



# FMMI in the NEWS

Financial Management Modernization Initiative

Issue #18 – October/November 2010



## Congratulations to FNS and RMA on successful go-lives!

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### FMMI Year-End Close

Deployment 1 Agencies/Staff Offices participated in the close of Fiscal Year 2010, the first Year-End close to occur in FMMI. Though the year-end close was ultimately successful, a number of key learnings were derived that future agencies going live can leverage.

Year-end activities and communications to the agencies and FMMI users and feeder system processes should start sooner and occur with greater frequency. In addition, structured checkpoints should be taken to ensure that key business processes, such as expense settlement, reimbursable billing, and collections are executed correctly well in advance of year-end. These proactive data analysis checkpoints can be facilitated by using the FMMI Reconciliation Tool and Business Intelligence queries, which replicate many of the FACTS and other year-end edits.

The Year-End Close process utilized special posting periods (13-16) to segregate new activity from the final previous year close activities. For example, adjustment entries were assigned to Period 13 and audit adjustment entries were assigned to Period 14. To maintain current year activity as well as adjusting period entries for annual close, FMMI utilized the transaction document dates and posting dates to distinguish reporting periods.

During the Year-End Close process, the FMMI Financial Reporters generated the following financial reports in FSDW:

- Balance Sheet
- Statement of Net Costs
- Statement of Net Position
- Statement of Budgetary Resources

Additionally, the FMMI Financial Reporters generated the following financial report in FMMI:

- Statement of Financing

### FMMI Year Startup

As Year-End activities occurred, it was also important that Year Startup activities were executed for the new fiscal year. Fiscal Year 2011 (FY11) opened in FMMI on October 4, 2010. FY11 Period 1 was opened in FMMI on September 27 to allow for budget execution in support of key transactional activity during the first few weeks of October. Prior to October 4, the only FY11 transactions allowed were those associated with disbursing budget and making funds available for spending. These activities included Budget Execution Sales Orders, and Forecast of Revenue creation.

In preparation for FY11 Year Startup, Agencies prepared Master Data to support early Budget Distribution. Agencies also created new shorthand codes, new project definition and WBS elements, and supplied organizational changes requiring other new Master Data elements. Budget Distribution began at the end of September for Agencies preparing to start FY11.

Reimbursable Agreements and Reimbursable Budgets were created at the end of September for the new fiscal year. Sales Orders and Forecast of Revenue were also created for known agreements in order to start FY11.

## FMMI Project Office Relocation



The FMMI Project Office has relocated! Over the weekend of October 23-24, 2010, the FMMI project office moved to 1875 K St. Northwest, Washington, DC, 20006. The main entrance for the building is located at the Northeast corner of K and 19<sup>th</sup> street. The nearest metro stops are Farragut West on the Orange and Blue lines (use the 18<sup>th</sup> Street exit) and Farragut North on the Red line (use the Connecticut Ave. and K Street exit).

## Deployment 2 Updates

### Spotlight on Food and Nutrition Service (FNS)

The Food and Nutrition Service (FNS), within the Food, Nutrition, and Consumer Services Mission Area, is a USDA Agency which administers the nutrition assistance programs of the US Department of Agriculture. It is one of the USDA Agencies that will begin using FMMI capabilities as part of Deployment 2. The mission of FNS established in 1969 is to provide children and needy families better access to food and a more healthful diet through its food assistance programs and comprehensive nutrition education efforts. To bring the FNS employees stationed across the country into the FMMI system, an Implementation team of eight Agency personnel and two Solution Leads have been working on implementation needs concerning functional and technical requirements, data conversion, security, reporting, training, and testing. FNS went live with FMMI this month.

FNS has completed User Testing and conducted cutover plan activities, including submitting final Master and Transactional Data to be loaded into the production system. As part of the cutover plan for FNS, FFIS closed on Friday, October 29. FNS planned a staggered entry into the FMMI environment and, therefore, on November 1 provided FMMI access to only a small number of users for validation purposes. The remaining users will be given access when their training is complete mid-November.

FNS also has a separate team working on the Deployment 4 implementation of its stand-alone Integrated Program Accounting System (IPAS), which is used for its program accounting.

