Financial Management Modernization Initiative (FMMI)

FMMI 101 – Introduction to FMMI

Participant Guide – Version 2.00

Agenda

- **Course Introduction**
- Module 1 – FMMI Overview
- Module 2 – Transforming Financial Management at USDA
- Module 3 – FMMI Implementation Overview
- Course Summary and Evaluation

Instructor Introductions

- Name
- Role

Logistics

- Health and Safety First
- Facilities
- Cellular Phones and PDAs

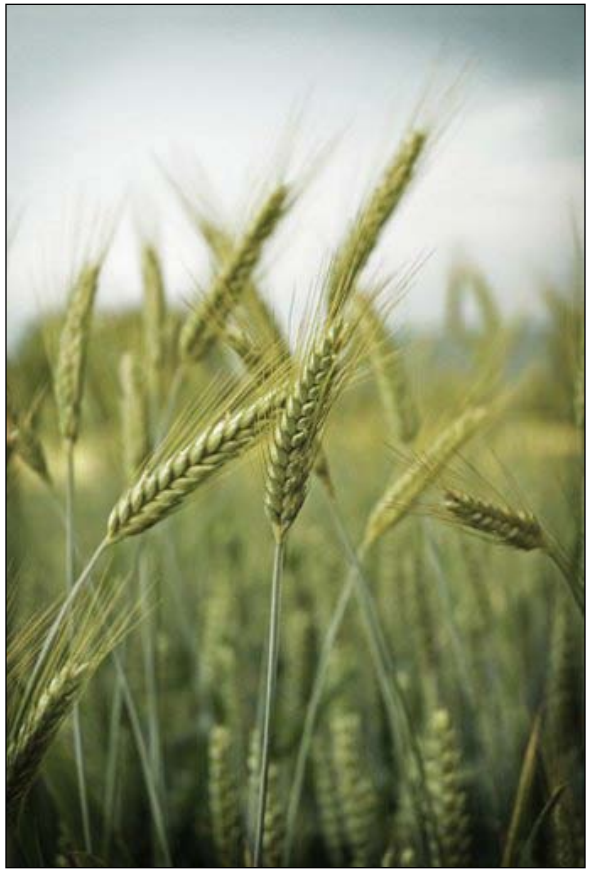
Course Structure, Format, and Materials

- **Course Structure:**
  - Modules
  - Course Evaluation (via email after class)
- **Course Format:**
  - Instructor-led training (ILT) – Training facilitated by an Instructor
- **Course Materials:**
  - Participant Guide

Course Objectives

After completing this course, you will be able to:

- Summarize the FMMI program, benefits and goals, background, system capabilities accomplishments and deployment approach
- Explain the differences between FFIS to FMMI
- Identify the FMMI process areas
- Explain the FMMI implementation phases
- Summarize the FMMI Change Management activities
- Navigate the resources for post production support



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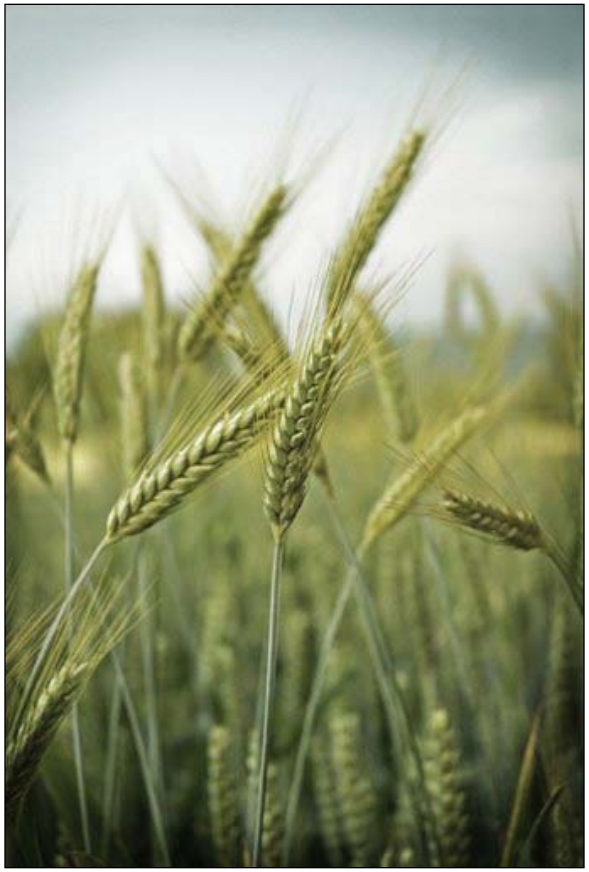
Objectives

After completing this module, you will be able to:

- Describe the FMMI overview
- Explain the goals and benefits of FMMI
- Explain the overall project timeline
- Highlight several FMMI accomplishments



FMMI Overview

FMMI
Transforming Financials at the People's Department

Project

The FMMI project is being supported by the Office of the Chief Financial Officer (OCFO) to modernize the departmental and agency financial and administrative payment and program general ledger systems.

Objective

The objective is to improve financial management performance by efficiently providing USDA with a modern, core financial management system that provides maximum support to the mission.

Solution

FMMI's software solution is SAP ERP 6.0, a commercial-off-the-shelf (COTS) enterprise resource planning (ERP) solution which replaces the legacy mainframe systems with an advanced, web-based financial management system. SAP stands for Systems, Applications and Products in Data Processing and is pronounced "S-A-P".

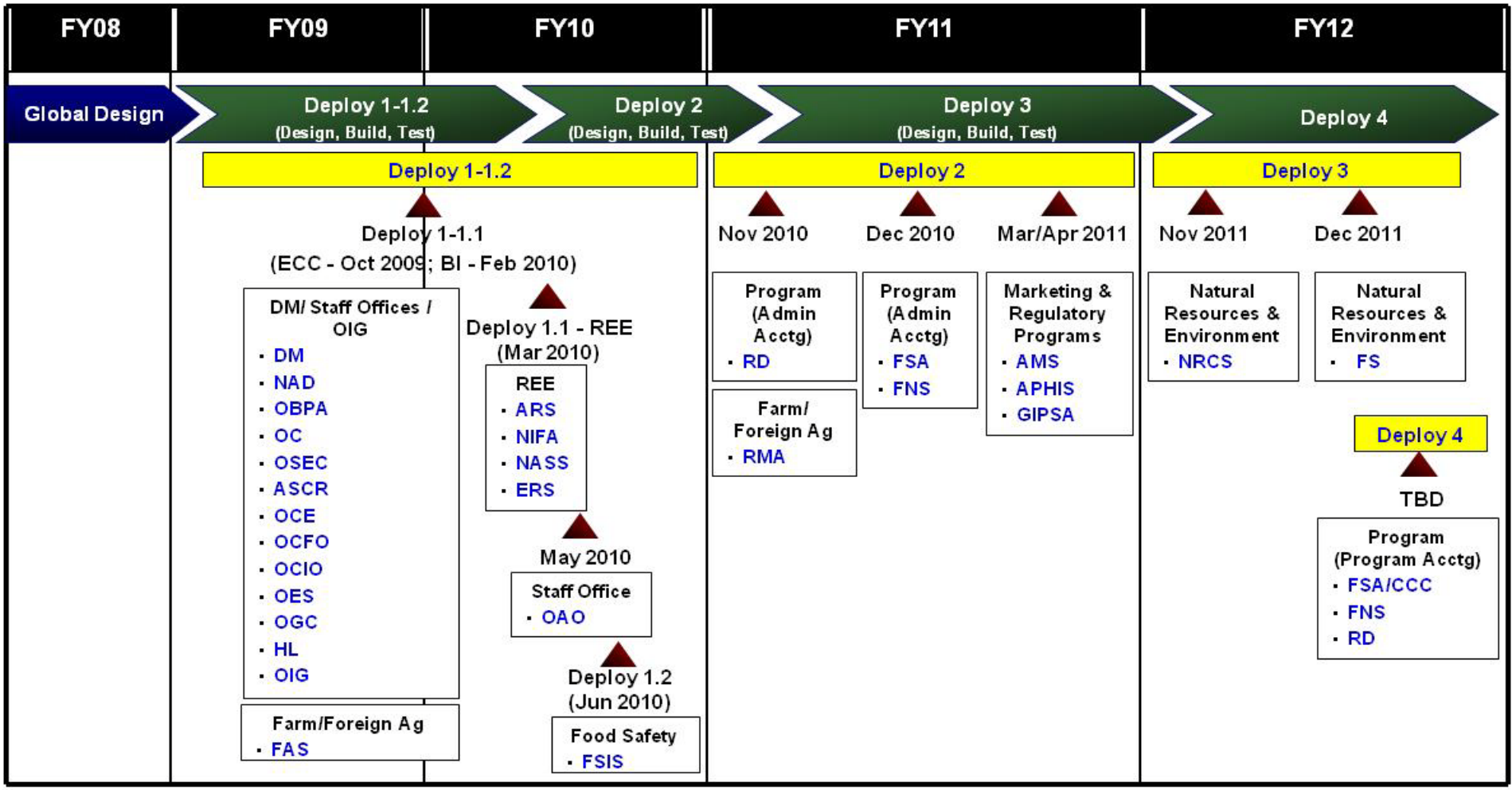
Numerous federal sector organizations use SAP.

DLA DOI Navy USDA NASA US Army IRS

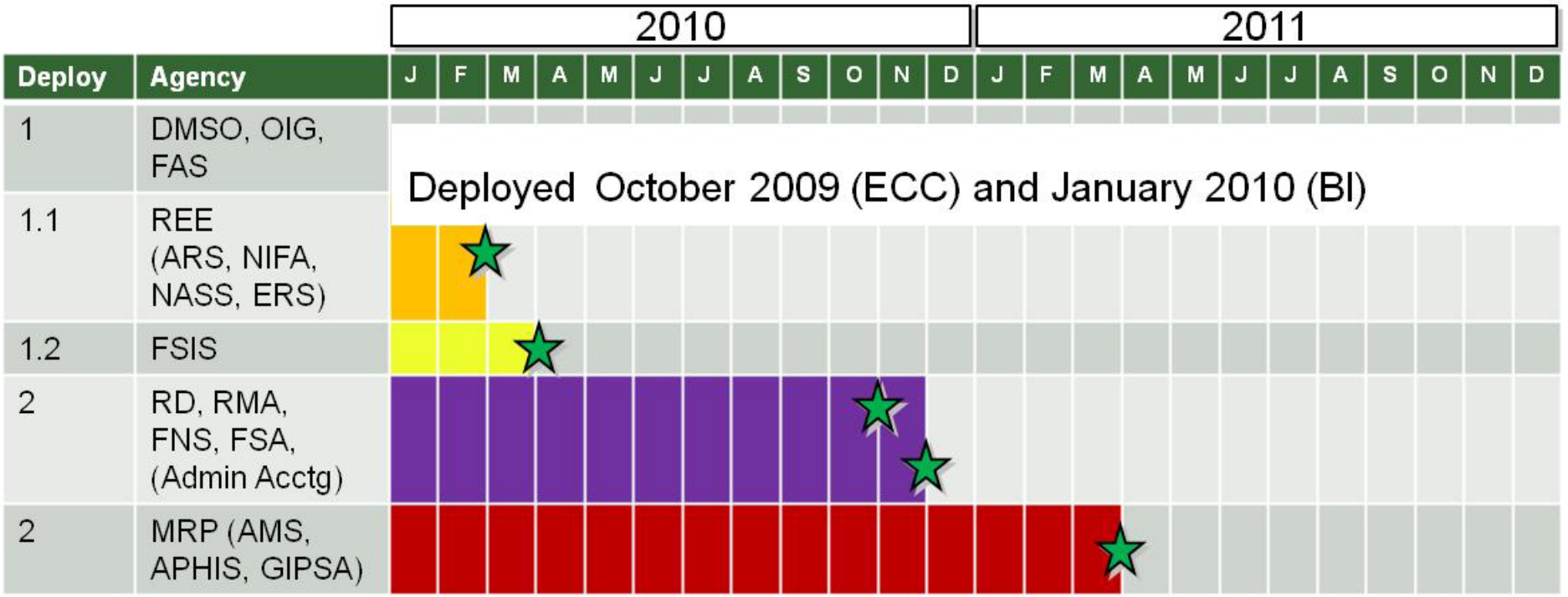
Goals and Benefits

- Address legacy system support and material weaknesses
- Deliver an integrated/real-time financial system with on-demand query capabilities
- Streamline financial-business processes
- Provide data integrity, reliability, consistency, and sharing across USDA
- Improve functional integration, accountability, internal controls, and the ability to audit transactions
- Improve financial performance and management reporting to help with decision-making
- Provide financial compliance and a backbone for future Department-wide capabilities
- Comply and integrate with Federal accounting/system standards and mandates
  - Fulfillment of Financial Management Line of Business (FMLoB)
  - Compliance with OMB Circulars A-123 and A-130 and USDA cyber security policies
  - Adherence with the President's Management Agenda (PMA) goals

