



Financial Management Modernization Initiative (FMMI)

FMMI 101 – Introduction to FMMI





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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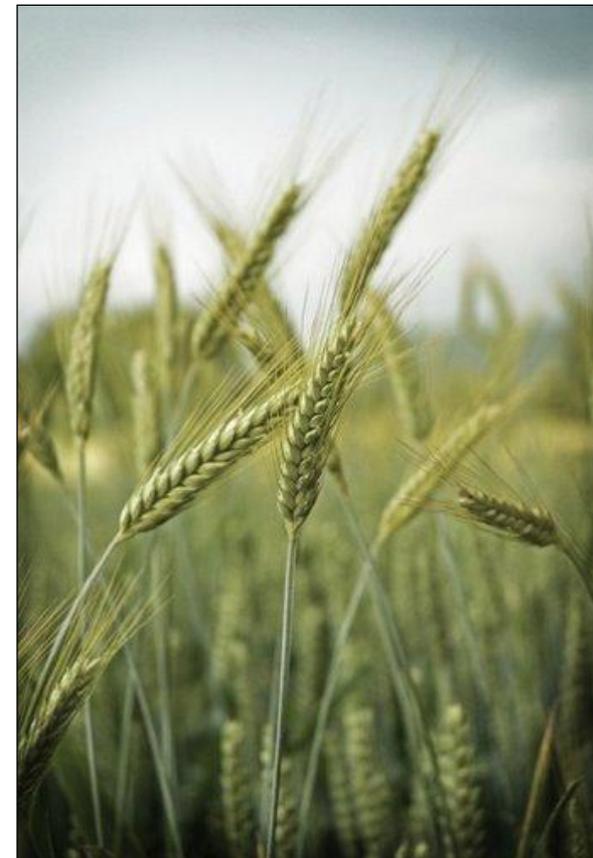


Objectives



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



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.





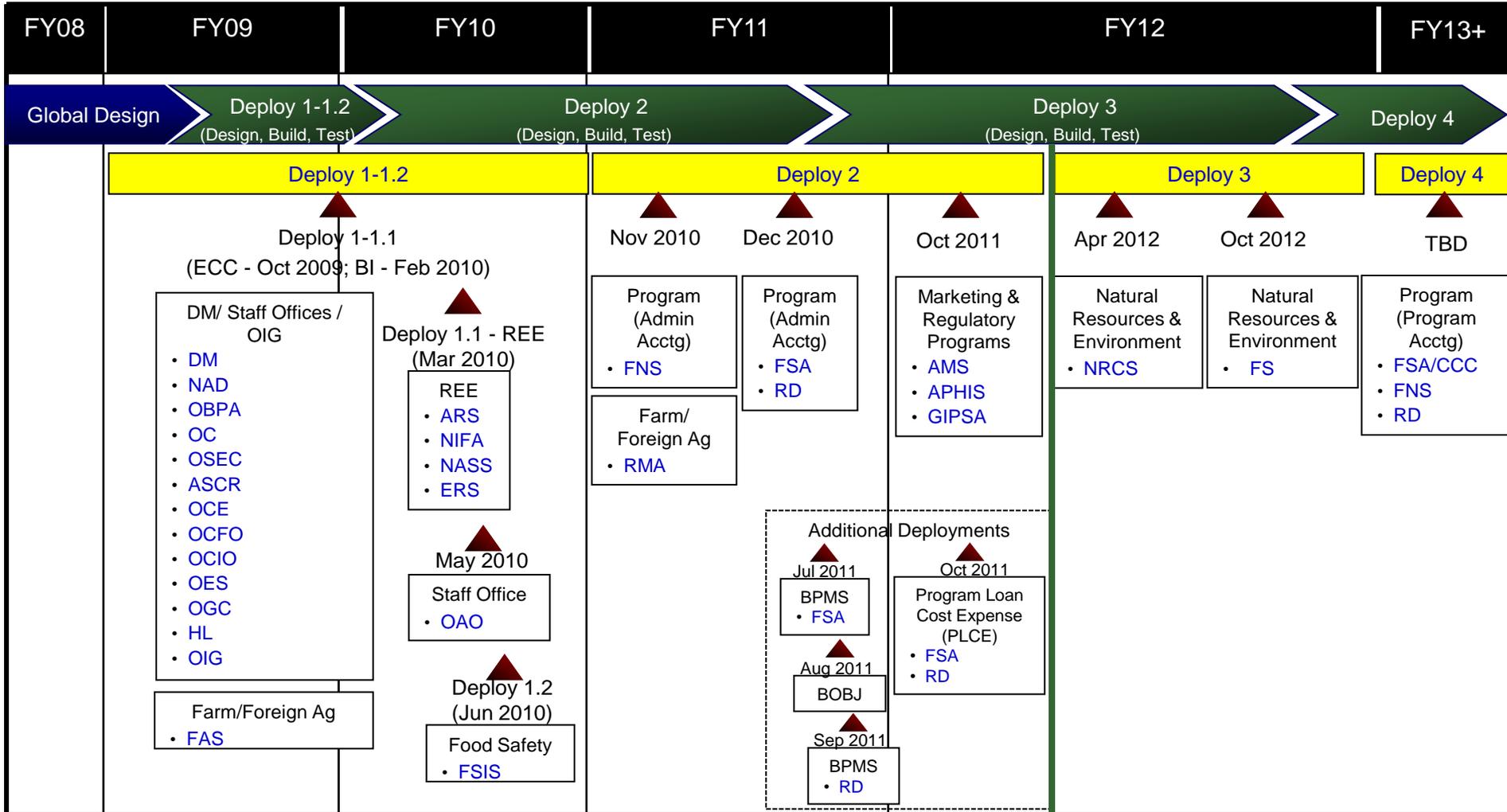
Goals and Benefits



- 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





Key Accomplishments

Team	Accomplishments
Implementation	<ul style="list-style-type: none"> • Delivered 7 releases (as of 10/1/11) starting in October 2009 – D1, D1.1-BI, D1.1-REE, OAO, D1.2-FSIS, D2-FNS/RMA, D2-FSA/RD, D3-MRP • Remaining releases include (D2-PLCE, D3-NRCS, D3-FS, D4)
Functional / Master Data / Testing	<ul style="list-style-type: none"> • Developed FMMI Business Process Designs including end-to-end process flows and Configuration Rationales for USDA specific configuration • Designed solution for new functionality for the Deployment 1-3 Agencies • Assisted Agencies in the creation and validation of Master Data (including Application of Funds, Funds, Funds Centers, Cost Centers, Functional Areas, and WBS Elements) • Executed thousands of test scripts
Candidate Systems & Interfaces	<ul style="list-style-type: none"> • Deployed and operationalized 25+ interfaces • Performed requirement assessments on 25+ D3 interfaces



Key Accomplishments (Cont'd)

Team	Accomplishments
Communication and Sponsorship	<ul style="list-style-type: none"> • Deployed the FMMI website (http://info.fmmi.usda.gov/) • Distributed multiple user communications • Provided FMMI Change Discussion Guide to support Agencies
Role Alignment	<ul style="list-style-type: none"> • Created 125+ user roles • Deployed FMMI to 2700+ users as of 10/31/11
Training and Performance Support	<ul style="list-style-type: none"> • Delivered training to 3,300+ users (34 courses built and delivered via 1,200+ offerings) • Provided 730+ Online Help Procedures and Job Aids to user community
Operations & Maintenance	<p>As of Deployment 2:</p> <ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Built FMMI Environments at NFC Data Center • Completed Disaster Recovery Testing of FMMI application NFC Backup Computing Facility (BCF)
Data Cleansing & Conversion	<p>As of Deployment 2</p> <ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Deployed the Business Intelligence solution to currently deployed Agencies/Staff Offices – 25+ 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
- Explain the overall project timeline
- 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

