

FMMI Roles....What are they and why do they matter?

What are FMMI Roles?

As a FMMI user, your day-to-day activities will be determined by the specific FMMI role(s) that you have been mapped to. A **role** is defined as a group of activities/tasks within a business process that have been grouped for FMMI system access, whereas **activities** are a grouping of related tasks that typically need to be executed to complete a specific event as part of a larger process. As such, a user may be mapped to one or more roles or one role can be mapped to one or multiple users.

FMMI Role Mapping Overview

FMMI roles are not job titles but function as the description for work performed in FMMI. As such, users are aligned or “mapped” to a specific role with the following conditions in mind:

- Roles ensure people have access to perform the tasks needed to achieve FMMI business benefits
- Roles allow for proper segregation of duties and financial controls across Division or Agency level access
- Roles give a Security Administrator the ability to efficiently assign appropriate activities to designated users. Within the FMMI system, users will only have access to areas which apply to the role(s) they perform
- Roles lead to proper development of training courses curriculums

From FFIS to FMMI- Where are you now?

Your FMMI role(s) will be linked to the process area you will work in within FMMI and will therefore determine the financial data you can see, the reports you can run and transactions you can process. Below is a description of each type of role and the corresponding activities which seek to support the smooth and seamless flow of information for a given set of business process activities:

- Evaluator – Ability to display transactions in FMMI
- Reporter – Ability to execute reports to display
- 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
- Monitor – Ability to monitor interfaces with other USDA systems

For example, if you currently add billing requests in FFIS, you may be mapped to the Sales Order Billing Processor role in FMMI. If you currently view general ledger parked account documents, you may be mapped to the General Ledger Evaluator role. The tasks you do determines the FMMI roles to which you will be mapped.

Continue to Learn about FMMI!

We will continue to provide you with additional information on FMMI, specifically on the benefits and impacts to you, as we get closer to your Go-Live. If you have any questions, please contact (*insert your Agency Implementation lead and/or Communications lead*)

*** FMMI D3 Newsflash - #4 ***



FMMI Roles and Training

How roles are defined and how users are subsequently mapped to these roles are closely tied to the overall training curriculum.

- 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
 - Individuals must complete all courses within their training curriculum in order to be granted security access to their assigned role(s) in FMMI

In preparation for the required training you have been assigned, your FMMI Agency Implementation team will schedule a Change Discussion with you to let you know more about your specific FMMI role(s) and how it ties to your upcoming FMMI training. They will do this using the FMMI Change Discussion Guide, a detailed document that includes process area descriptions, FMMI role descriptions and the activities performed by each of these roles, how each of the roles are integrated across process areas and the required FMMI training curriculum for each role.

If your Agency Implementation team hasn't talked to you yet about when your Change Discussion will be held, contact your Agency Communications Lead for more information.