



# FMMI in the NEWS

Financial Management Modernization Initiative

Issue #8 - July 2009



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## FMMI in the News Overview

FMMI in the News serves as a central source of information to Agency and Staff Office leadership and points of contact (POCs) on all things related to the Financial Management Modernization Initiative (FMMI).

While the current focus of the newsletter is to provide information to the Agency and Staff Office leadership and POCs, please share this newsletter with other interested parties in your Agency as appropriate.

To ensure FMMI in the News is relevant to you and your Agency or Staff Office, please let us know what topics you would like to hear by sending feedback, comments and suggestions to the FMMI Mailbox at [FMMI@usda.gov](mailto:FMMI@usda.gov).

## A Word from our Data Cleansing/Conversion Team

Data Conversion and Data Cleansing are the two key components required to migrate from the FFIS system to FMMI. The goal of Data Cleansing is to resolve any inconsistencies in data such as accuracy, integrity, correctness, completeness and consistency. Data Conversion is the migration of data from the legacy systems to the FMMI Solution and occurs in three steps: extract data, validate data and load data into the FMMI system.

Our approach to both of these activities is to involve representatives from the Agencies and Staff Offices throughout each stage of data cleansing and data conversion. For the last year, the Agencies have been reviewing open transactions in FFIS and determining which documents require intervention to get the document to a "closed" state.

The migration to the FMMI system offers USDA the opportunity to examine financial documents and get old documents closed out in order to start business fresh in FMMI. The Data Conversion team is a partnership between the Agency and Staff Office Data Conversion Leads with oversight by the USDA FMMI Core Conversion team. This combination ensures a mix of technical resources that understand the data in the system, and functional expertise from the Agencies and Staff Offices that bring their knowledge of USDA's business processes to bear, as we cleanse and move the data from FFIS to FMMI.

The next steps for converting from FFIS to FMMI requires the Conversion team to focus on testing the process of extracting the open financial documents from FFIS and migrating those documents into FMMI. It is important as this testing continues for representatives from the Agencies and Staff Offices to review this "converted" data to ensure the financial picture within FMMI accurately represents the information in FFIS.

We appreciate the hard but critical work the Deployment 1 Agencies and Staff Offices are doing to complete the review and cleansing of their data!

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*Data Cleansing resolves inconsistencies in data such as accuracy, integrity, correctness, completeness and consistency.*

*Data Conversion is the migration of data from the legacy systems to the FMMI Solution.*

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## FMMI Deployment 1 Data Cleansing/Conversion Overview

Testing is a core component of any conversion of data from one system to another, and FMMI is no different. No less than four test cycles, called Mock Conversions, will occur this summer to test the end-to-end migration of data from FFIS to FMMI. Currently the team is completing its second Mock Conversion test, with additional tests planned in late July and early August.

Conversion utilizes a number of different sources to gather its data for loading into FMMI:

- Manual data gathering to create core accounting elements, such as Fund, Program, and Work Breakdown Structure (WBS)
- Extracts of data from FFIS/FDW for items such as purchase orders, goods receipts, and general ledger account balances
- External sources, such as the Central Contractor Registry, to load CCR vendors

Each Mock Conversion is designed to test with the latest available data within FFIS, and builds upon the prior conversion test cycle to achieve greater conversion load accuracy each time. At the completion of each conversion test, representatives from the Agencies and Staff Offices are involved to validate the data loads into FMMI accurately represent their organization's financial picture.

In order to minimize the data volumes being converted, the Agencies and Staff Offices are analyzing open documents in FFIS and determining which documents should be closed out prior to FMMI Go-live. Each week, the Data Cleansing participants review their progress toward achieving data cleansing milestones for key documents: open obligations, advances from others, suspense items, open advances, open authorizations, and open accounts receivables. Utilizing BRIO queries, tool used for reporting and data analysis with the Financial Data Warehouse (FDW), the Agencies and Staff Offices analyze their data each week with the goal of reducing the volume of open documents within the system.

## Training Delivery Update

The first course of FMMI Training for Deployment 1 users wrapped up in July with FMMI 101 – *Introduction to FMMI*. OCFO leadership delivered FMMI 101 to almost 1,500 USDA personnel over six different dates in the Metro Washington DC area, New Orleans, and by teleconference. Designed as an overview of FMMI, the information covered included FMMI goals and capabilities, process areas, implementation activities, FMMI system roles, and training curriculum. All Deployment 1 FMMI users were required to attend this course in order to build a strong foundation prior to other FMMI training.



*FMMI 101- Introduction to FMMI - attendees at New Orleans, LA. (left) and Beltsville, MD (Right)*



FMMI 200 Level training, which provides users with more detailed FMMI process area overviews, launched in July. These courses are self-paced, online training accessible by USDA employees at their convenience through AgLearn. 200 Level training should be taken after completing FMMI 101 but prior to beginning the 300 and 400 level training courses.

FMMI 300 and 400 level courses are navigational and role specific Instructor-led training which will begin in mid-August. Deployment 1 users will be able to register for those courses beginning in early August.

## Deployment 1 Change Discussions

Throughout July, Deployment 1 Implementation Teams have begun holding *Change Discussions* with their prospective FMMI users. A *Change Discussion* is a guided talk between a member of the Agency/Staff Office Implementation Team and FMMI users. The FMMI Core Team developed a *Change Discussion Guide* to compile FMMI role descriptions, role activities, integration with other FMMI roles and the FMMI training curriculum specific to each role.