Deployment Approach



Deployments 1-2 Schedule



Key Accomplishments

Team	Accomplishments
Functional / Master Data	• Developed FMMI Business Process Designs including end-to-end process flows and Configuration Rationales for USDA configuration • Designed solution for Deployment 2 functionality • Assisted Agencies in the creation and validation of Master Data (e.g., Funds, Fund Centers, Cost Centers, WBS Elements) • Developed 1,000,000+ active Shorthand Codes
Testing	• Executed 1400+ FMMI System Test scripts, which include 18 corporate interfaces covering all D1 Agencies • Tested and deployed BI reports in February 2010 • Conducted regression test of FMMI D1 solution with users from REE and FSIS Agencies
Candidate Systems & Interfaces	• Deployed and operationalized the following interfaces: Payroll, CCR, CPAIS, FSDW, SPS, GovTrip, IAS, INTR, IPAC, Lockbox, NEMP, PVND, SmartPay2, SUBI, TELE, UTVN, WebTA, PROP, TRVL, ACRWS, and MINC • Performed requirement assessments for multiple D2 Agency systems

Key Accomplishments (Cont'd)

Team	Accomplishments
Communication and Sponsorship	• Launched FMMI website • Distributed multiple user communications • Provided FMMI Change Discussion Guide to support Agencies
Role Alignment	• Created 100+ user roles • Deployed FMMI to 1500+ users as of 6/21/10 • DMSO=522; FAS=239; REE=548, FSIS=219
Training and Performance Support	• Delivered training to 1700+ users (32 courses built and delivered via 500+ offerings) • Provided 500+ Online Help Procedures and Job Aids to user community
Operations & Maintenance	• Processed 55,700+ payments; total dollars paid $374,600,000+ • Processed 13,400+ Gov Trip invoices, total paid $12,590,000+ • Logged 1100+ Remedy Tickets; over 85% have been resolved

Key Accomplishments (Cont'd)

Team	Accomplishments
Technical Architecture (e.g., Security, Portal)	• Built FMMI Environments at NFC Data Center • Completed Disaster Recovery Testing of FMMI application NFC Backup Computing Facility (BCF) • Achieved Authority to Operate (ATO) for FMMI system
Data Cleansing & Conversion	• Converted more than 14,500 obligations; 3,600 travel authorizations; 450 travel vouchers; 20,000 accruals from FFIS to FMMI • Converted 370K Vendors (FFIS), 350K Vendors (CCR), 340K Customers, and 100K Project Systems/WBS Elements
Business Intelligence (BI)	• Deployed the Business Intelligence solution to currently deployed Agencies and Staff Offices - 17 reports across 7 functional areas

Module Summary

In this module, you have learned to:

- Describe the FMMI overview
- Explain the goals and benefits of FMMI
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- Highlight several FMMI accomplishments

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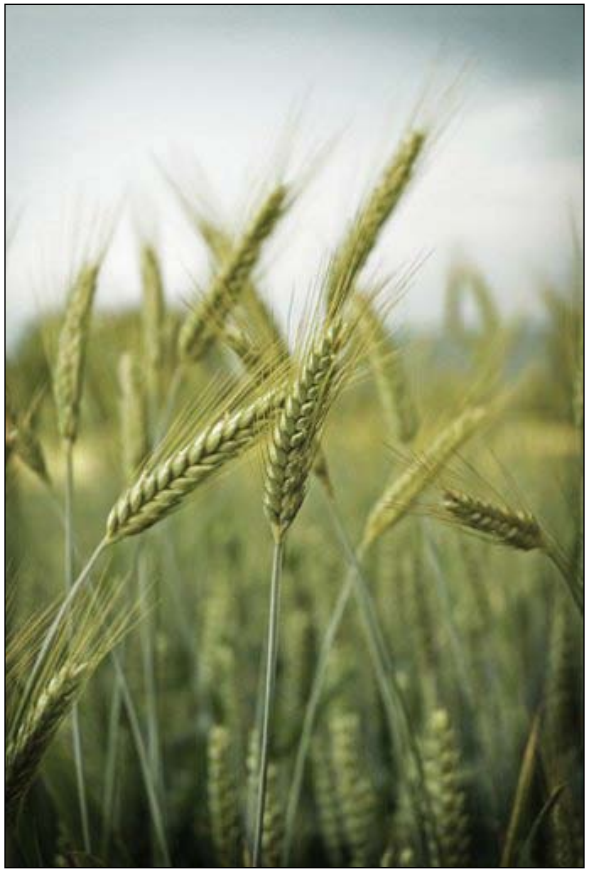
Objectives

After completing this module, you will be able to:

- Describe high level comparison between key features of FFIS vs. FMMI
- Explain the FMMI system “look and feel”, access, and core SAP functionality
- Explain the FMMI financial process flow
- Discuss the FMMI process areas
- Identify the corporate systems integrating with FMMI



FFIS to FMMI: Terminology

FFIS	FMMI
Treasury Symbol	Application of Funds
Fund	Fund
Budget Organization	Cost Center
Program	Functional Area
Job Code (Project)	Work Breakdown Structure (WBS)

Note: A detailed FMMI glossary can be found on the FMMI website at http://info.fmmi.usda.gov/

FFIS to FMMI: System Features

FFIS	FMMI
Multiple Agency-owned applications	One instance – all Agencies/Staff Offices will operate in the same application
Front-end system – mainframe computer used for large scale computing	Commercial off-the-shelf (COTS), web-based Enterprise Resource Planning (ERP) system; front end single entry via a Portal
Multiple logons	Secure single sign-on through eAuthentication
Redundant data entry, re-working same data among multiple systems, and then reconciling data differences	Enhanced process capabilities (e.g., funds control/accountability, cost analysis/management, budgeting/execution)

FFIS to FMMI: System Features (Cont'd)

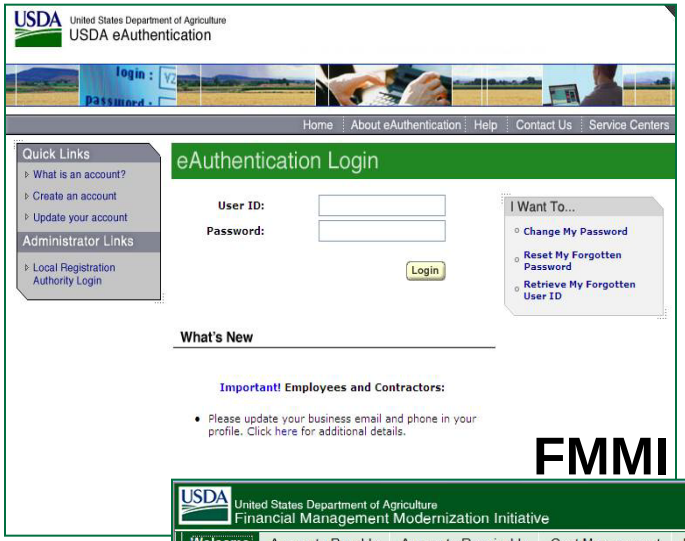
FFIS	FMMI
Reporting updates nightly	Robust document and reporting capabilities (e.g., real-time reporting, drill-downs)
Table driven system for processing and review	Module or functional system that allows transaction specific processing
Associate Job Codes with specific Projects	Module (Project Systems – WBS) specifically designed to track projects at multiple levels
Department controlled fixed length Shorthand Code structure	Agency-defined flexible Shorthand Code structure (up to 27 characters)

Enterprise Solution

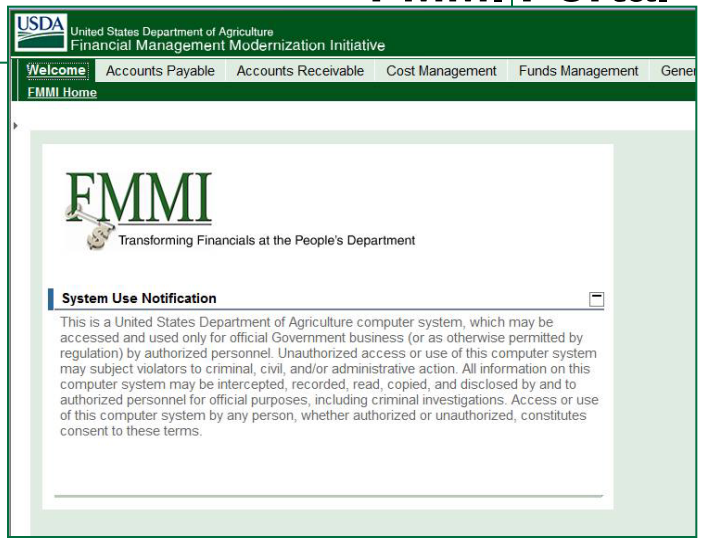
FMMI System

- Web-based access
- Single sign-on integrated with eAuthentication
- Single integrated application with access to financial transactions and reporting
- Role-based access control
- Real-time business transactions
- FMMI Online Help and Context-sensitive Help to training materials, simulations, and job aids