## User Testing

The core Deployment 2 User Testing completed on Friday, October 15, 2010. Representatives from Deployment 2 Agencies, Quality Assurance Test core team members, and System Test core team members participated in test execution and issue resolution prior to the first Deployment 2 Go-Live on November 1, 2010. For five weeks, Rural Development (RD), Risk Management Agency (RMA), Farm Service Agency (FSA), Food and Nutrition Service (FNS), Animal and Plant Health Inspection Service (APHIS), Grain Inspection, Packers and Stockyards Administration (GIPSA) and Agricultural Marketing Service (AMS) representatives focused on performing test scripts, reporting errors, and re-running test scripts based on business requirements. The primary reasons for conducting User Testing are to confirm that FMMI supports the Agency stakeholder's requirements and business process, the application is configured properly, and security roles are accurately aligned. Users and supervisors convened for a daily User Test checkpoint call to discuss and resolve any issues that occurred during testing. Testing was conducted on site at the FMMI project office in Washington, DC as well as Marketing and Regulatory Programs (MRP) Agency locations in Minneapolis, MN, Kansas City, MO, and an FNS office in Alexandria, VA.

The following testing schedule of end-to-end scenarios was proposed to Agencies as a framework:

- Week 1: Master Data, Budget Execution, General Ledger Postings, Procure to Pay
- Week 2: Lockbox, Order-to-Cash
- Week 3: Order-to-Cash (continued), Procure-to-Pay (negative), Assessment Cycle
- Week 4: Month-End Processing, Financial Reports
- Week 5: Interfaces, Agency Specific Processes

While many users followed this schedule, others were able to independently test transactions that they currently use on a day-to-day basis to become familiar with FMMI. If users found incorrect or missing business requirements during this process or actual test results did not match expected results on a given test script, users were asked to fill out a System Investigation Request (SIR) form to document the issue. SIRs were logged in the SAP Solution Manager system and assigned to the appropriate FMMI team member for resolution. SIRs were reviewed at a high level in the daily morning meeting, and then SIR leads followed up with specific users to map out next steps to resolution and close SIRs. Overall, Testing team members and users saw this as a valuable experience and look forward to a successful Go-Live.

## Training Delivery Update

Deployment 2 400 Level Training Delivery began August 30, 2010 and is currently targeted to conclude in March 2011. Instructor-led sessions for RD, RMA, FNS and FSA are currently being conducted in Ft. Collins, CO, Kansas City, MO, Minneapolis, MN, Riverdale, MD, Washington, DC, Raleigh, NC, St. Louis, MO, and San Francisco, CA. MRP Agency registration for 400 Level courses began in November 2010. In addition to the regular user registration and completion reports the Customer Liaison and Training Branch (CLTB) sends Agency Implementation teams, the FMMI Core team also sends a weekly FMMI Training Delivery and Completions by Agency report that tracks registrations and completions against required courses. The FMMI Training Delivery and Completions by Agency report also shows percentages of each course and each level of training completed by the Agencies.

The 200 Level - Process Overview and 300 Level – System Navigation online courses are self-paced and accessed via AgLearn. These courses should be taken prior to 400 Level classroom training. For users who were unable to attend the Deployment 2 instructor-led session of FMMI 101, a recording is also available via AgLearn.

## Master Data Update

The FMMI Agency Readiness Team has created a Master Data database, complete with validation rules for each FMMI Agency across all the deployments. In preparation for FY11 Year Startup, the Agency Readiness Team downloaded all master data (Application of Funds, Funds, Funds Centers, Cost Centers, Functional Areas, Project Definitions, and WBS Elements) and validated them against a series of rules. The results were sent to the Master Data Points of Contact for each Agency. Most errors found were related to Project Definitions and Work Breakdown Structure (WBS) elements. Agencies managed the process of making necessary updates needed for Project Definitions and WBS elements.

## Cutover Activities

Cutover activities for RMA and FNS started in September 2010 and will continue in November. The Cutover Task Inventory is the primary tool supporting the Cutover Plan. It is a full checklist of activities to manage the cutover process to successfully deploy FMMI to the Deployment 2 Agencies. It includes project management, change management, technical architecture, conversion, configuration, and interface-related tasks that cross the Cutover timeframes. Although these tasks are monitored by the Core Implementation team, the responsibility of executing the tasks belongs to the FMMI Project team, Fall Deployment 2 Agencies, and Interface Partners.