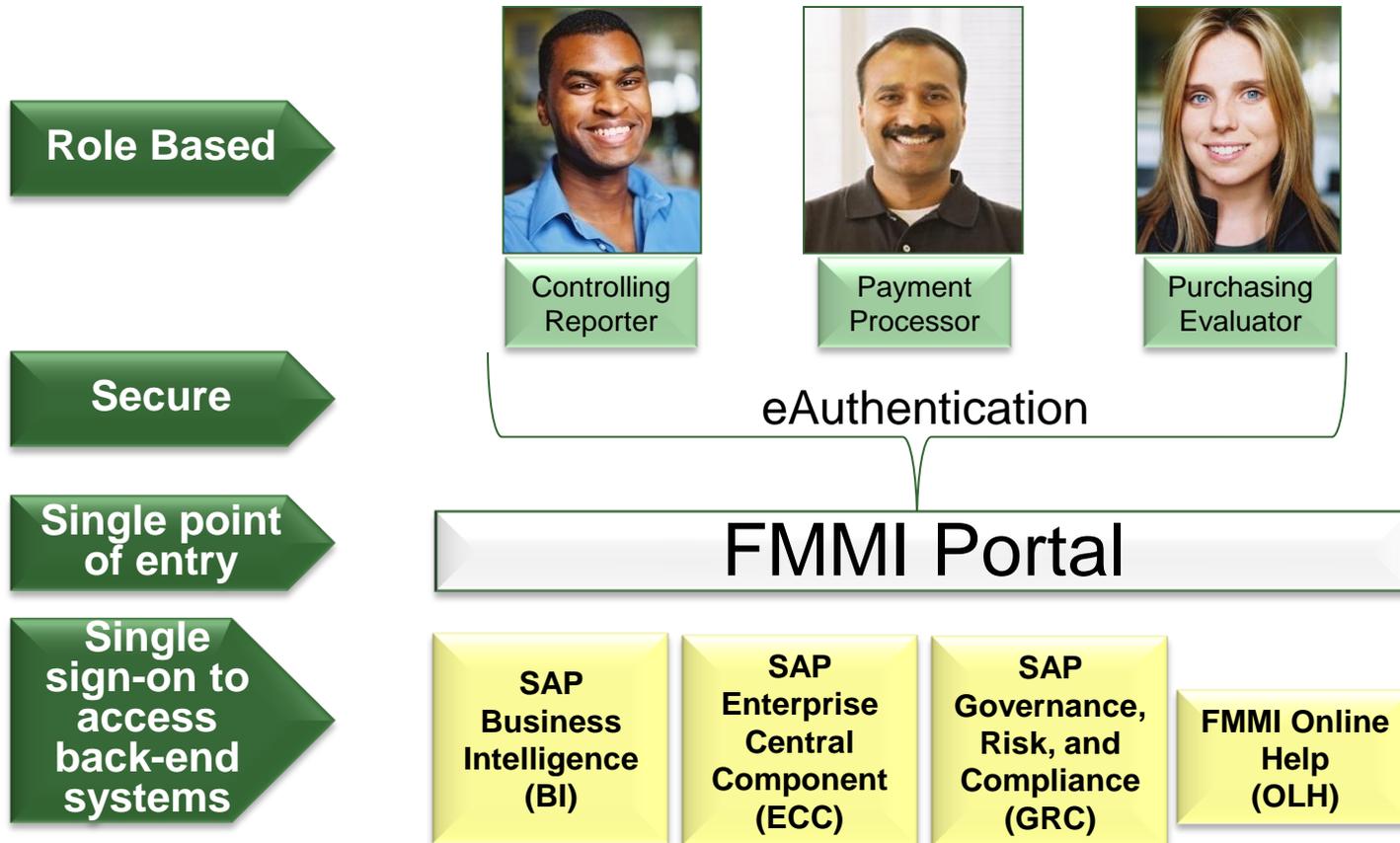




FMMI Portal



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:

The screenshot displays the 'Create Purchase Order' screen in the FMMI system. The top navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', 'Periodic Processing', and 'Purchasing' (which is highlighted). Below this, a secondary navigation bar lists various processes, with 'Purchase Order Process' selected. The main content area is titled 'Create Purchase Order' and features a form with the following elements:

- Buttons: Menu, Save, Back, Exit, Cancel, System, Document Overview On, Create, Other Purchase Order, Hold, Check, Print Preview, Messages, Help, More...
- Form fields: Standard PO, Vendor, Doc. date (04/22/2009)
- Section: Header
- Table with columns: Item, Short Text, PO Quantity, Deliv. Date, Net Price, Curr..., Per, O..., Matl Group, Plnt
- Buttons: Default Values, Add Planning
- Form field: Item (New Item)

The bottom right corner of the screen shows 'DE2 (180)'.



System Access



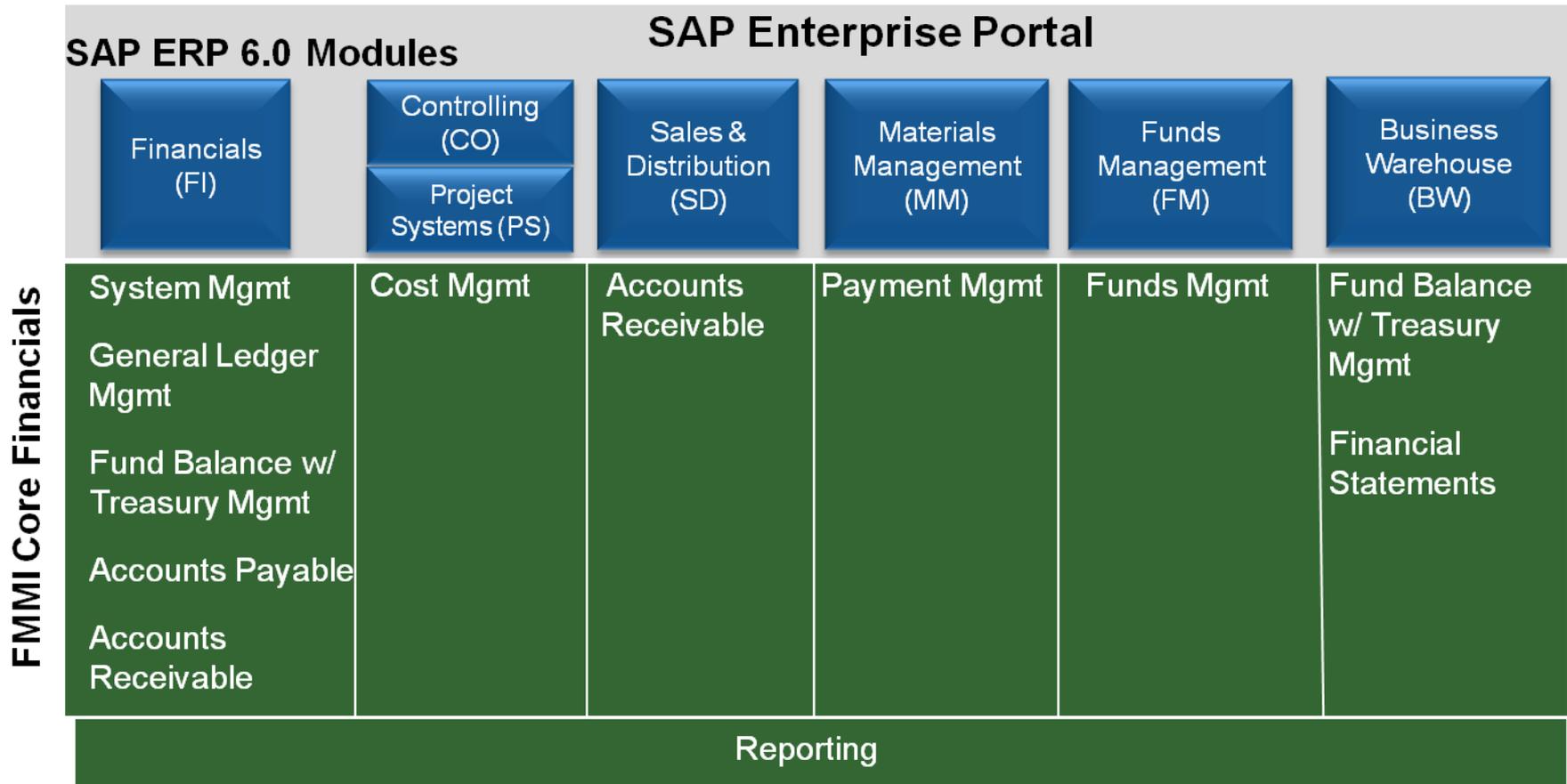
How do I access the FMMI system?

- 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 desktop computer configuration settings, access the FMMI website at:
<http://info.fmmi.usda.gov/Policy/Reference.html>