eAuthentication Login

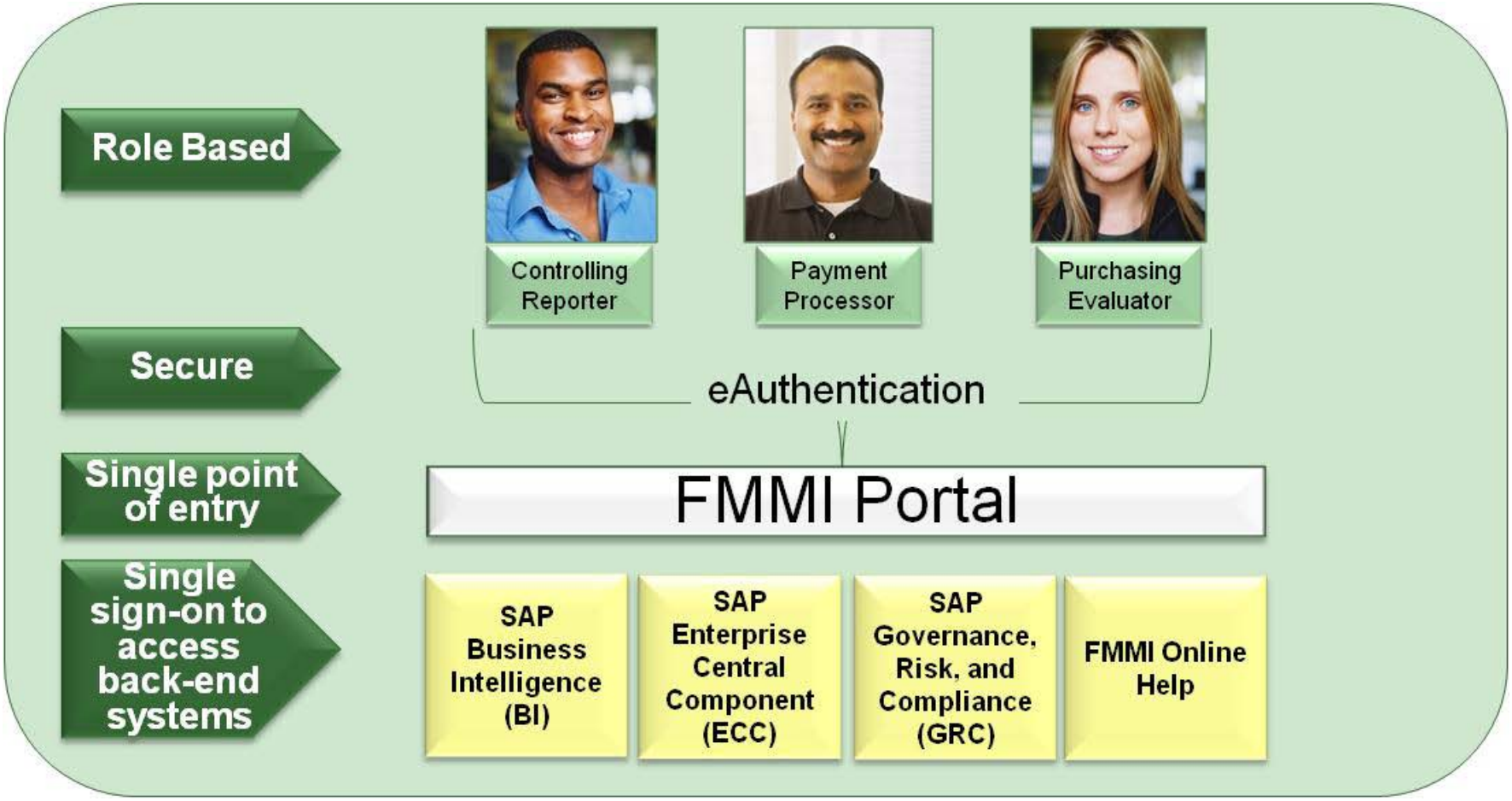


FMMI Portal



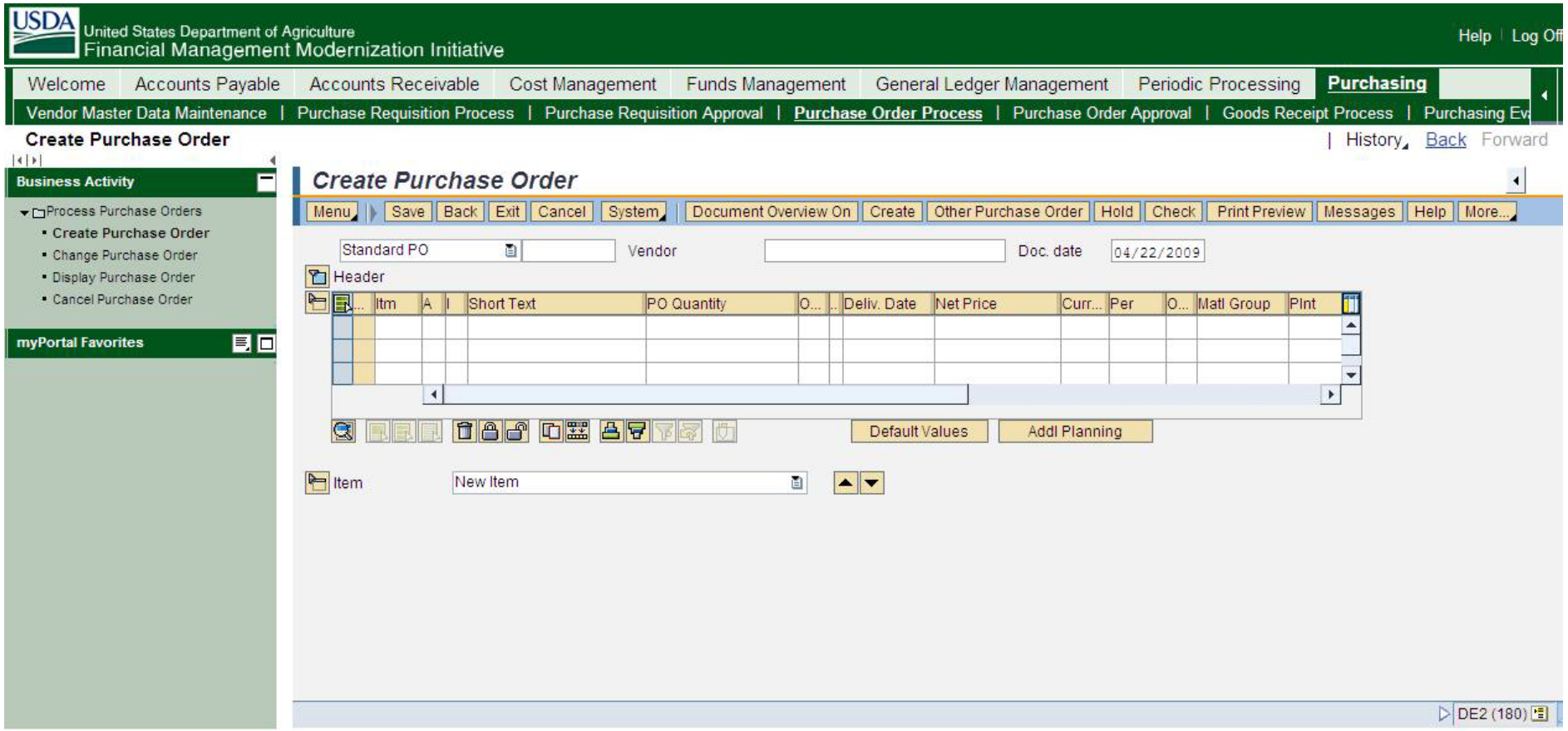
FMMI Portal

The FMMI Portal is a web-based single point of entry into FMMI.



System Look and Feel

Here is an example of a FMMI screen:

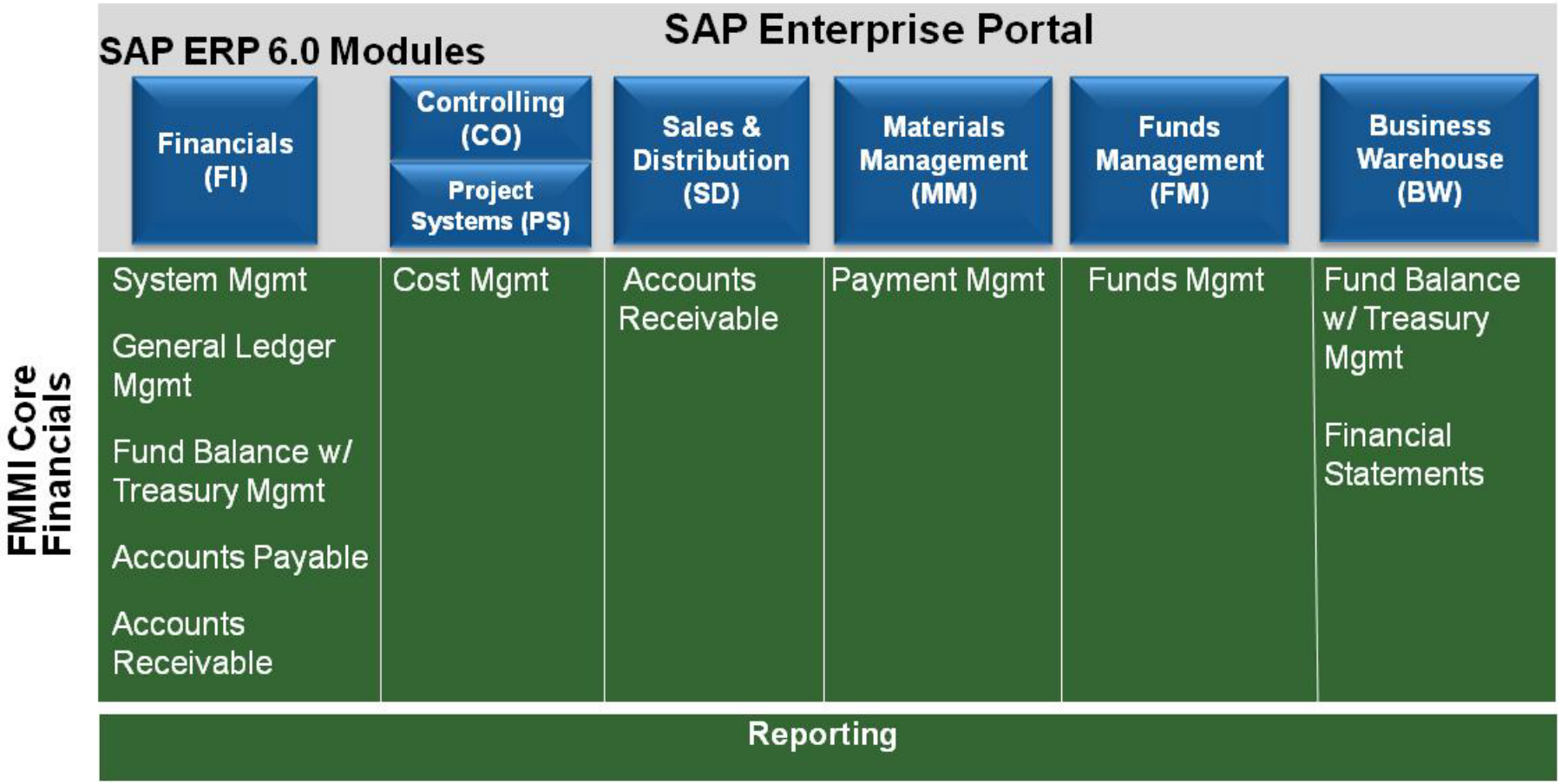


System Access

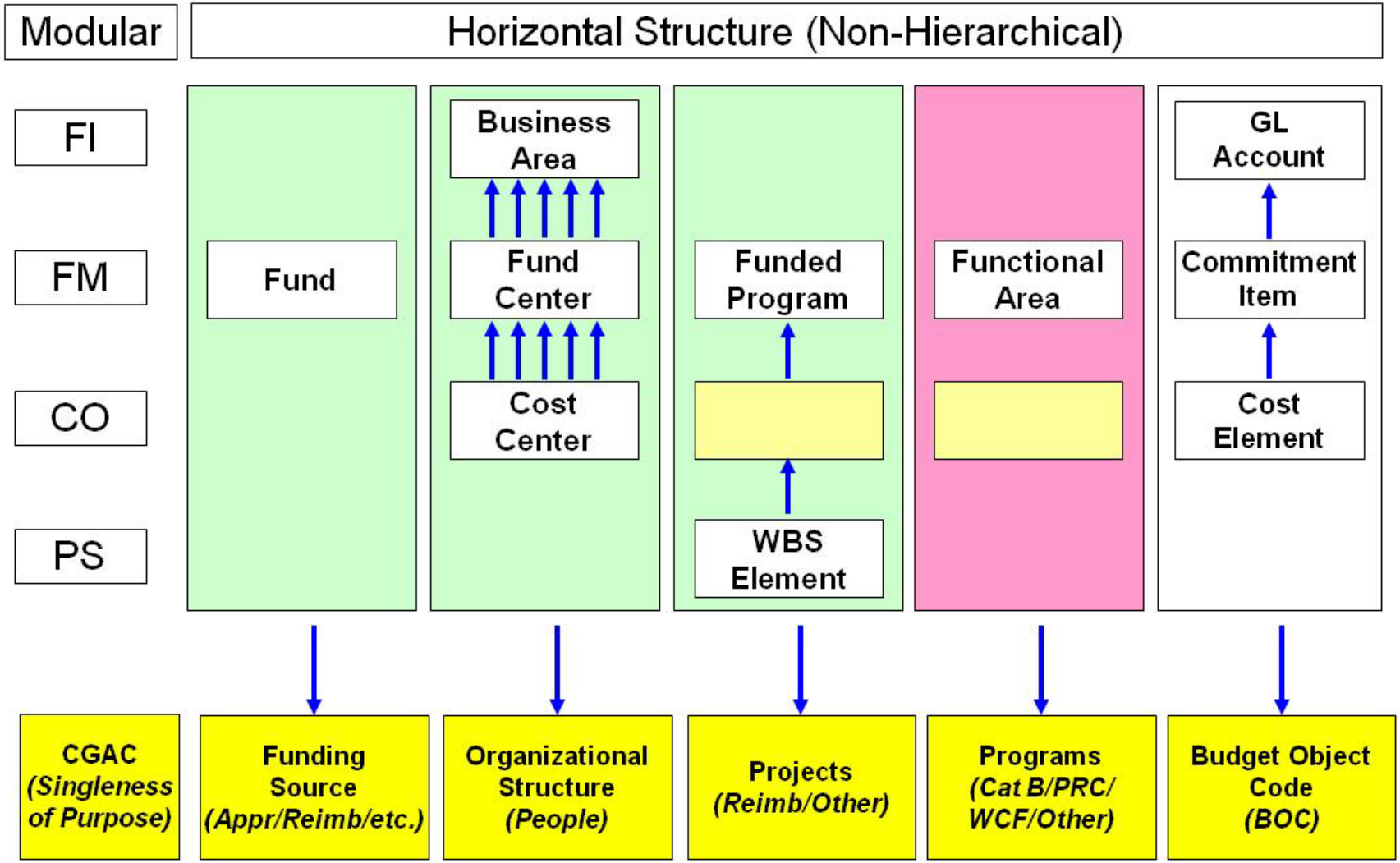
How do I access the FMMI system?