To support Cutover, the FMMI Implementation team provided the Fall Deployment 2 Agencies with a detailed work plan outlining Cutover Window Processes. This tool laid out the procedures that must take place for the November 2010 Deployment 2 Agencies during Cutover to manage the transition period from FFIS to FMMI. The document focuses on managing FMMI and Interface Partner operations around the Cutover time period when the Interface Partners have been disconnected between FFIS and FMMI and when users do not have access to the new accounting system. During this time, these procedures will be utilized to allow USDA business to continue without a loss of information. The Cutover Window Processes provide the necessary procedures for USDA business activities to be recorded, tracked, and eventually manually loaded into the system (where applicable).

The first key cutover activity was the Master Data conversion effort. Once the Master Data conversion was executed, the data validated, and additional cutover tasks were completed (including USDA year-end close activities), the Transactional Data conversion began on October 31, 2010.

On the Monday following the Cutover weekend, the Post Cutover phase began as the first Agencies went "live" using FMMI. At this point, the appropriate user groups were given system access and some posting of FY2011 transactions within FMMI began. Immediately following the Agency Go-Live date, the Operations and Maintenance (O&M) Help Desk and Post Production Support team are in place to resolve any issues which may occur in the Production environment.

## Post Production Support

At the start of FMMI operations for the Fall Deployment 2 Agencies, the FMMI team has begun providing Post Production Support. Post Production Support is the period of time immediately following each of the Deployment 2 Go-Live events and will be in place during the month of Go-live. After the Post Production Support timeframe, the FMMI Application Help Desk will assume responsibility for long term support.

The Post Production Support team is made up of specialists from the existing FMMI teams. The Post Production Support team's focus is to provide support, quickly identify, prioritize, diagnose and resolve issues, and maintain effective communication throughout the process. As part of this team, each Agency has an Agency Point of Contact (POC) which will represent the Agency during the Post Production Support timeframe. This includes representing FMMI across the Agency, providing Agency-specific information to the users, collecting Agency issues and providing resolution information, and representing the Agency at FMMI-wide meetings.

The FMMI project teams in Washington, DC and New Orleans, LA have centralized locations to maintain effective communication and facilitate the quick identification, prioritization, diagnoses and resolution of the top priority issue and will serve as the hub of communication about the status of FMMI operations during the Post Production Support timeframe.

During the Post Production Support timeframe, the standard process to open, route, track progress, and close tickets using the Remedy software is utilized. There are no changes to this process from that documented in the FMMI Application O&M Help Desk Plan. However, during the Post Production Support timeframe, only Agency POCs are authorized to submit tickets related to FMMI functionality coming from the Agencies. This facilitates more effective coordination and prioritization of issues within each Agency as well as encouraging users towards working with the FMMI Agency Post Production Support teams.

## 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:

- Deployment 1-1.2 Agencies/Staff Offices participated in the close of fiscal year 2010 in FMMI, the first Year-End close in FMMI.
- In preparation for FY11 Year Startup, a number of activities were executed, such as Master Data preparation for early Budget Distribution, new shorthand code creation, new Project Definition, and new WBS element creation. Budget Distribution began at the end of September for Agencies ready to start FY11.
- Over the weekend of October 23-24, 2010, the FMMI project office moved to 1875 K St. NW, Washington, DC, 20006.
- RMA and FNS went live in FMMI starting November 1, 2010.
- The core Deployment 2 User Testing, the final phase of the testing process, was successfully completed on October 15, 2010.
- 200 Level, 300 Level, and 400 Level training courses are currently ongoing for Deployment 2 Agencies. A recording of FMMI 101 is also available via AgLearn for any users who still need to complete the course.
- The FMMI Agency Readiness team is working with the Deployment 2 Agencies to confirm Master Data in preparation for going live with FMMI.
- During the start of FMMI operations for the Deployment 2 Agencies, the FMMI team is providing Post Production Support.

## FMMI in the News Objective

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

To verify 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@cfo.usda.gov](mailto:fmmi@cfo.usda.gov) or give immediate feedback and tell us how we are doing.

## FMMI Calendar

200 Level Training Delivery	July 2010 – March 2011
300-400 Level Training Delivery	August 2010 – March 2011
FNS/RMA Go-Live	November 2010
FSA/RD Go-Live	December 2010

## Questions or Comments?

If you have questions about the FMMI project or information in this newsletter, please send an email to [fmmi@usda.gov](mailto:fmmi@usda.gov) and include a clear subject line to indicate what your question or concern is about.

For information, reference documents and frequently asked questions, visit the FMMI website: <http://info.fmmi.usda.gov>.

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