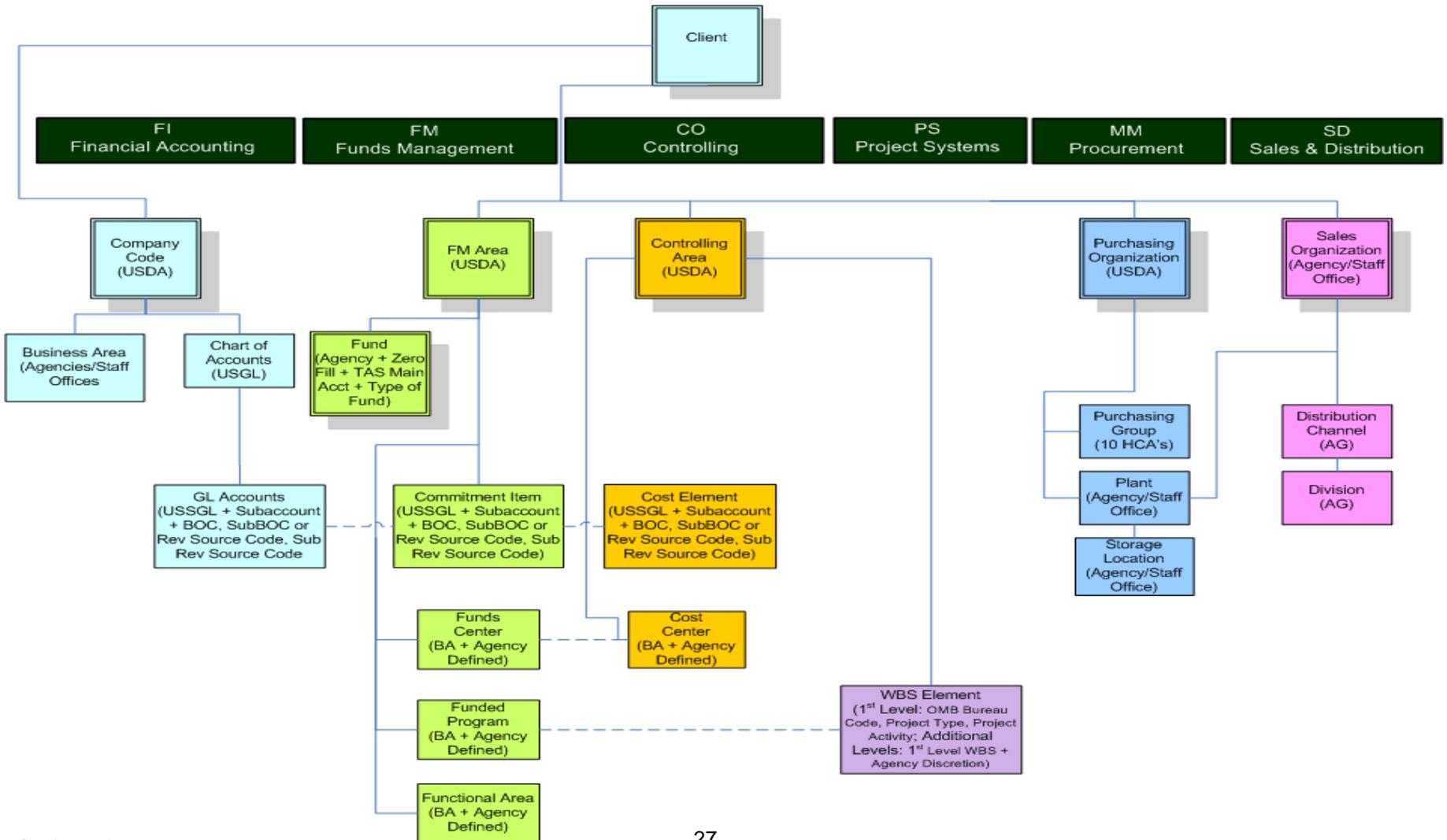
Core Financials in SAP

The Core Financials modules of SAP for FMMI.





Organizational Hierarchy





Master Data

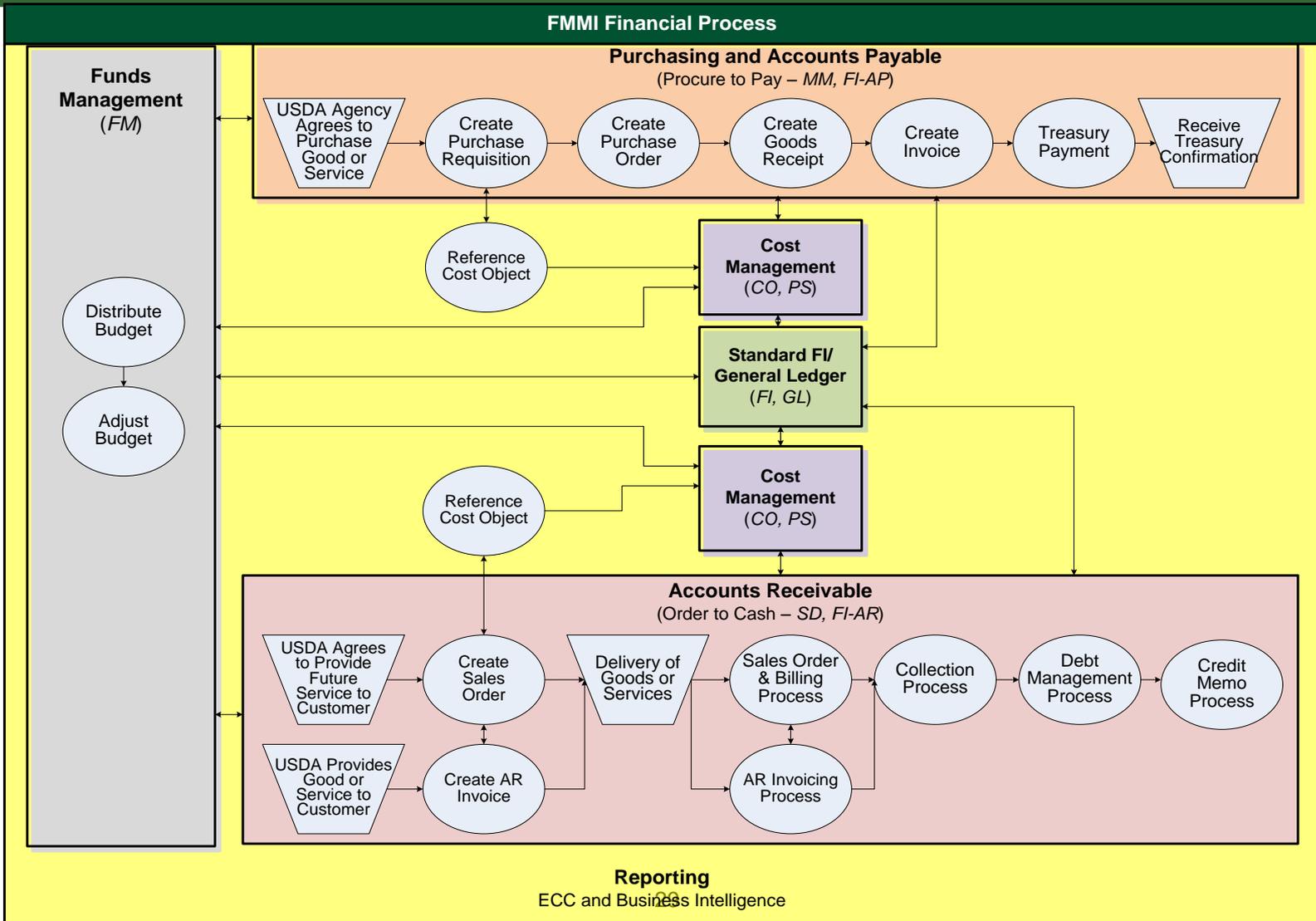


The FMMI Core team is working with the Agencies to confirm Agency specific processes and to finalize their FMMI Accounting Data Structures (Master Data such as WBS Elements)

Master Data	Example
Application of Funds (TAS)	1211117, FS Payments to States, Northern Spot Owl
Fund	FS0000PSSP
Funds Center	FS (Level 1- FS) FS01 (Level 2- Northern Region) FS0102 (Level 3- Northern Region, Beaverhead)
Cost Center	Same as above
Functional Area	FS01MNMN99, Payment to Minnesota
WBS Element	FS.00.0102.NF.RG02
Shorthand Code	0102 870257



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 six budgetary elements that are used *simultaneously* when administering budget: Fund, Fund Center, Funded Program, Functional Area, Commitment Item, Budget Period



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

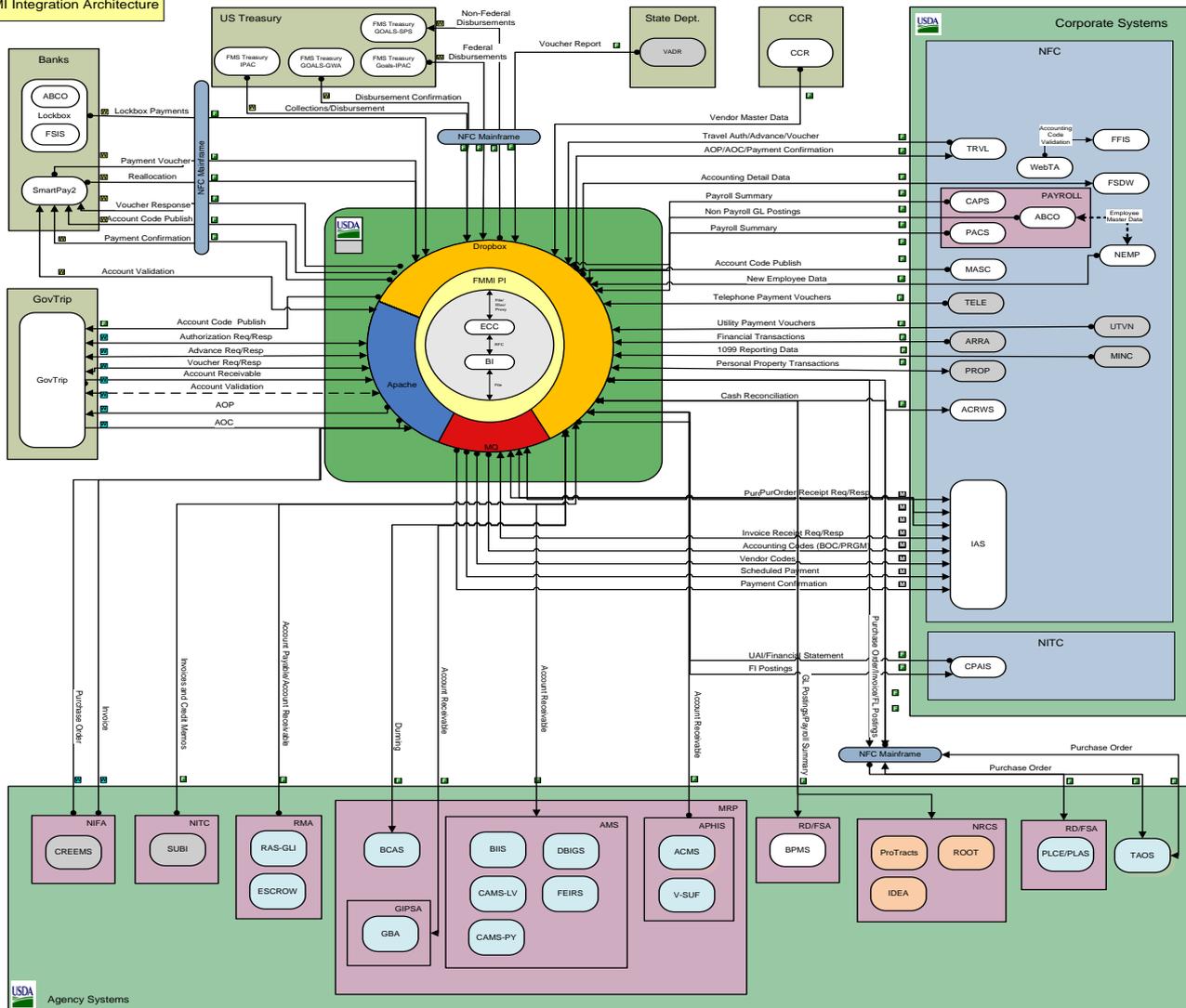
What is staying the same/what is changing:

- 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

FMMI Integration Architecture



Legend

- FMMI Solution
- USDA Corporate Systems
- External Agency or Organization
- Internal Organization
- Deployment 1.1
- Deployment 2
- Deployment 3
- Active System or Module for Phase/Release
- Temporary Setup
- Automated Interface (A)
- Manual Interface (M)
- Custom Development (C)
- Base Configuration (B)
- FTP (F)
- MQ (M)
- HTTP (H)
- Web Service (W)
- Directional Interface
- Currently not Live

*SmartPay2 and Treasury files processed through mainframe (interim)
*IAS scheduled to move to NFC in June timeframe



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	MASCVaI – interface for shorthand codes
ABCO – interface for employee related transactions	MINC – interface for miscellaneous income
ARRA – American Recovery and Reinvestment Act of 2009	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

VADR – interface for voucher reports



Deployment 3 NRCS Agency-specific Systems



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

ProTracts – interface for program contracts and producer payments as well as registered and changed program specific Vendor Master Data

ROOT – intra agency application used to provide NRCS employees a tool for data entry and tracking, recording and certifying open obligations on financial transactions from FFIS, ProTracts and Fund Manager

IDEA – intra agency application used to provide NRCS users with information in the form of reports and analysis capabilities that are needed across all levels of the agency to complete their work



Deployment 3 FS Agency-specific Systems



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

NRM-TSRM – interface for Natural Resource Manager systems (TIM, SUDS, RANGE, and Minerals) Accounts Receivable customer invoices

ATSA – interface for Timber Sales balances voucher, accrual, and monthly billing financial activity

FTRS – interface for field representatives and collection officers to request customer invoice billing documents to be created in FMMI

Lockbox – interface for Forest Service collections processed by Citibank

POSS – interface for Forest Service collections received through individual Point of Sale systems and Pay.gov

NRM-G&A – interface for grants and agreements financial transactions including requisitions, obligations, and invoices



Deployment 3 FS Agency-specific Systems (Cont'd)



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

ASAP – interface with JP Morgan and Treasury to record Treasury disbursements and refunds for debit card transactions

UNAW – interface with a web-based application accessed via FS ConnectHR used to establish and maintain accounts for personnel authorized a uniform allowance

BDW – outbound interface to provide billing and dunning documents from FMMI to field personnel for viewing and printing

DOI-EPay – interface to record summarized firefighter payroll transactions in FMMI

Incident Business (ABS, iSuite, FireCode) – interface to record incident business related transactions that occur in the field (fires, floods, etc) where FS is the primary or supporting responder from a financial perspective



Deployment 3 FS Agency-specific Systems (Cont'd)



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

ASR – outbound interface used to calculate state and county payments based on Timber and Grassland receipts recorded in FMMI

BVAS – interface for field representatives to request accounting adjustments within FMMI for Balanced Vouchers and Expenditures

EMIS – interface to calculate the 'use rate' to charge projects and a replacement rate to seamlessly replace the equipment for the Working Capital funded vehicles, including airplanes

HHS – interface to record financial postings for disbursement of grant payments to grantees



Deployment 3 FS Agency-specific Systems (Cont'd)



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

MiscPay – interface for payment vouchers from Enterprise Content Management system to FMMI

MOST – interface to allow field users to request miscellaneous obligations and year end obligations to be recorded within FMMI

YEOb – interface to allow field users to request year end obligations and accruals to be recorded within FMMI



Module Summary



In this module, you have learned to:

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



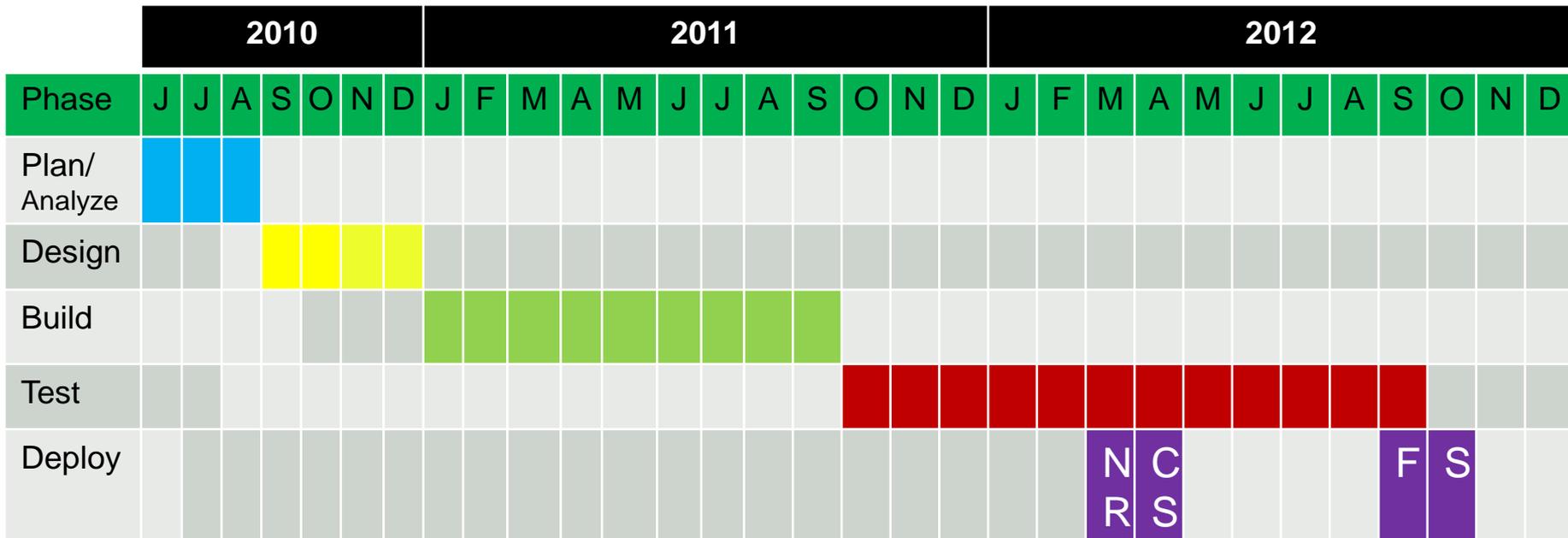


FMMI Implementation Phases



- 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.

Deployment 3 Phase Timeline





FMMI Deployment 3 Implementation Phases



Key accomplishments include:

Plan / Analyze Phase:

- ✓ Completed common understanding and confirmation of FMMI requirements
- ✓ Conducted analysis of “As-Is” financial processes for Corporate System Interfaces
- ✓ Held Deployment 3 Implementation Kickoff with Agencies

Design Phase:

- ✓ Conducted Design Working Group Sessions 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 3 Agencies

Build Phase:

- ✓ Defined Master Data and conducted Agency-specific process discussions
- ✓ Conducted Security requirement activities
- ✓ Developed and distributed communication materials
- ✓ Mapped users to roles and updated training courses
- ✓ Collected D3 Agency Master Data
- ✓ Loaded Mock data



FMMI Deployment 3 Implementation Phases



Future activities include:

Test Phase:

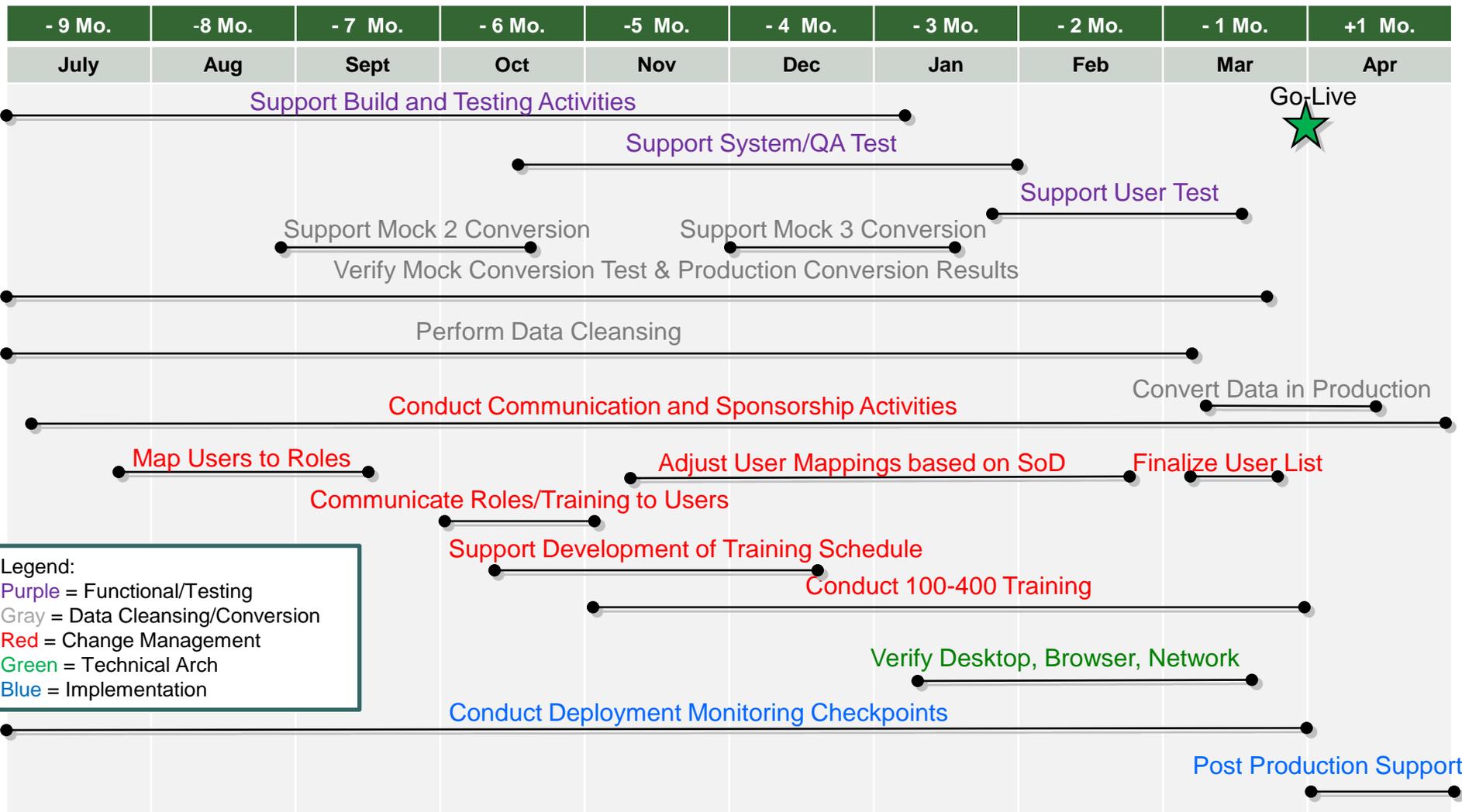
- ✓ Conduct Mock Conversions
- ✓ Conduct System testing
- ✓ Conduct Quality Assurance (QA) and User testing
- ✓ Deliver training courses and communications to users

Deploy Phase:

- ✓ Execute cutover to new FMMI system
- ✓ Provide additional support after deployment



Timeline of Implementation Activities (NRCS)

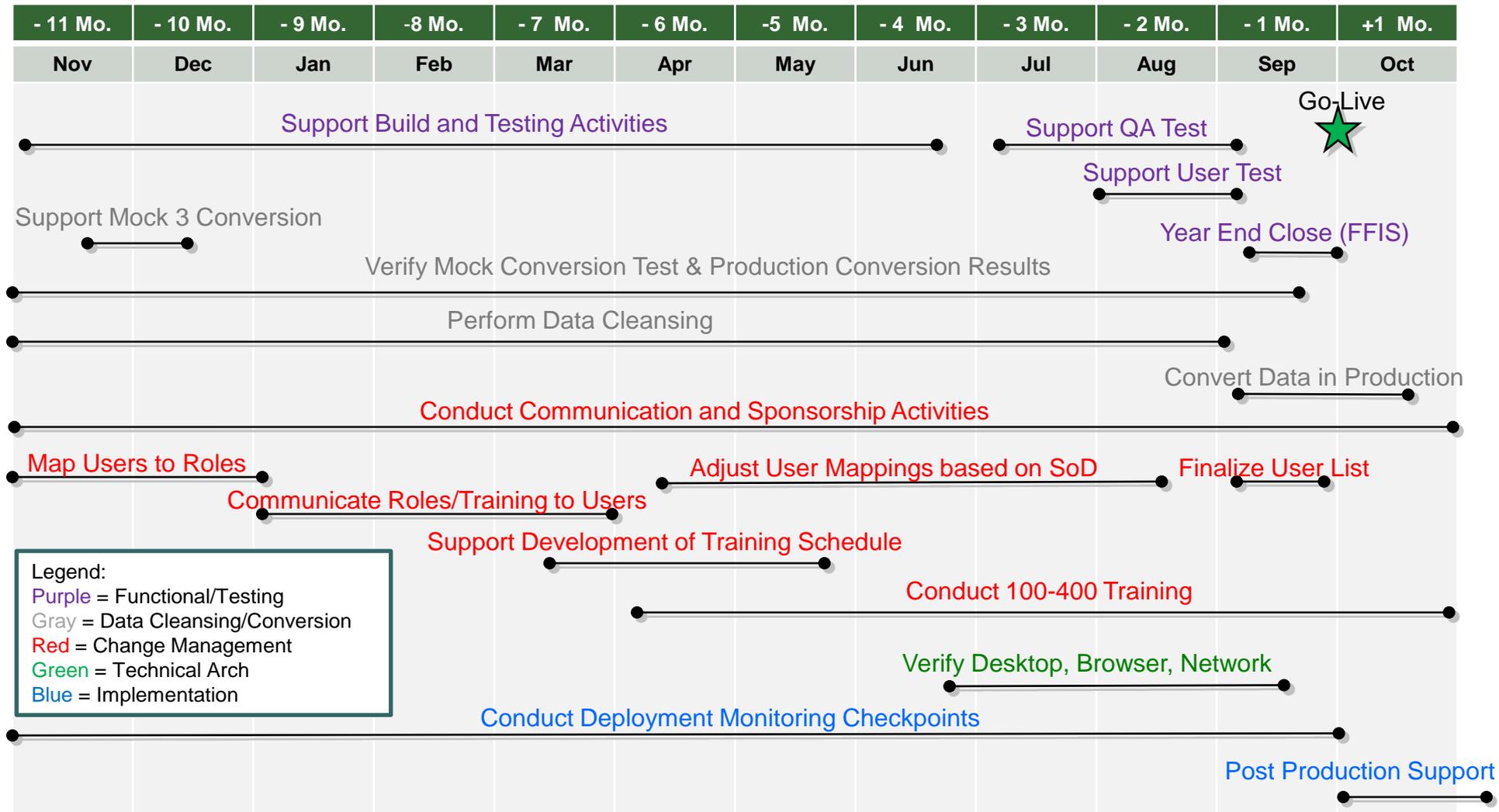


Legend:

- Purple = Functional/Testing
- Gray = Data Cleansing/Conversion
- Red = Change Management
- Green = Technical Arch
- Blue = Implementation



Timeline of Implementation Activities (Forest Service)





Why is Change Management Important?



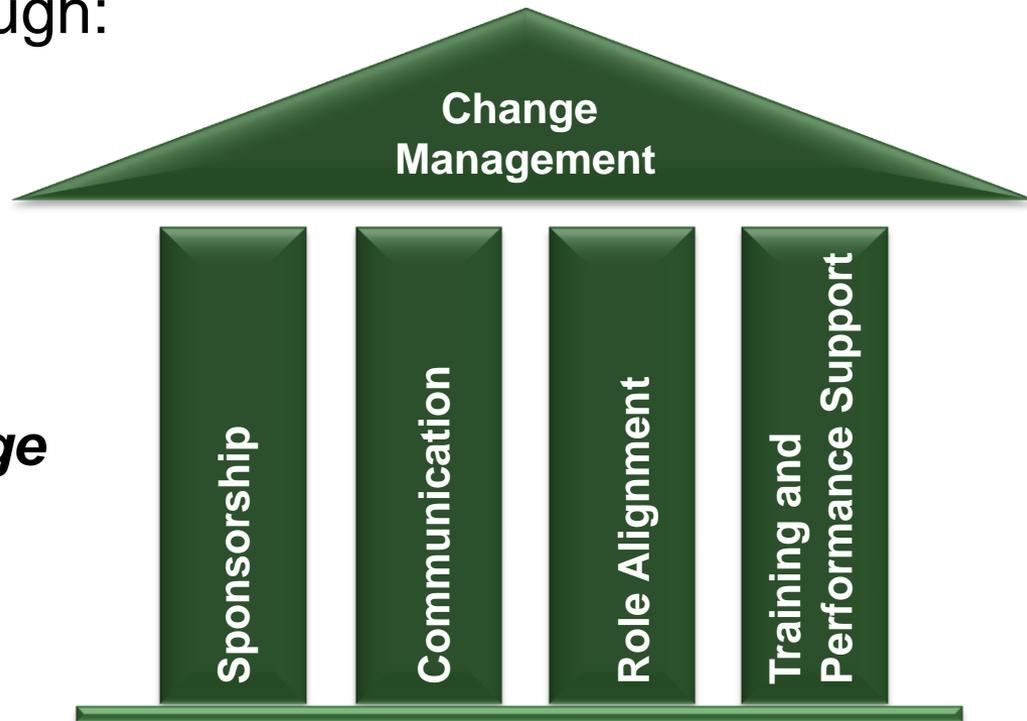
- People, by nature, tend to prefer to keep things the way they are
- People are accustomed to a familiar way to perform their work, so change does not readily happen on its own
- People's ability to adapt to change, and work effectively and efficiently in the new FMMI environment, will ultimately determine 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