- Log on to FMMI using Internet Explorer
  - No additional desktop client software is required
- Access the FMMI website to launch the application
- Sign on to FMMI using your Level 2 eAuthentication username and password
  - Integration with eAuthentication means you will have single sign-on between FMMI and other USDA applications such as AgLearn
  - FMMI roles determine what activities a user performs when using the system and what sections of the system a user has access to
- To view the required FMMI computer settings on the FMMI website: http://info.fmmi.usda.gov/Policy/Reference.html

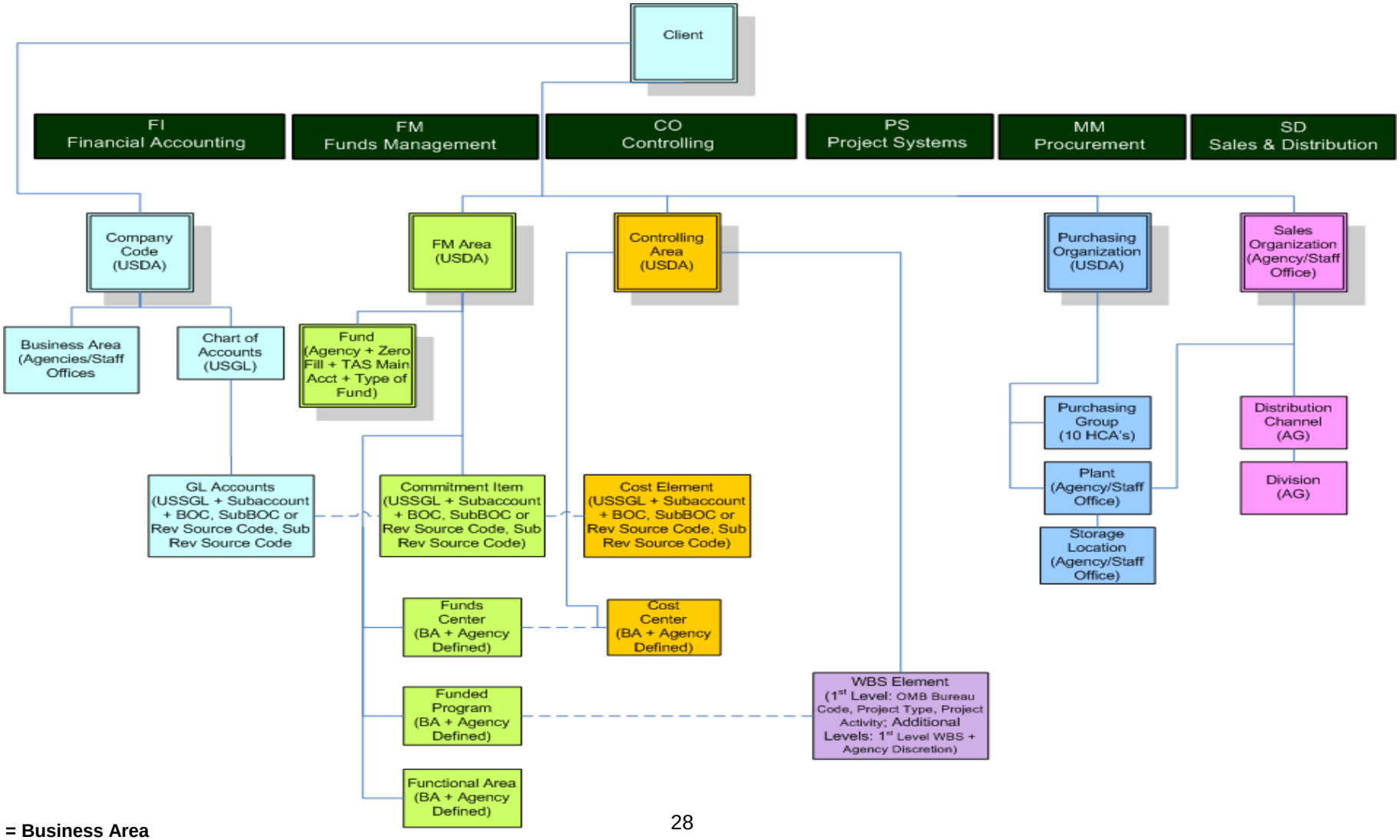
Core Financials in SAP



Accounting Data Overview - SAP



Organizational Hierarchy



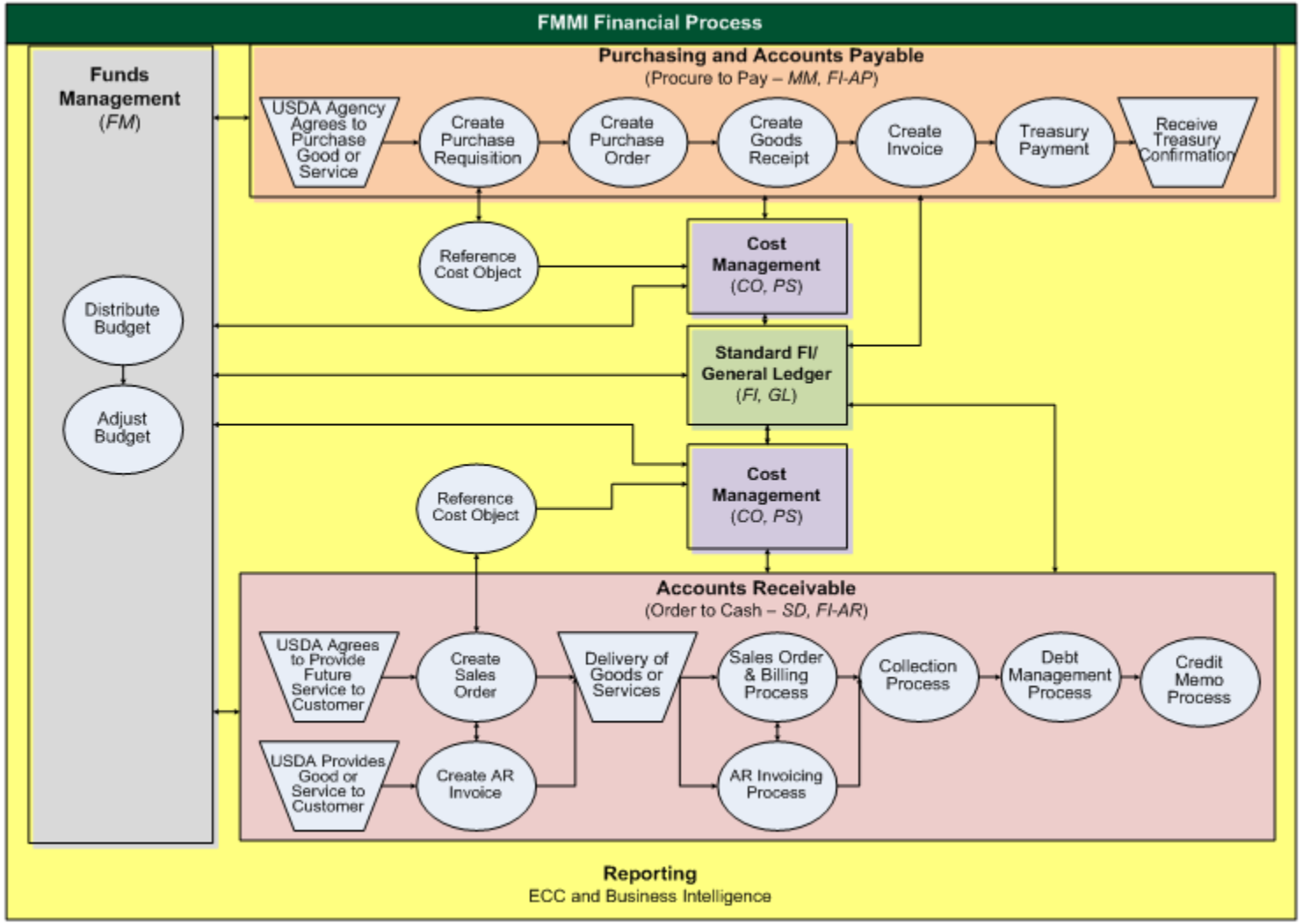
BA = Business Area

Master Data

The FMMI Core team is working with the Deployment 2 Agencies to confirm Agency specific processes and to finalize their FMMI Accounting Data Structures (Master Data such as WBS Elements)

Master Data	Example
Application of Funds (TAS)	12X2300
Fund	RM0002300D
Funds Center	RM01010000
Cost Center	RM01010000
Functional Area	RM01ABC00000
WBS Element	RM.RA.ABCD.FS
Shorthand Code	Agency-defined Shorthand Code, up to 27 characters

FMMI Financial Process Flow



Funds Management

Funds Management - How USDA supports activities associated with executing budget, distribution and monitoring USDA's resources and available funds. The Funds Management function consists of three major transactions:

- Perform Budget Distribution
- Process Reservation
- Create Funds Commitment

What is staying the same/what is changing:

- The distribution process in FFIS was 'hierarchical' in terms of how money moved from one level to the next
- In FMMI, this process is 'integrated' in that there are five budgetary elements that are used *simultaneously* when administering budget: Fund, Fund Center, Funded Program, Functional Area, Commitment Item

General Ledger

General Ledger - How USDA complies with the financial, budgetary, and statutory reporting requirements. Every transaction resulting in a financial impact posts to the General Ledger. General Ledger activities processed by FMMI include:

- Create Accruals
- Process Adjustments
- Executing Financial Reporting
- Execute Statement of Transactions (SF-224)
- Execute FACTS reporting

What is staying the same/what is changing:

- Accruals and adjustments are managed the same way in FMMI as they are in FFIS

Purchasing

Purchasing - How USDA manages the phases of materials management: initiating, processing, and recording purchasing activities. Purchasing in FMMI includes:

- Procure materials and services
- Monitor deliveries from and payments to vendors

What is staying the same/what is changing:

- IAS will continue to be the primary purchasing system for all FAR contracts and large purchases
- SmartPay 2 (USBank) will continue for fleet and purchase card transactions
- The Central Contractor Registry (CCR) maintained by DOD is the primary source for non-federal vendors. It will be incumbent upon vendors to keep their information accurate in CCR.

Accounts Payable

Accounts Payable - How USDA maintains, updates, and processes vendor invoices and payments. The FMMI system enables USDA to perform the following invoicing and payment activities:

- Receive and record requests for payment from supplier entities with or without purchasing activity from materials management
- Process and record payments to supplier entities for goods or services provided

What is staying the same/what is changing:

- Real-time data posting and processing
- Access to current vendor balance
- Document chain which creates a link between all related documents

Accounts Receivable

Accounts Receivable - How USDA records, manages, and collects receivables due from customers. The FMMI system enables USDA to perform the following accounts receivable activities:

- Process and records receivables
- Dispense bills to customers
- Manage and collect debt
- Process Sales Orders

What is staying the same/what is changing:

- Inter-agency agreements between USDA Agencies will no longer require Intra-Governmental Payment and Collection (IPAC) payments to Treasury. When the SAP payment program runs, both sides of the transaction will automatically clear to cash, greatly reducing elimination issues.
- FMMI functionality provides fee schedules -- groups of interest, penalty, and administrative fees -- which are based on current USDA fees on overdue receivables
- FMMI users have the capability to manage interest and penalty fees and installment plans for individual receivables, as well as for each customer, giving USDA FMMI users greater flexibility in assessing fees on late receivables

Cost Management

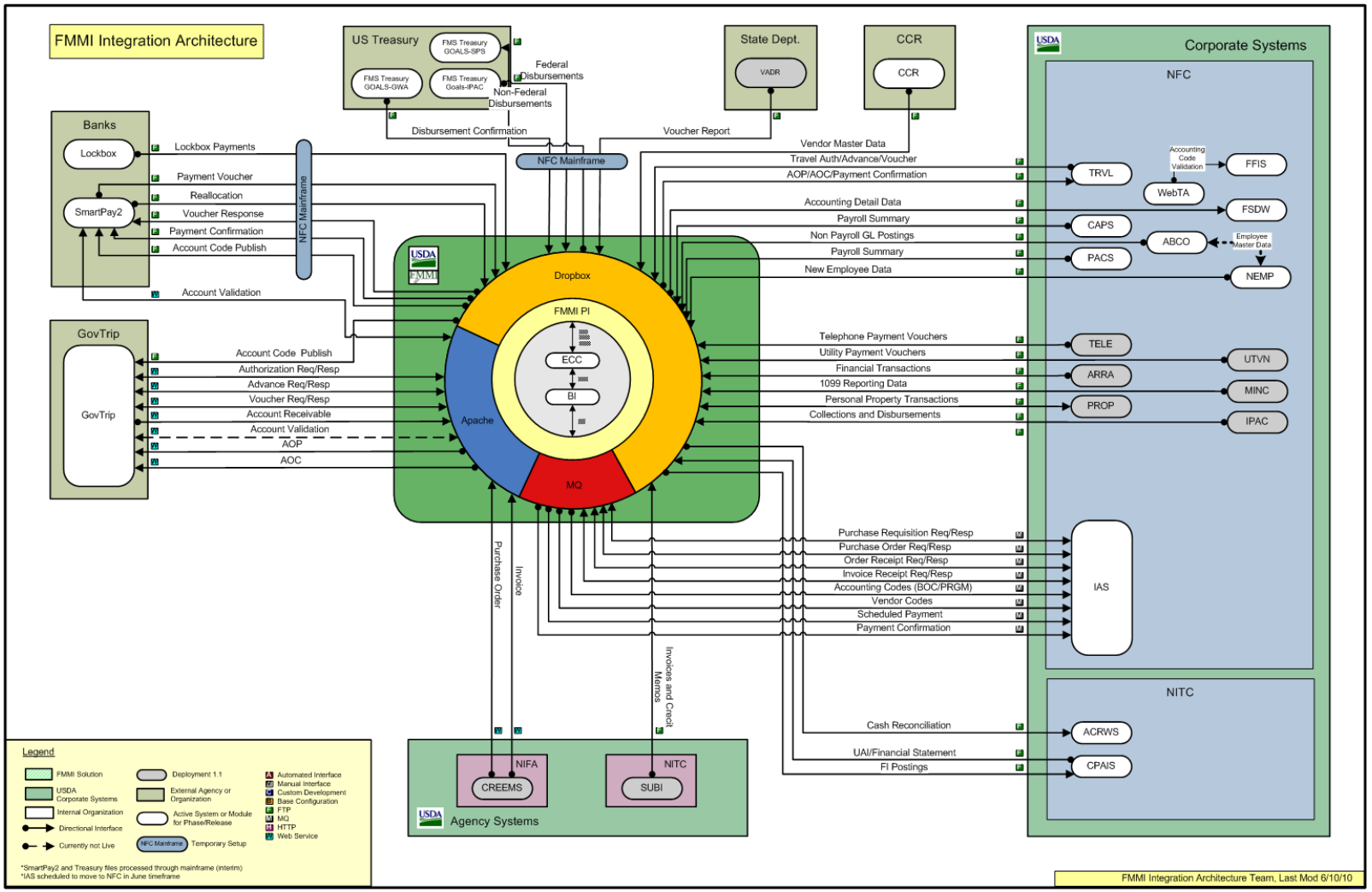
Cost Management - How USDA records, tracks, and measures the flow of costs and revenue. Cost Management in FMMI includes:

- Monitor and control expenditures and revenues
- Distribute expenses collected in Cost Objects to other Cost Objects in designated organizational structures that are responsible for these costs
- Support billing of customers for all distributed costs incurred on Work Breakdown Structure (WBS) elements

What is staying the same/what is changing:

- Cost Collection is carried out using WBS Elements and Cost Centers
- Cost Allocation in the legacy system is similar to Cost Allocation in FMMI (including Budgetary Impacts)

Integration Architecture



Corporate Systems

The following are the Corporate Department-wide systems that have been identified to be subsumed or interfaced with FMMI:

ACRWS – interface for cash reconciliation	**MASCVal** – interface for shorthand codes
ABCO – interface for employee related transactions	**MINC** – interface for miscellaneous income
ARRA – American Recovery Reinvestment Act	**NEMP** – interface for employee record updates
CAPS – interface for payroll related processing	**PACS** – interface for payroll processing
CPAIS – interface for property accounting	**PROP** – interface for personal property system
FFIS – accounting system to be subsumed by FMMI	**TELE and UTVN** – interfaces for telephone and utility payments
FSDW – interface for consolidated financial statements	**TRVL** – interface for relocation transactions
IAS – interface for non-direct entry procurement processing	**WebTA** – interface for time & attendance code validation

External Systems

The following are External systems that have been identified to be subsumed or interfaced with FMMI:

CCR – interface for registered vendor master data
GovTrip – interface for Government travel transactions
Lockbox – interface for Government payment receipt and processing
FMS Treasury/GOALS – interface for IPAC and SPS payment processing – includes GWA, SPS, and IPAC (Intra-Governmental Payment and Collection)
SmartPay2 – interface for fleet/purchase card processing

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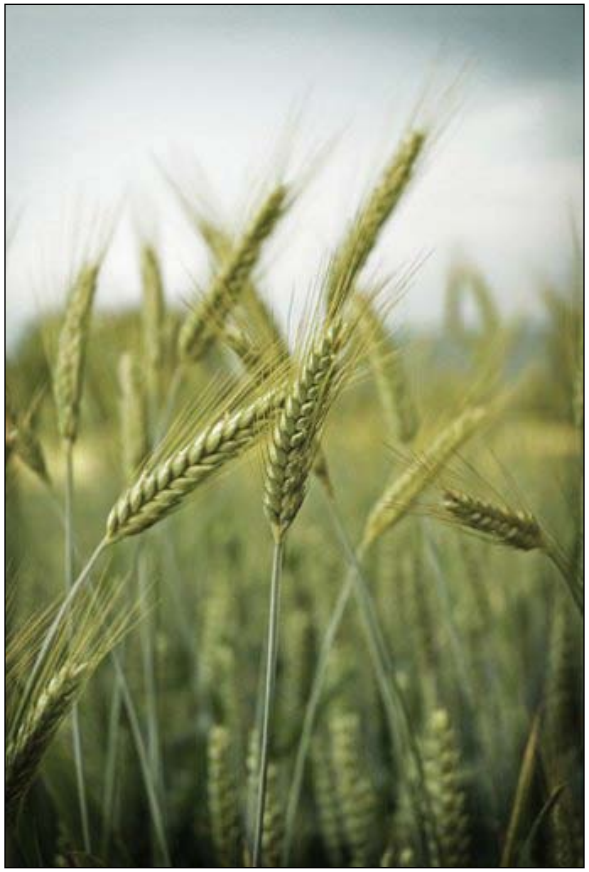
Objectives

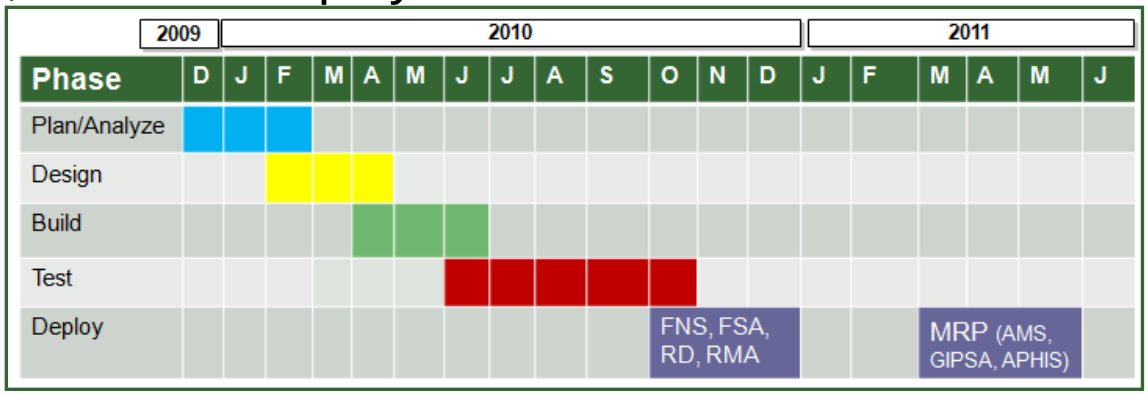
After completing this module, you will be able to:

- Explain Agency implementation efforts
- Explain key FMMI preparation activities
- Explain the importance of Change Management
- Identify FMMI communication tools
- Discuss FMMI roles
- Explain the FMMI training approach
- Discuss post implementation performance support



FMMI Implementation Phases

USDA Agency teams are active participants in all project phases helping to develop the solution. The phases of the FMMI project are Plan, Analyze, Design, Build, Test and Deploy.



Key accomplishments include:

Plan / Analyze Phase (December 2009 – February 2010):

- ✓ Completed common understanding and confirmation of FMMI requirements
- ✓ Conducted high-level analysis of USDA "As-Is" financial processes for Corporate System Interfaces with all Agencies
- ✓ Held Deployment 2 Implementation Kickoff with Agencies

FMMI Implementation Phases

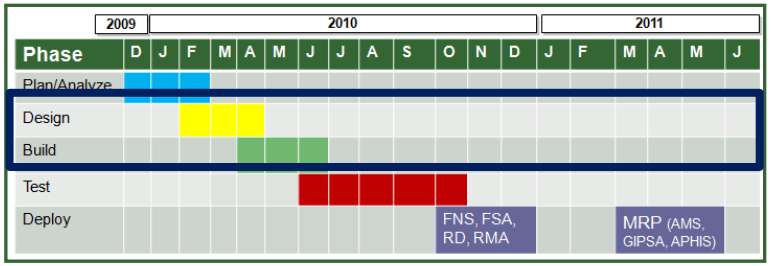
Key accomplishments include:

Design Phase (February – May 2010):

- ✓ Conducted Design Working Group Sessions with all Agencies
- ✓ Conducted Conference Room Pilots with all Agencies
- ✓ Developed plans and tools to support the transition of users to FMMI
- ✓ Created end-to-end Business Process Flows
- ✓ Began conducting weekly implementation calls for the Deployment 2 Agencies

Build Phase (April – July 2010):

- ✓ Defined Master Data and conducted Agency specific process discussions
- ✓ Conducted Security requirement activities
- ✓ Developed and distributed communication materials
- ✓ Mapped users to roles
- ✓ Built training courses
- ✓ Collected D2 Agency Master Data
- ✓ Loaded Mock data



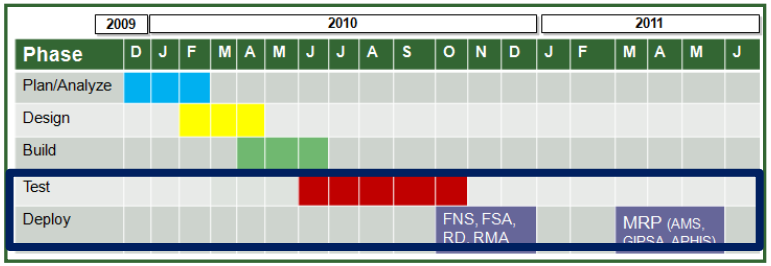
FMMI Implementation Phases

Test Phase (June-November 2010):

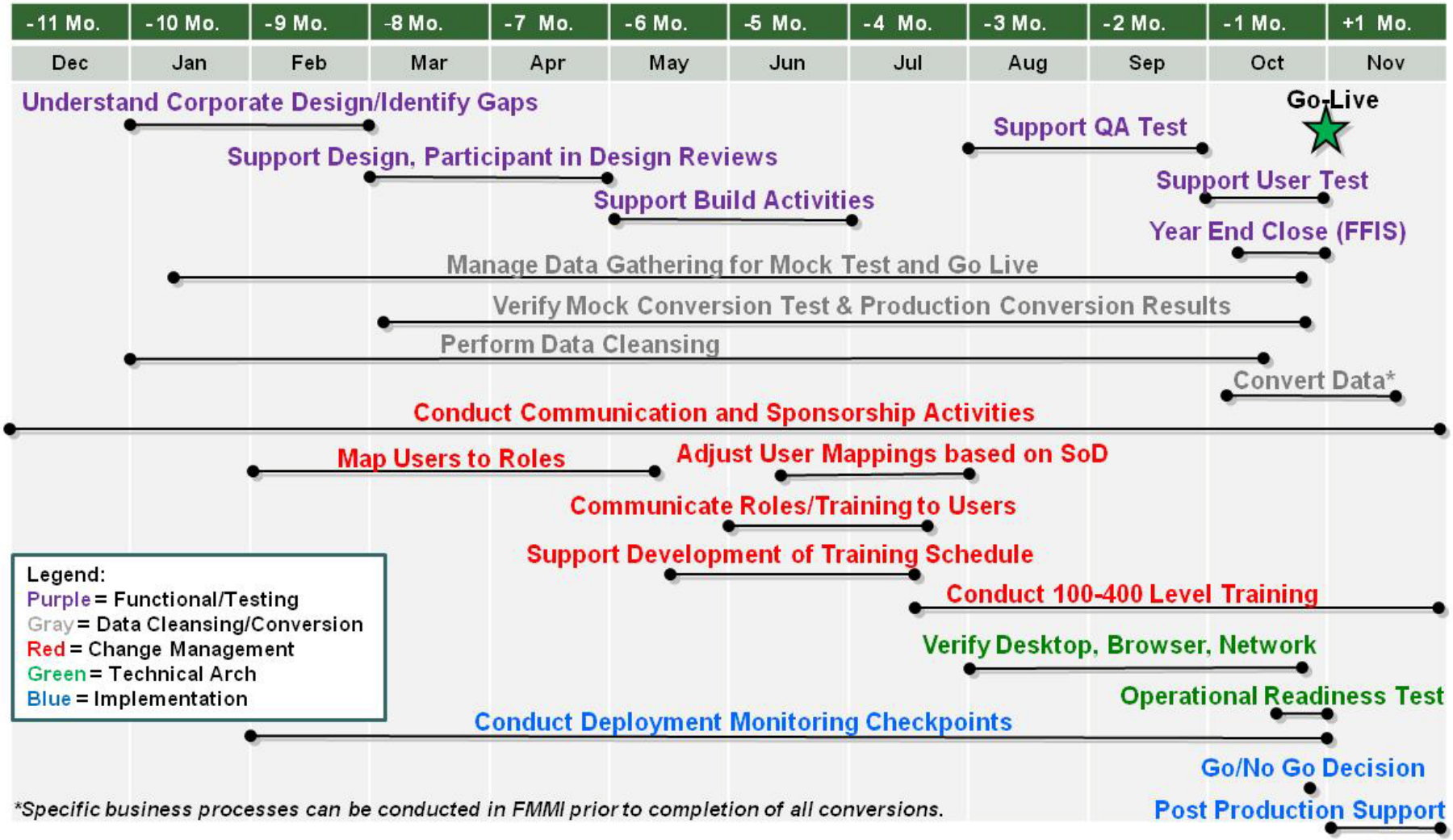
- ✓ Conduct mock conversions, product testing, quality assurance testing and user acceptance testing (UAT)
- ✓ Deliver training courses and communications to users

