings. Any obligation that has been fully obligated will not be displayed on this report.



FMMI Funds Management Reports



- **Unliquidated Obligations Summary Report:** The Un-liquidated Obligations Summary Reports provides an analysis of the outstanding amount data for open obligations. The summary report will contain the number and age of obligation amount by business area, application of funds (equivalent to Treasury Account Symbol) and document type.





Learning Checkpoint Question and Answer (Q&A)



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Learning Checkpoint Question and Answer (Q&A)



1. **Multiple Choice:** Which of the following user roles executes Funds Management related reports based on a set of parameters in FMMI?
 - a) Funds Management Master Data Maintainer
 - b) Funds Management Administrator
 - c) ***Funds Management Report***
 - d) All of the Above

2. **True/False:** The Funded Program Report provides a listing of all commitment items with corresponding G/L accounts in FMMI
(FALSE)



Learning Checkpoint Question and Answer (Q&A)



3. **True/False:** The Functional Area Report provides a listing of all commitment items currently existing in FMMI (**FALSE**)

4. **Multiple Choice:** Which of the following reports displays the consumable, consumed, available and current budget for a fund center with specific commitment item referenced?
 - a. Funded Programs Alphabetical List Report
 - b. Status of Funds Inception to Date Report
 - c. ***Consumption of Budget Report***
 - d. Status of Spending Report

5. **True/False:** The Unliquidated Obligations Detail Report displays an listing of all open obligations, including funds commitments and purchase orders (**TRUE**)



Module Summary



In this module, you have learned to:

- Identify the Funds Management reports key terminology
- Describe the roles and responsibilities for executing the Funds Management reports
- Explain the purpose of the Funds Management reports within FMMI





Execute Funds Management Reports Module Completion



Congratulations! You have completed the Execute Funds Management Reports module. The next module provides you an overview of the Course Summary.

Select the **Exit** button to leave this module and return to the course menu.





Course Outline



- Introduction Module
- Module 1 – Funds Management Process Overview
- Module 2 – Funds Management Master Data
- Module 3 – Budget Distribution
- Module 4 – Funds Reservations
- Module 5 – Funds Commitments
- Module 6 – Execute Funds Management Reports
- **Course Summary**
- Course Evaluation

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 FM Master Data Maintenance elements
 - Explain the Budget Distribution end-to-end process
 - Explain the Funds Reservation end-to-end process
 - Explain the Funds Commitment end-to-end process
- Explain how other business process areas interact with the Funds Management process
- Provide examples of the FMMI Funds Management reports



Course Outline



- Introduction Module
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- Module 3 – Budget Distribution
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- Module 5 – Funds Commitments
- Module 6 – Execute Funds Management Reports
- 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](#)