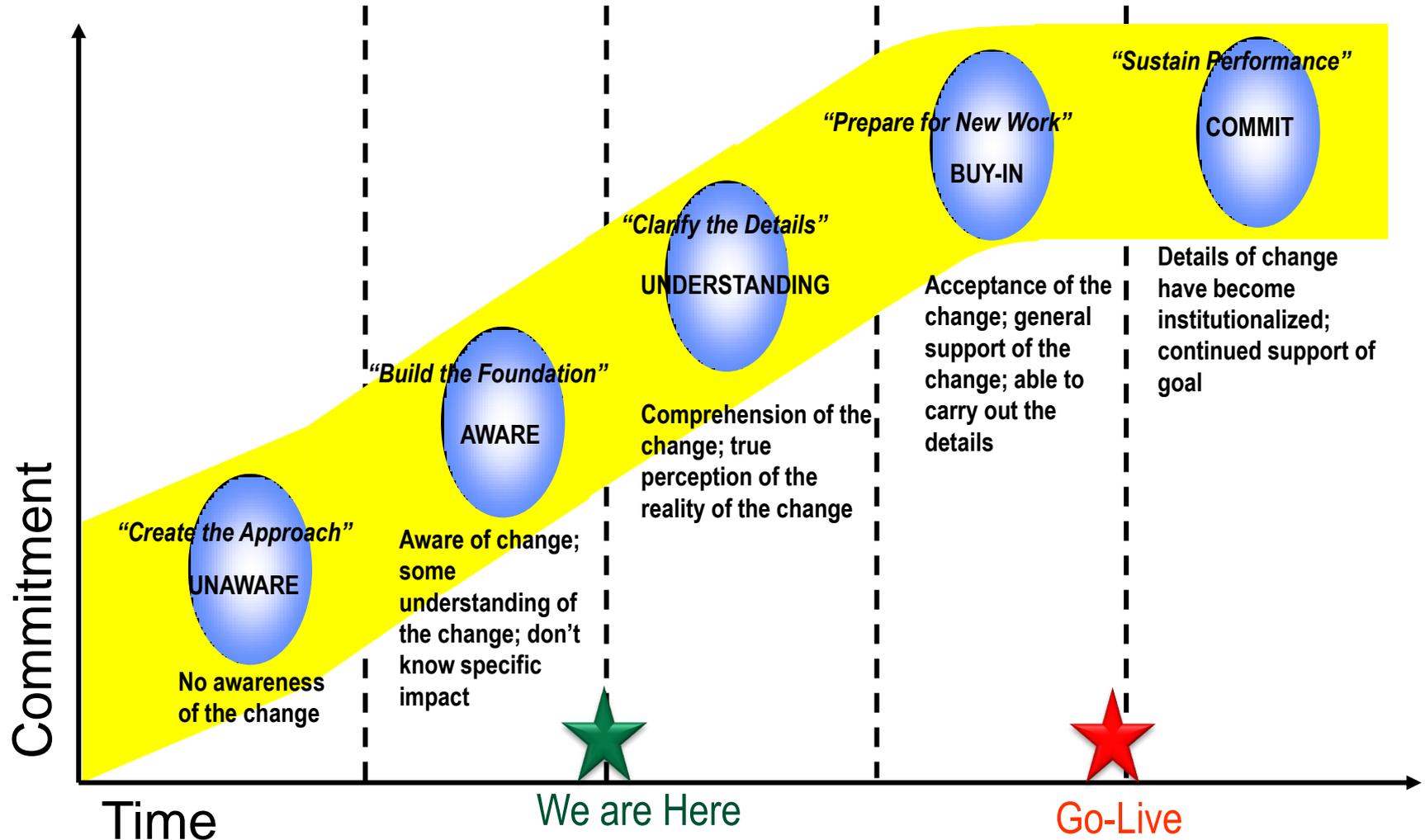
The objective of the FMMI Change Management approach is to achieve successful implementation and acceptance of FMMI changes through:

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
- 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

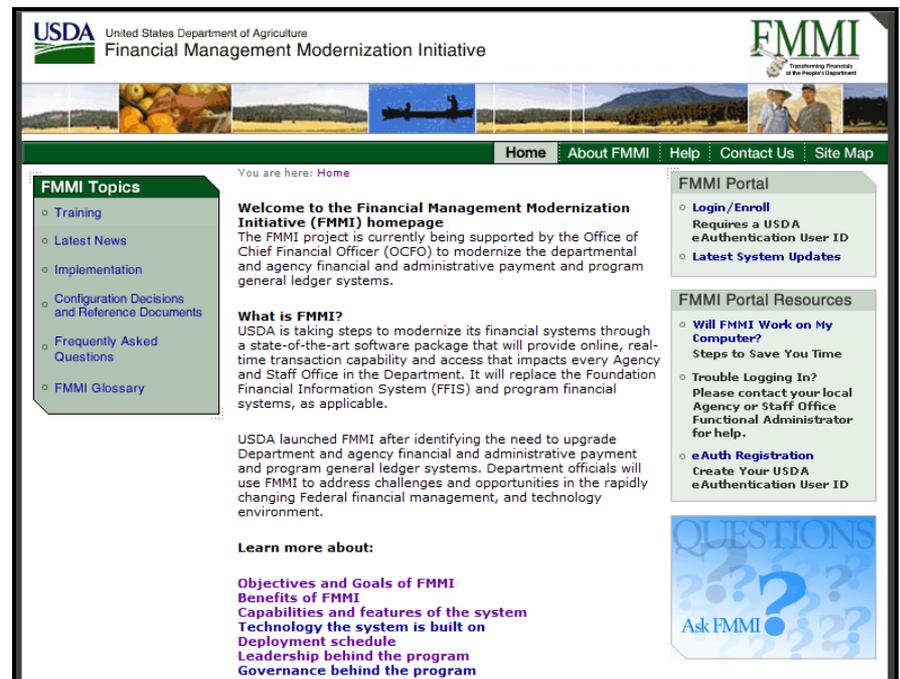


FMMI Website



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 <ul style="list-style-type: none"> • 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
Funds Management Master Data Maintainer*	Department Cost Management Master Data Maintainer*	General Ledger Master Data Maintainer*
ARRA Master Data Maintainer*	RBAAs Table Maintainer*	General Ledger Administrator*
Funds Management Derivation Evaluator*	Agency Cost Management Master Data Maintainer	General Ledger Processor
Funds Management Administrator*	Cost Management Administrator	General Ledger Approver
Funds Commitment Approver	Cost Management Processor	Limited General Ledger Processor ¹
Funds Commitment Processor	SKF Data Upload Processor ¹	Limited General Ledger Approver ¹
Funds Management Processor	Cost Management Evaluator	General Ledger Investment Processor
Funds Management Approver	Cost Management Reporter	Recurring Entry Processor
Funds Reservation Processor		General Ledger Evaluator
Funds Management Budget Coordinator		Financial Reporter
Funds Management Budget Approver		Periodic Processing
Funds Management Evaluator		FACTS Processor*
Funds Management Reporter		Treasury Submission Processor*
		Period End Processor*

Current list of corporate roles as of 09/27/2011

(*) Currently Department Level Roles

(¹) Currently Agency Specific Roles

Roles will be updated throughout the project lifecycle



FMMI User Roles (Cont'd)

Purchasing	Accounts Payable	Accounts Receivable
Vendor Master Data Maintainer*	Bank Master Data Maintainer*	Customer Master Data Maintainer*
Vendor Correspondence Processor*	Accounts Payable Processor*	Accounts Receivable Processor
Goods Receipt Processor	Payment Processor*	Accounts Receivable Approver
Purchase Order Approver	Payment Certifier*	Overhead Allocation Processor
Purchase Order Processor	Payment Reversal Processor*	Sales Order Billing Processor
Purchase Requisition Approver	Treasury Disbursement Processor*	Sales Order Processor
Purchase Requisition Processor	Invoice Processor	Cash Collections Processor ¹
Purchasing Evaluator	Invoice Approver	Customer Correspondence Processor
Purchasing Reporter	Advance Processor	Debt Management Processor
Purchasing / Accounts Receivable	IAS Interface Reporter	Debt Write Off Processor*
Vendor and Customer Master Data Approver*	Accounts Payable Evaluator	Price Condition Processor
Vendor and Customer Master Data Evaluator*	Accounts Payable Reporter	Revenue Forecasting Processor ¹
Vendor and Customer Master Data Requestor		ATF Administrator ¹
Commercial Vendor/Customer Master Data Evaluator		ATF Reporter ¹
Employee Vendor/Customer Master Data Evaluator		Account Statement Processor ¹
Invitational Travelers Vendor Master Data Evaluator		Lockbox Re-Processor ¹
		Sales Order Reporter
		Accounts Receivable Evaluator
		Accounts Receivable Reporter