Deploy Phase (November 2010- March 2011):

- ✓ Execute cutover to new FMMI system
- ✓ Provide additional support during training and deployment



Timeline of Implementation Activities for Agencies



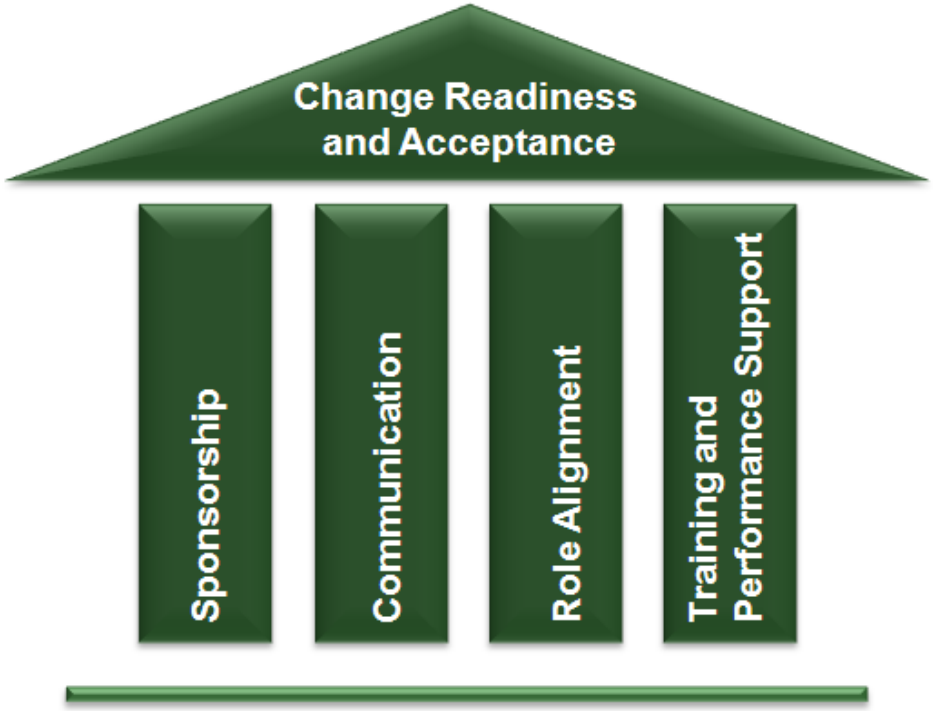
Why is Change Management Important?

- People, by nature, tend to prefer to keep things the way they are
- People are accustomed to a familiar way to perform their work, so change does not readily happen on its own
- People's ability to adapt to change, and work effectively and efficiently in the new FMMI environment, will ultimately determine FMMI's success
- People are more likely to succeed through a transition, such as FMMI, when change is managed effectively, using proven methods
- When people succeed, organizations succeed

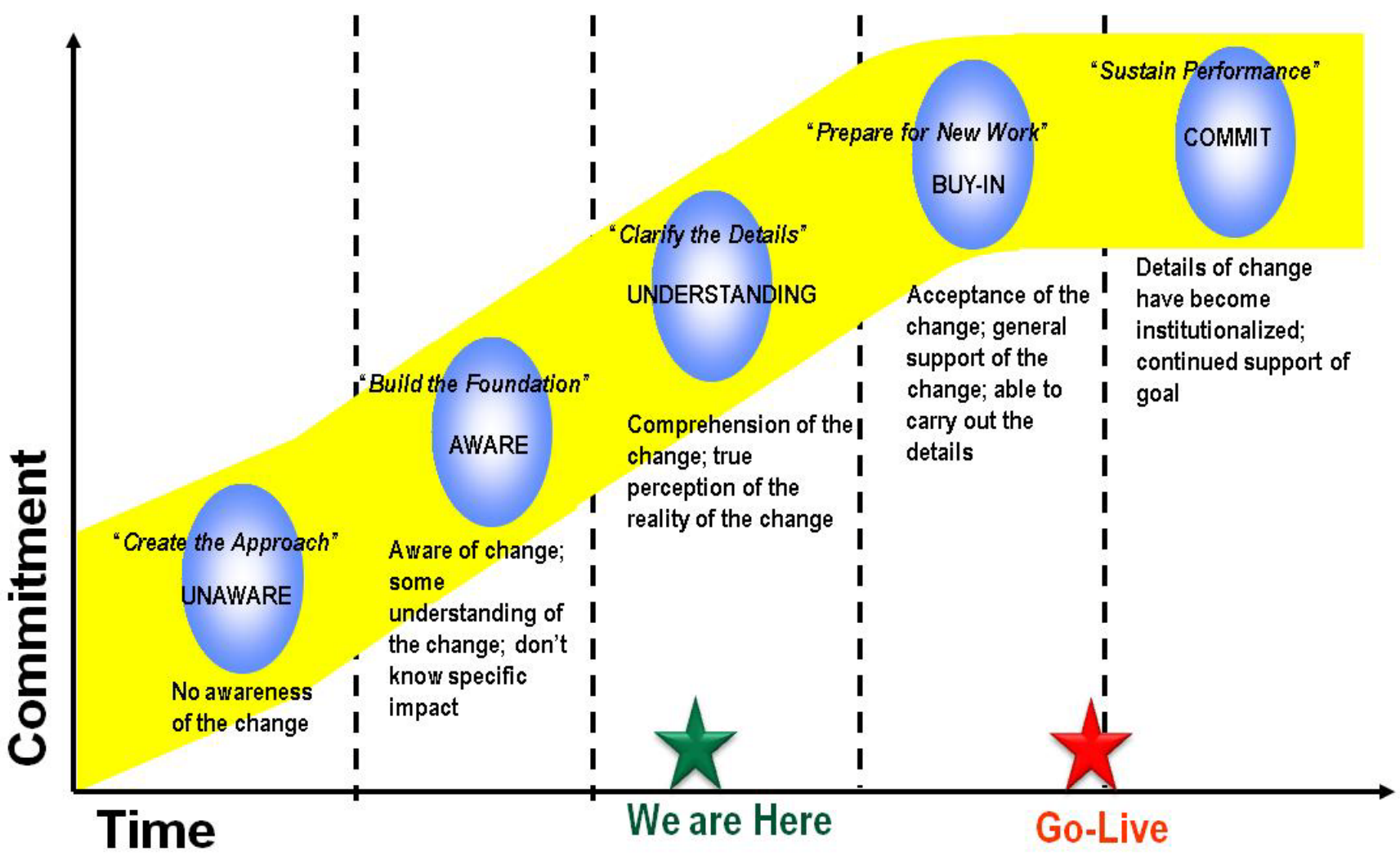
Change Management Overview

The objective of the FMMI Change Management approach is to achieve successful implementation and acceptance of FMMI changes through:

Key Pillars of Successful Change Management



Change Management Curve



Preparing Users for FMMI

Methods to prepare users to move along the Change Curve from '*No awareness*' to '*Buy-in*' and '*Commitment*':

Communication

- Change Discussions
- FMMI Website
- FMMI in the News
- Newsflash
- FMMI Mailbox

Training

- Hands-On Instructor Led Classroom training and Web-based Training via AgLearn based on roles
- Online Help (access to training, simulations, and detailed online help procedures)

Role Alignment

- Develop and share clear role definitions
- Align people to new or changes to roles prior to training and cutover

Communication

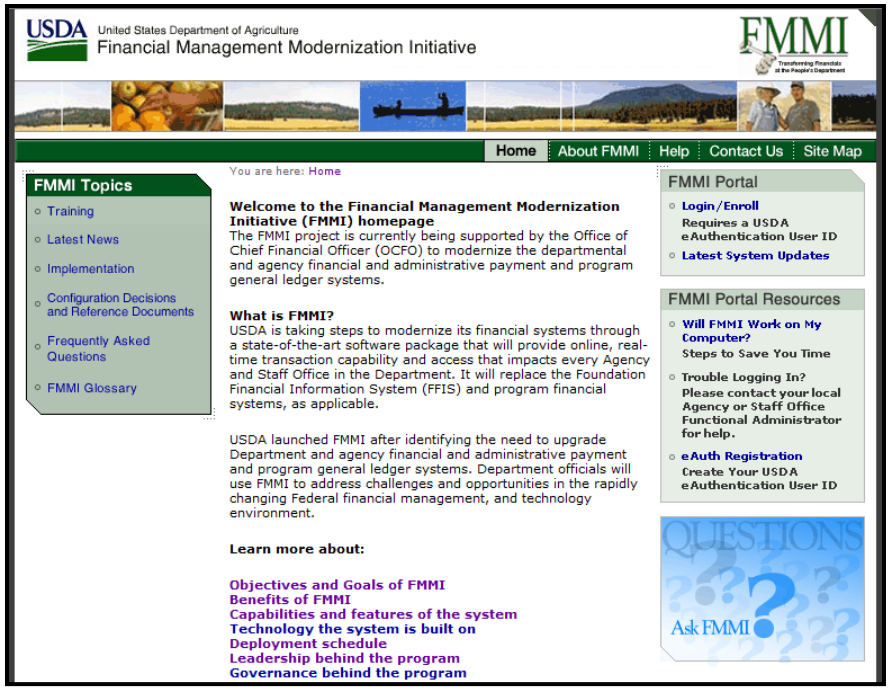
Through FMMI Communications we seek, create, accept and take advantage of opportunities to tell the FMMI story.

- Deliver relevant, timely, and accurate information to all USDA employees impacted by FMMI
- Build understanding and commitment in the business by focusing messages on value, benefits, and measurable progress; provide stakeholders with “context” and why the change is right for USDA
- Provide internal and external stakeholders with the appropriate messages to enable them to feel engaged
- Manage a targeted, tiered communication plan to deliver the right message to the right people at the right time by the right person

FMMI Website

Bookmark the FMMI website for more, readily available information:

- About FMMI
- Training
- Latest News
- Implementation
- Policy Decisions / Documentation
- Frequently Asked Questions
- FMMI Glossary
- Latest System Updates



Access the FMMI website at http://info.fmmi.usda.gov/

Role Alignment

Role alignment is the process of defining roles required to perform the reengineered FMMI business processes and then mapping people to those roles.

- Provides people the access to perform the tasks needed to achieve FMMI business benefits
- Identifies the FMMI tasks, activities, and roles needed to perform business processes and recommends alignment to the people in the current organization
- Allows for proper segregation of duties and financial controls amongst users
- Gives Security Administrators the ability to efficiently assign appropriate activities to designated users avoiding degradation in performance or service
- Leads to proper development of training courses by role

Role Names

Role names describe the work performed in FMMI.

For example, ***General Ledger***…	
…Evaluator	Ability to display transactions in FMMI
…Reporter	Ability to run reports to display and print • Enterprise Resource Planning (ERP) Central Component (ECC) Reports • Business Intelligence (BI) Reports
…Maintainer	Ability to maintain master data in FMMI
…Administrator	Ability to manage Account Assignments, Derivation Rules, etc.
…Processor	Ability to create transactions
…Approver	Ability to approve transactions/business activities at the supervisory/management level

FMMI User Roles

Funds Management	Cost Management	General Ledger	Periodic Processing
Funds Management Budget Coordinator	Agency Cost Management Master Data Maintainer	General Ledger Processor	FACTS Processor
Funds Management Budget Approver	Cost Management Administrator	General Ledger Approver	Treasury Submission Processor
Funds Management Processor	Cost Management Processor	Financial Reporter	Period End Processor
Funds Management Approver	Cost Management Evaluator	General Ledger Evaluator	
Funds Reservation Processor	Cost Management Reporter	General Ledger BI Reporter	
Funds Commitment Processor	Cost Management BI Reporter	General Ledger Master Data Maintainer	
Funds Commitment Approver	SKF Data Upload Processor	General Ledger Administrator	
Funds Management Reporter	Department Cost Management Master Data Maintainer		
Funds Management Evaluator			
Funds Management Derivation Evaluator			
Funds Management BI Reporter			
Funds Management Master Data Maintainer			
Funds Management Administrator			
ARRA Master Data Maintainer			

Current list of corporate roles as of 06/09/2010.