*Change Discussions* occur in person, over the phone, or in small group settings. These person to person discussions are also an opportunity for users to directly ask their Implementation team members any questions about FMMI.

Questions gathered from *Change Discussions* may then be collected and submitted via the FMMI Mailbox ([FMMI@USDA.Gov](mailto:FMMI@USDA.Gov)) for consideration to be posted to the Frequently Asked Questions section of the FMMI website.

All *Change Discussions* should be complete by July 24<sup>th</sup> so FMMI users are well informed prior to enrolling in and taking FMMI training aligned with their roles.

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*All Deployment 1 Agencies and Staff Office FMMI Users should be taking part in Change Discussions*

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## FMMI Frequently Asked Questions

### ***I missed FMMI 101 Training, what do I do now?***

FMMI 101 is a foundational training course required for all FMMI users in order to obtain access to FMMI for Go-live. If you missed one of the six offerings and the teleconference, contact your Agency/SO FMMI Training Lead to learn about next steps. Until another offering of FMMI 101, continue to take FMMI training in your assigned curriculum.

### ***How will I receive credit for FMMI training?***

In order to receive credit for FMMI training, users must submit a **Course Completion** survey for each course they take. Links to Course Completion surveys are provided after successful completion of each course, either via email from the user's Agency/SO Training Lead, in AgLearn if a web-based course, or by the instructor for the instructor-led classes. Course Completion surveys are required in order to receive credit for training.

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*A Course Completion survey must be submitted in order to receive credit for taking training.*

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### ***How can I provide feedback after taking FMMI training?***

Everyone who attends FMMI training is provided a link to submit a **Course Evaluation** survey. Course Evaluations are voluntary and not tied to receiving credit for taking a course. The FMMI team uses the results of evaluations to determine the overall effectiveness of the training program and to identify improvements for future sessions. Evaluations allow feedback on the course design, content and instructor, if applicable.

### ***I completed FMMI 101 but I don't see my effort reflected in AgLearn?***

FMMI 101 was delivered auditorium style or via teleconference, so users were not able to go online to record their attendance and course completion in AgLearn. Attendance was taken for each session of FMMI 101 and links to Course Completion surveys were sent to those individuals who attended the course. Results of Course Completion surveys will be uploaded to AgLearn by end of July/early August.

## Spotlight on General Ledger

The General Ledger process area addresses the financial, budgetary, and statutory reporting requirements of USDA. Every transaction resulting in a financial impact posts to the General Ledger and will provide the necessary information for Balance Sheet By Fund, FACTS I and FACTS II. The necessary entries to support budgetary accounting are handled by the FMMI Budgetary Ledger, which is integrated with the Funds management module.

FMMI General Ledger provides timely and accurate financial information in real-time including the benefit of allowing financial reports to be executed, reviewed, and analyzed in real-time. FMMI General Ledger enables USDA to support accruals posting. Accruals and adjustments will be handled the same way in FMMI as they have been handled in FFIS. In addition, FMMI General Ledger will support adjustment postings, although the adjustment posting within the General Ledger, (i.e. standard voucher) will be limited and closely monitored.

Examples of the financial reports area include:

- Balance Sheet
- Statement of Net Cost
- Statement of Changes in Net Position
- Statement of Budget Resources
- Statement of Financing

## Key Messages for Your Agency/Staff Office

*As leadership or the FMMI Point of Contact (POC) for your Agency/Staff Office, we rely on you to take back key messages to the rest of your organization about FMMI. Key points to relay to your organizations:*

- Testing is a core component of Data Conversion for FMMI. No less than four test cycles, called Mock Conversions, will occur this summer to test the end-to-end migration of data from FFIS to FMMI. Conversion utilizes a number of different sources to gather its data for loading into FMMI: Manual data gathering, extracts of data from FFIS/FDW, and external sources. Each mock conversion builds upon the prior to achieve greater accuracy each time.
- FMMI 200 Level training, self-paced, online training accessed via AgLearn, launched in July, providing FMMI users with process overviews. These courses are accessible by USDA employees anytime through AgLearn.
- Throughout June and July, Deployment 1 Implementation Teams are holding *Change Discussions* with prospective FMMI users. Change Discussions are the primary method to learn of the specific process changes, role assignments or changes, and the FMMI training curriculum for each role(s).
- In order to receive credit for FMMI training, submit a Course Completion Survey. Links to the online surveys are provided after course completion.
- Course Completion surveys are required to receive credit for FMMI training. Course Evaluations are voluntary and allow users to give feedback on FMMI training they attended.
- The General Ledger process area addresses the financial, budgetary, and statutory reporting requirements of USDA.

## FMMI Calendar

**FMMI 200 Level Training Available**  
**FMMI 300/400 Level Training**  
**Data Conversion Mock 3 Begins**

**NOW!**  
**Begins mid-August**  
**July 27**

## Questions or Comments?

If you have questions about the FMMI project or information in this newsletter, please contact [FMMI@usda.gov](mailto:FMMI@usda.gov) and include a clear subject line to indicate what your question or concern is about. Or for information, visit the FMMI website: [Info.FMMI.USDA.Gov](http://Info.FMMI.USDA.Gov).