Current list of corporate roles as of 09/27/2011

(*) Currently Department Level Roles

(¹) Currently Agency Specific Roles

Roles will be updated throughout the project lifecycle



FMMI User Roles (Cont'd)



Operations & Maintenance		Business Intelligence
Help Desk-Tier 0: User Access Evaluator	Process Integration Error Monitor*	Funds Management BI Reporter
User Access Requestor	IDoc Reprocessor*	General Ledger BI Reporter
Agency Security Administrator	IDoc Evaluator*	Purchasing BI Reporter
Help Desk-Tier 1: User Access Evaluator*	MINC Table Maintainer*	Accounts Payable BI Reporter
Central Security Administrator*	MINC Reporter*	Accounts Receivable BI Reporter
Shorthand Code Requestor	Property Accounting Table Maintainer*	Cost Management BI Reporter
Shorthand Code Approver	Property Accounting Table Evaluator*	BI Payroll Reporter
Shorthand Code Evaluator	Payment Status Table Maintainer*	BI Power User
Shorthand Code Year End Processor*	Parked FI Document Processor*	BI Payroll Power User
Shorthand Code Year End Approver	Bank Statement Processor*	Cash Reconciliation BI Reporter*
Lockbox Evaluator ¹	IPAC Processor*	Funds Management Planning BI Reporter*
BDC Session Processor*	IPAC Administrator*	
BDC Session Evaluator*	Payroll Interface Maintainer*	
TRVL Transmission Processor*	VADR ReProcessor	
Interface Payment Authorization Processor*	VADR Reporter	
CREEMS PO ReProcessor	SmartPay2 ReProcessor	
CREEMS Reporter	SmartPay2 Reporter	
Lockbox Processor*	Lockbox Evaluator	
Payroll Interface Monitor	Interface Summary Reporter	
NEMP Interface Reporter		

Current list of corporate roles as of 09/27/2011

(*) Currently Department Level Roles

(¹) Currently Agency Specific Roles

Roles will be updated throughout the project lifecycle



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.

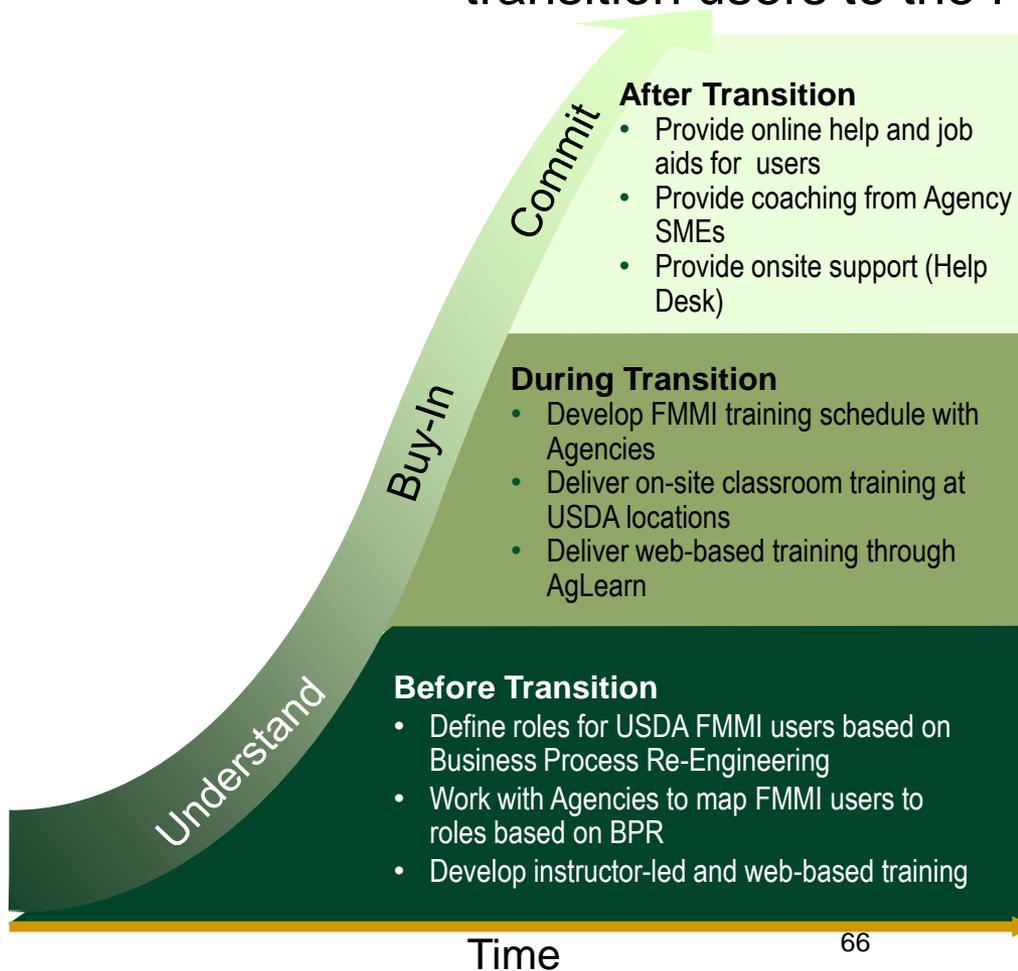
- Objectives:
 - Train users to perform their roles before deployment
 - Assess the effectiveness of user training before deployment
 - Provide performance support tools that can be used on the job
 - Integrate with USDA training related programs
- Approach:
 - Develop and deliver a blended learning 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**

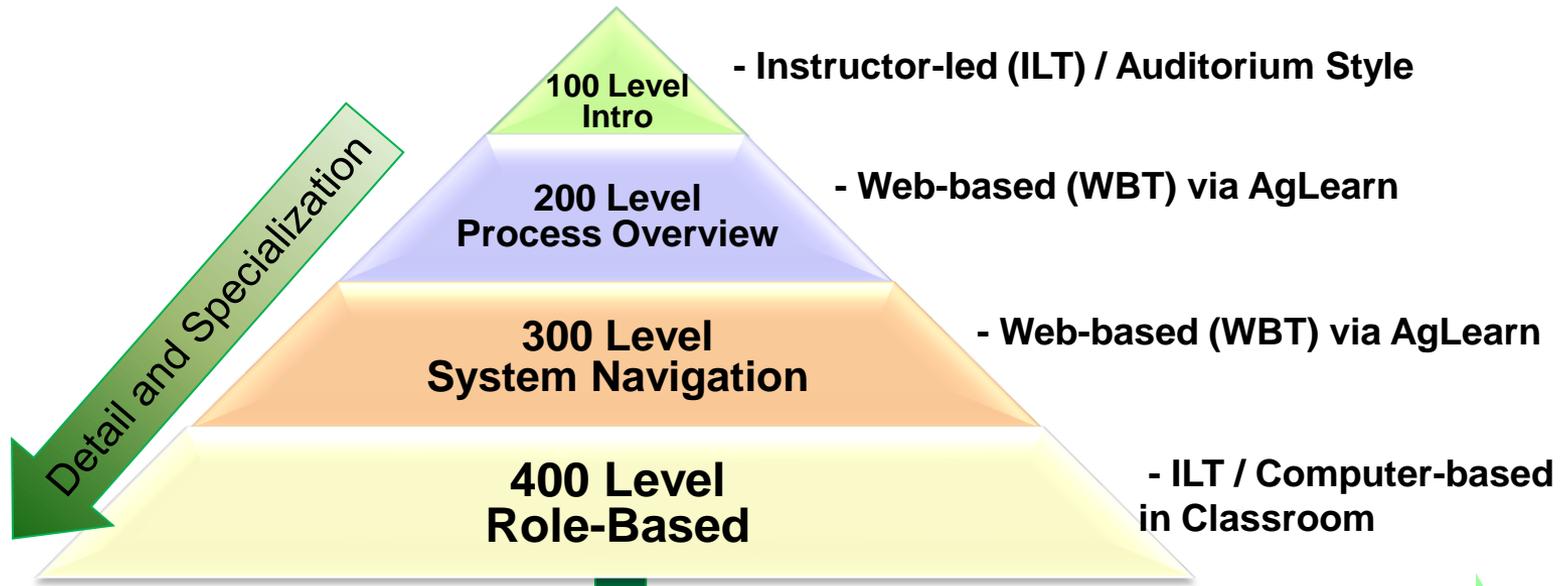


**Change
Discussions**

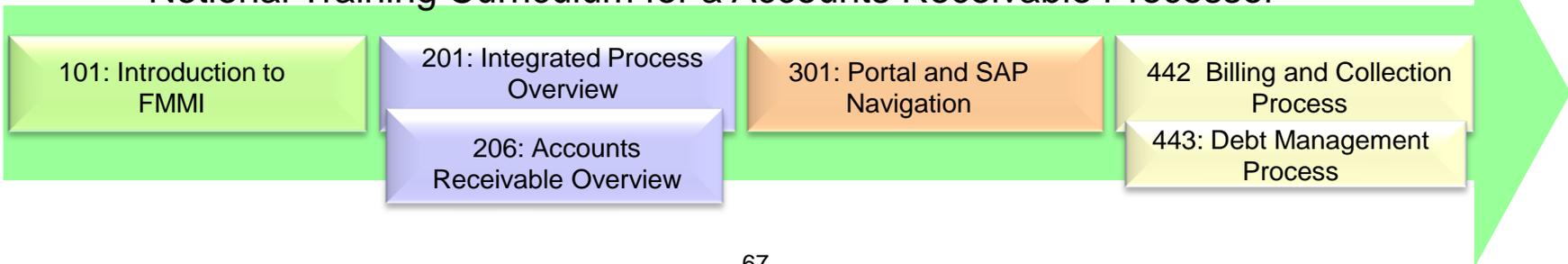


Training Curriculum Levels

The FMMI Training Curriculum has four levels course.