FMMI User Roles (Cont'd)

Operations & Maintenance	Accounts Receivable	Purchasing	Accounts Payable
Agency Security Administrator	Sales Order Processor	Purchase Requisition Processor	Invoice Processor
User Access Requestor	Sales Order Billing Processor	Purchase Requisition Approver	Invoice Approver
Help Desk-Tier 0: User Access Evaluator	Price Condition Processor	Purchase Order Processor	IAS Interface Reporter
Shorthand Code Requestor	Accounts Receivable Processor	Purchase Order Approver	Travel Advance Processor
Shorthand Code Approver	Accounts Receivable Approver	Goods Receipt Processor	Accounts Payable Evaluator
Shorthand Code Evaluator	Overhead Allocation Processor	Purchasing Reporter	Accounts Payable Reporter
Help Desk-Tier 1: User Access Evaluator	Customer Correspondence Processor	Purchasing Evaluator	Accounts Payable BI Reporter
Central Security Administrator	Cash Collections Processor	Vendor and Customer Master Data Evaluator	Bank Master Data Maintainer
BDC Session Processor	Revenue Forecasting Processor	Commercial Vendor/Customer Master Data Evaluator	Payment Processor
TRVL Transmission Processor	Debt Management Processor	Employee Vendor/Customer Master Data Evaluator	Payment Certifier
Interface Payment Authorization Processor	Debt Write-Off Processor	Invitational Travelers Vendor Master Data Evaluator	Payment Reversal Processor
CPAIS Interface Maintainer	Accounts Receivable Reporter	Purchasing BI Reporter	Treasury Disbursement Processor
MINC Table Maintainer	Sales Order Reporter	Vendor Master Data Maintainer	Accounts Payable Processor
MINC Reporter	Accounts Receivable Evaluator	Customer and Vendor Master Data Requestor	Parked FI Document Processor
Process Integration Error Monitor	Accounts Receivable BI Reporter	Customer and Vendor Master Data Approver	Bank Statement Processor
IDoc Evaluator	Customer Master Data Maintainer		
	Lockbox Processor		

Current list of corporate roles as of 06/09/2010.

How Roles Relate to Training

Role definition and mapping are closely tied to the overall training curriculum.

- Each role will drive specific training requirements based on the 'To-Be' business processes
- The training curriculum is designed around the roles determined during the Role Alignment activities
- Training and Performance Support materials are designed to meet the requirements of each role
  - Individuals will receive only the training associated with the Role(s) to which they are mapped
  - A modular approach is used to build training and performance support to maximize reuse and to allow customization of individual training needs

Change Discussions

As an enterprise-wide solution, FMMI training initiatives are supported by FMMI Change Discussions which review the following:

- Process area descriptions
- FMMI role descriptions
- Activities performed by each FMMI role
- FMMI training curriculum required for each role

The FMMI Change Discussions should be conducted at each Agency so individuals understand their FMMI roles(s), what training is required and why.

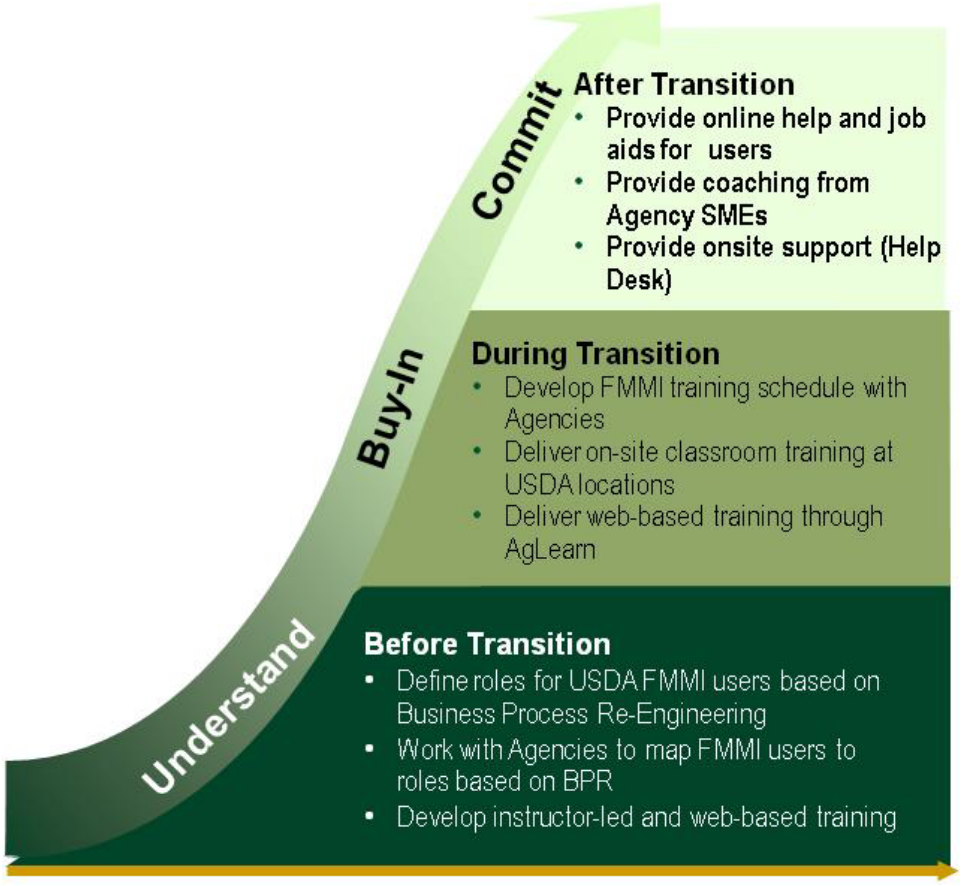
Training and Performance Support

Training and Performance Support provides each FMMI user with the knowledge, skills, and tools to succeed in their new work environment.

- Objectives:
  - Train users to perform their roles before deployment
  - Assess the effectiveness of user training before deployment
  - Provide performance support tools that can be used on the job
  - Integrate with USDA training related programs
- Approach:
  - Develop and deliver a blended learning program which combines various features from learning channels, depending on what best meets the learning needs of the audience, content, learning objectives, and business case

Training and Performance Support

FMMI training uses a multi-level, building-block approach to transition users to the FMMI system.



FMMI Online Help (Job Aids, Simulations, Quick Reference Guides)

Agency SMEs

Help Desk

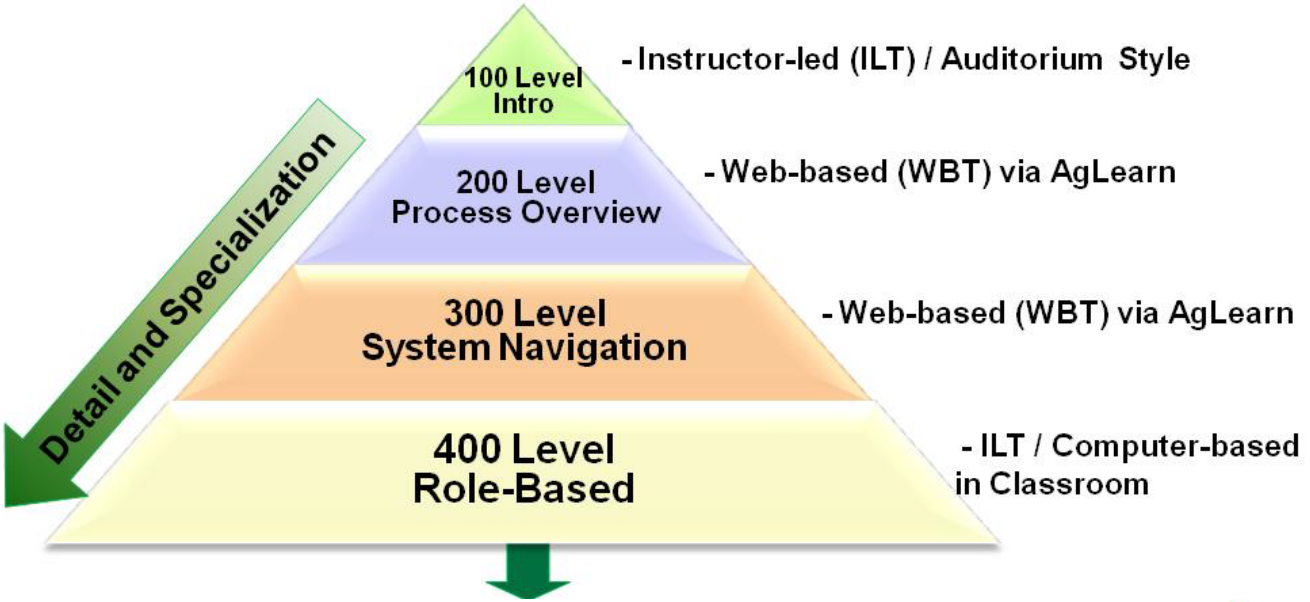
Instructor-led Training (ILT) via Classroom or Auditorium

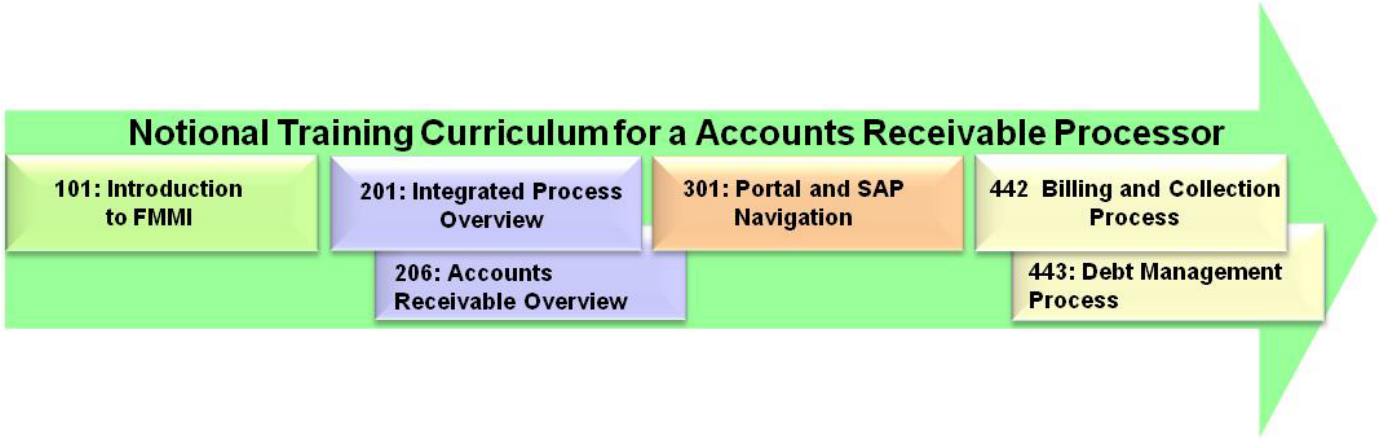
Web-based Training (WBT) via AgLearn

Role Mapping Workshops

Change Discussions

Training Curriculum Levels





Training Curriculum Descriptions

Transforming Financials at the People's Department

100 Level – Introduction to FMMI	200 Level – Process Overview	300 Level – System Navigation	400 Level – Role-Based
▪ Provide an overview of the FMMI program and develop further awareness of the impact of FMMI on USDA financial management ▪ Explain the purpose of the FMMI program and reasons for change, the changes to the high level processes, the roles in the FMMI system, the benefits of the new processes and systems, and impacts to the business ▪ Understand how you will be trained for your role in the system	▪ Describes the new organization and how it executes the core "to-be" processes ▪ Provides a high-level understanding of the core financial processes for each functional area ▪ Includes the core process flow, processes within the core process, key concepts and conceptual changes to the process, and roles aligned to the process that will be used to measure and monitor the "health" of the core process	▪ Provides hands-on practice navigating the FMMI Portal and SAP ▪ Includes log on procedures, use of icons, key navigation concepts, menu selections and paths, tool bars, reports, and FMMI Online Help	▪ Provides hands-on training and detailed instructions on how to use the FMMI system to execute system transactions and manual procedures ▪ Includes business concepts, definitions, roles, changes, learning how to perform detailed transactions, data entry, using application functionality, and performing manual procedural steps
Instructor-led via Auditorium	**Self-study in AgLearn**	**Self-study in AgLearn**	**Instructor-led in Classroom**
~ ½ day	< ½ day each	~ ½ - 1 day each	~ ½ - 1.5 days each

Training Tools and Materials

1. Paper-based Materials
   - Instructor Materials
   - Participant Materials
   - Activity Workbook
2. eLearning Materials
   - Simulations
   - Web-based Training
   - Online Help Procedures
3. Learning Management System
   - Web-based Training via USDA's AgLearn
4. Hands-on Practice (Training Environment)
   - 400 Level Course Challenge
5. Course Evaluation
6. Performance Support
   - FMMI Online Help
   - Job Aids

Instructional Methods

Training Delivery

Instructor-Led Training Courses (100 and 400 Level):