Notional Training Curriculum for a Accounts Receivable Processor





Training Curriculum Descriptions



100 Level – Introduction to FMMI	200 Level – Process Overview	300 Level – System Navigation	400 Level – Role-Based
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 / WebEx	Self-study in AgLearn	Self-study in AgLearn	Instructor-led in Classroom
~ ½ day	< ½ day each	~ ½ - 1 day each	~ ½ - 2 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 3, classes may contain participants from various agencies in order to fill the classroom

Self-Study Training Courses (200 and 300 Level):

- Training courses to be taken in AgLearn

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

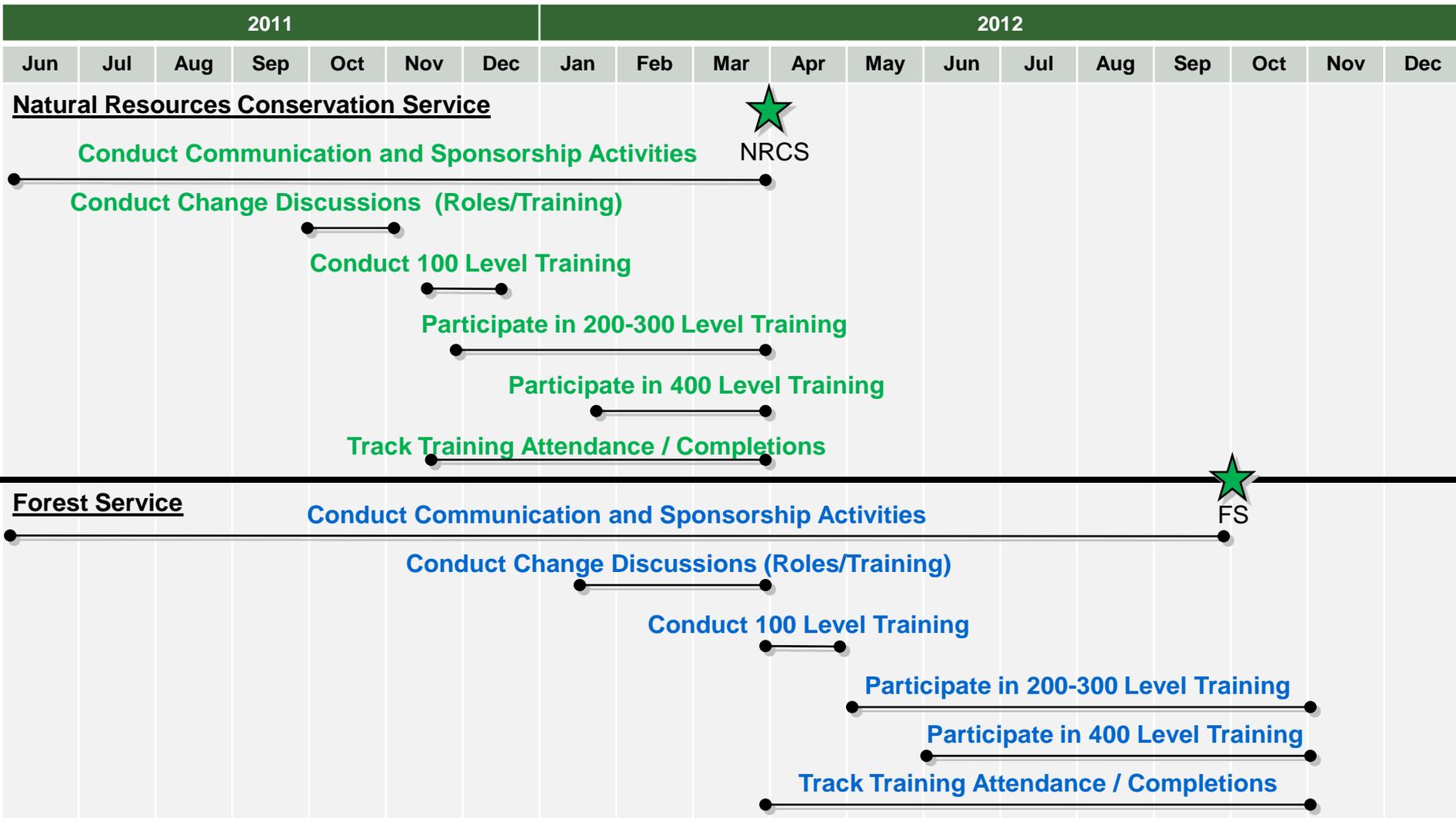


1. Log into AgLearn and view your AgLearn Profile and verify that your email address is correct. This is required to ensure you will receive registration emails from AgLearn.
 - a. Log in to AgLearn at <http://www.aglearn.usda.gov/>
 - b. Click **<your name>** link in the upper portion of the screen
 - c. Confirm you e-mail address is accurate.
 - a. If your e-mail is outdated, replace your old e-mail address with the new one by clicking the **Edit Contact Information**  link and then clicking the **Save** button
2. In the **Search** field, type “**FMMI**” to search for FMMI related courses

3. Search for the courses assigned to you by your Agency Training Lead and add them to you **To-Do List**
4. From your **To-Do List** on the main AgLearn page, you can click on the course and select **Launch Content**” for 200-300 Level self-study courses or **Request Schedule** for 100 and 400 Level courses



User Preparation Activities



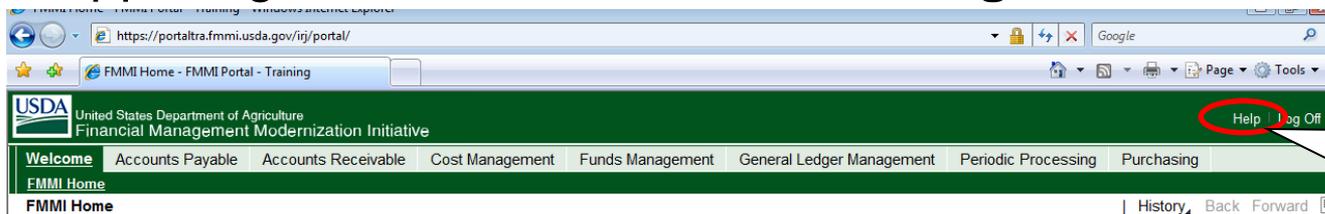


Post Production Support



■ FMMI Online Help

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



Access FMMI Online Help from the Help link

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

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

Group Plan by: Field Chooser

[Expand All] [Collapse All]

Title	Type	Required By	Status	Action	Remove
▶ FMMI 206 - Accounts Receivable Overview (508)					
▶ FMMI 207 - Purchasing Overview				Launch content	
▶ FMMI 207 - Purchasing Overview (508)					
▶ FMMI 208 - Accounts Payable Overview					
▶ FMMI 208 - Accounts Payable Overview (508)					
▶ FMMI 301: Portal and SAP Navigation					
▶ Re-inventing Diversity for Today's USDA					
▶ USDA Information Systems Security Awareness					

Registration

– Back

FMMI 301: Portal and SAP Navigation
Classroom USDA-FMMI-301
Revision: 1 - 7/14/2009 08:22 AM America/New York
Item Description: The purpose of the FMMI 301 - FMMI Portal and SAP Navigation course is to provide an overview of the SAP ERP System, SAP modules used by FMMI and key concepts. The course includes the core functions of the system and guides users how to navigate the FMMI Portal, FMMI Online Help, to generate reports, and execute transactions.

▼ **Assignment Information**

Required Date:	Completion Date:	Days Remaining:
Assignment Type:	Assignment Date: 7/27/2009	Assigned By: User (LSZ118489,Schmidt, Lesley A)

▶ **Current Registration**

▼ **Available Scheduled Offerings**

Day (s)	Start	End	Location	Available Enrollment Seats	Price (\$)	Action
1	8/17/2009 08:00 AM America/New York	8/17/2009 05:00 PM America/New York	Big Thompson (Main Floor) - 2150 Centre Ave. Ft. Collins CO 80526	24	0.00	View Details Register
1	8/17/2009 08:00 AM America/New York	8/17/2009 05:00 PM America/New York	FMMI Westlake Room - FMMI Westlake Room	20	0.00	View Details



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

Please take time to complete the Course Completion and Course Evaluation surveys.

Course Completion Survey

- Click on the “Course Completion Survey” link above to complete survey and get course credit
 - Enter the following code: “D3AUDIO” in <Question #8: Please enter the verification code provided on the Slide 81 – ‘Course Evaluation’ of the course material> to receive course credit.

Course Evaluation Survey

- Click on the “Course Evaluation Survey” link above to provide feedback on the course (Audio)
 - FMMI will use the feedback to determine the overall effectiveness of the training program and identify improvements for future sessions
 - Answers will remain confidential

Contact Your Agency AgLearn Administrator if you have questions / issues accessing the surveys.



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