- Training courses will be scheduled centrally by the Change Management team by coordinating with the Agency Training Leads
- Due to the large number of users to train for Deployment 2, classes may contain participants from various agencies in order to fill the classroom

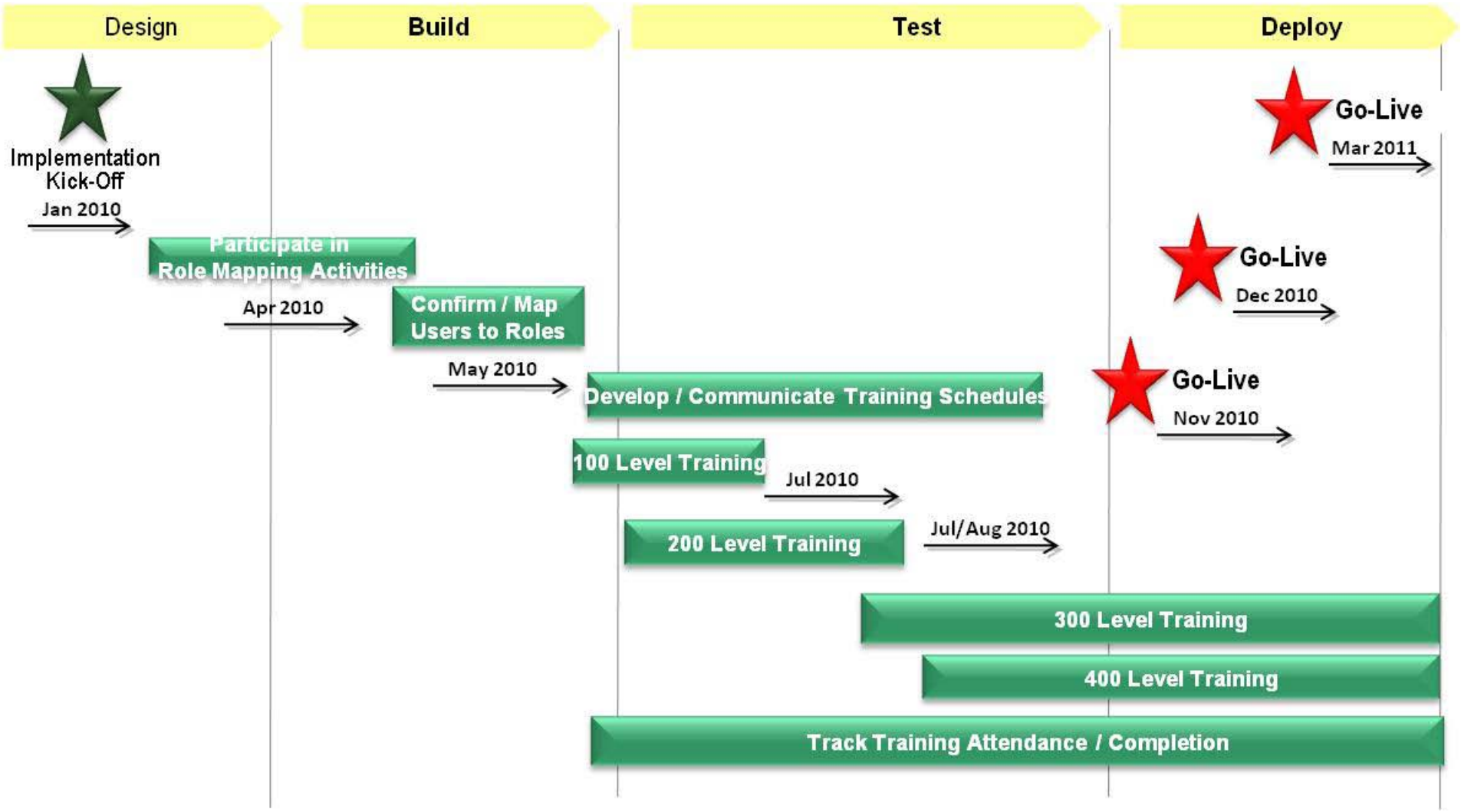
Training Certification:

- Users must complete all training courses in their designated curriculum prior to being granted system access to FMMI

How to Register for Training via AgLearn

1. Log into AgLearn and view your AgLearn Profile and verify that your email address is correct. This is required to ensure you will receive registration emails from AgLearn.
   a. Log in to AgLearn at http://www.aglearn.usda.gov/
   b. Click the Profile link on the Personal tab menu
   c. Find the E-mail Address block on the Profile page. If your e-mail is outdated, replace your old e-mail address with the new one.
   d. Click the Apply Changes button. The change will not take effect unless this is done before leaving the Profile screen.
2. Navigate to the Learning tab
3. Under your Learning Plan, view the FMMI courses that have been assigned to you based on your role
4. Click the FMMI course you want to register for or the Offering Details button to view all offerings of this course
5. Select the course offering from the Available Scheduled Offerings list that you want to register for based on your availability and guidance from your Agency Training Lead. Click on the Register button.
6. To complete your registration, click the Confirm button.
7. If you navigate back to your Learning Plan the Status column should say "Enrolled/In progress"

User Preparation Activities



Post Production Support

- FMMI Online Help
  - Access within the FMMI system by clicking the **Help** link in the upper-right hand corner, next to the **Logoff** button.

Resources available in FMMI Online Help include:

- Simulations: simulated SAP transactions that provide users a safe environment to practice and learn how to process transactions in FMMI. They also serve as great performance support materials for FMMI users.
- Online Help Procedures (OLHPs): step-by-step instructions for the user on how to complete specific transactions. The document contains screen shots, steps, and required fields that need to be entered in order to complete the transaction.
- Job Aids: simple “quick reference” tools that are training take-aways to help FMMI users perform their jobs once back in their home location.

Post Production Support (Cont'd)

- FMMI Communications
- Coaching from Agency Subject Matter Experts (SMEs)
- FMMI Help Desk

Operations & Maintenance

What is the O&M Team?

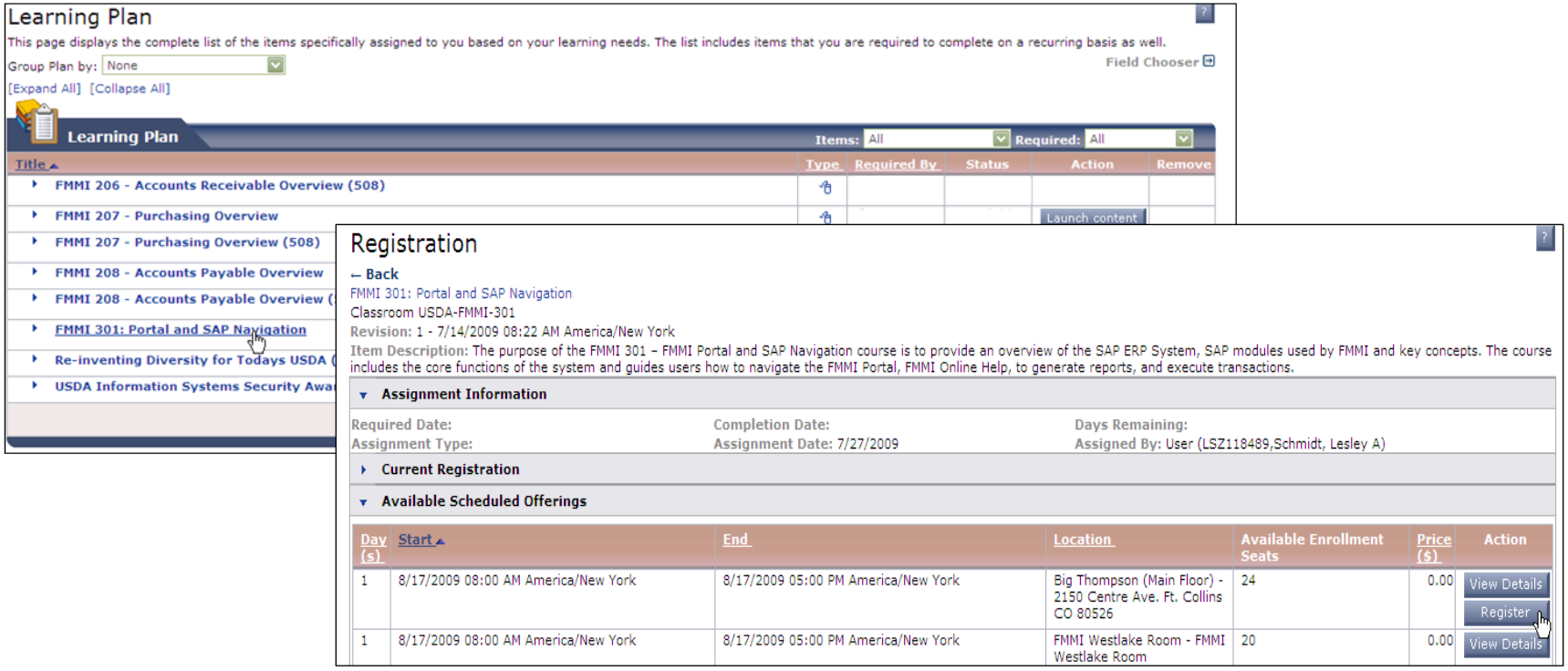
- The FMMI Operations and Maintenance (O&M) Team is a collaborative team working together to provide support after an Agency has gone live in the FMMI system, a critical component of a successful implementation.

How does the post production support process work?

- Agency Functional Administrators work with the Controller Operations Division (COD) Help Desk to provide Tier 1 support
- Issues that cannot be resolved at the Tier 1 level by the COD Help Desk are escalated to the O&M Team via a Remedy Help Desk ticket

Next Steps

- **Look out for a communication from your Agency Training Lead that outlines training logistics for your Agency**
- **Complete your 200 and 300 Level Training in AgLearn**
- **Register for your 400 Level classroom training**



Module Summary

In this module, you have learned to:

- Explain Agency implementation efforts
- Explain key FMMI preparation activities
- Explain the importance of Change Management
- Identify FMMI communication tools
- Discuss FMMI roles
- Use the FMMI Change Discussion Guide
- Explain the FMMI training approach
- Explain the role of the Operations and Maintenance Team during the Post Production Support process

Agenda

- Course Introduction
- Module 1 – FMMI Overview
- Module 2 - Transforming Financial Management at USDA
- Module 3 - FMMI Implementation Overview
- **Course Summary and Evaluation**

Course Summary

In this course, you have learned to:

- Summarize the FMMI program, benefits and goals, background, system capabilities accomplishments and deployment approach
- Explain the differences between FFIS to FMMI
- Identify the FMMI process areas
- Explain the FMMI implementation phases
- Summarize the FMMI Change Management activities
- Navigate the resources for post production support

Course Evaluation

Congratulations, you have completed:

FMMI 101 – Introduction to FMMI

Your Agency Training Lead will be sending you a link via email for you to complete.

- **Course Evaluation** allows you to provide feedback on the course
  - FMMI will use the feedback to determine the overall effectiveness of the training program and identity improvements for future sessions
  - Answers will remain confidential

Appendix:
FMMI Key Terminology

General Terms:

- **FMMI** - Financial Management Modernization Initiative - Name of the financial system replacing the core USDA financial system
- **SAP** - **S**ystems, **A**pplications, and **P**roducts in Data Processing and is an integrated business software package
- **ERP** - Enterprise Resource Planning - Software that integrates all of an organization's data and processes into a single unified system
- **COTS** - Commercial Off-the-Shelf (COTS) – Software that is ready-made and available for sale, lease, or license which reduces the overall system development costs and involve less development time because the components can be bought instead of developed from scratch
- **Master Data** - A collection of information about a person, an entity or an object, e.g. a cost object, vendor, or G/L account. For example, a vendor master record contains not only general information such as the vendor's name and address, but also specific information, such as payment terms and delivery instructions. Generally for users, master data is reference data that they will look up and use, but not create or change.

Appendix:
FMMI Key Terminology

Role Alignment Terms:

- **Role** - Defined as a group of tasks within a business process that are logically performed by one individual. One individual may have one or many roles (SAP and non-SAP) and one role can be mapped to one or many people. Roles are the basic building block of organization design. Provides system access to the user.
- **Role Activities** - The FMMI process model is divided into several levels; Process, Sub-process and Activity. Activity is the lowest level of the model. It describes the detailed tasks within the process model.

Appendix:
FMMI Key Terminology

Training and Performance Support Terms:

- **Blended Learning** – Blended learning is a combination of approaches to learning. The FMMI training curriculum blends together several training components including classroom and eLearning.
- **Instructor-Led Training** – Classroom training facilitated by deeply skilled trainers to facilitate real-time interaction between users, in-depth sharing of information and the ability to ask questions
- **Web-Based Training** – Self-paced training taken by users through AgLearn, can be accessed by users at any time
- **FMMI Online Help** – Web-based tool that provides users with online documentation and specific help for FMMI system and manual transactions