

FMMI Top Tips for a Successful Go Live

FMMI is the Financial Management Modernization Initiative which goes live October 2009.

FMMI is one way USDA will modernize its financial systems using a state-of-the-art software package that will provide online, real-time transaction capability and access that impacts every Agency and Staff Office in the Department. It will replace the Foundation Financial Information System (FFIS) and program financial systems, as applicable.

Follow the steps and tips below for a successful Go-Live:

FMMI Access

- ✓ Bookmark the FMMI website, <http://info.fmmi.usda.gov>, and become familiar with the information found there and to access the FMMI Portal
- ✓ Confirm your access. Login to the FMMI Portal, from the FMMI website, using your current Level 2 eAuthentication ID and password.
- ✓ Remember, only those users who have completed training and had access confirmed by leadership will have access to FMMI at Go Live on October 5

FMMI Reference Materials

- ✓ Keep your training materials, including Participant Guides, readily available
- ✓ Post the *Welcome to FMMI* tri-fold and *FMMI Frequently Used Icons Bookmark* in your workspace for easy reference
- ✓ Use *FMMI Online Help* as a point of reference to help you complete your work in FMMI. Reach Online Help Procedures and Job Aids by visiting the FMMI Portal, <https://portal.fmmi.usda.gov>, login to FMMI using a valid Level 2 eAuthentication ID and password; click the Help link on the right side of the FMMI Portal banner to access Online Help.
- ✓ Refer to *Frequently Asked Questions* (FAQs) found on the FMMI website, <http://info.fmmi.usda.gov>, for information you can use

FMMI General Reminders

- ✓ Never run reports without parameters, or 'entry criteria'. Like any reporting system, executing a report without any parameters may result in poor system performance or a report timing out before the execution can complete.
- ✓ To export a report to Microsoft Excel please see the Online Help Procedure (OLHP) FMMI Training >300 Level > Hands on activities> Export to Microsoft Excel. It provides detailed instructions to follow.
- ✓ Use the print screen function to print documents from within FMMI. If the printer does not respond, verify if the printer is still mapped. Users will be able to map to printers as they do now.
- ✓ Make sure to reach out to your Agency IT POC to set up your desktop configuration to allow pop-ups, if it doesn't already

FMMI Support

- ✓ Ask your Functional Administrator and Tier 0 Help Desk for assistance if you have questions or challenges while using FMMI

For information or questions please contact your local Agency or Staff Office FMMI Implementation Teams or Post Go Live Functional Administrator:

Questions on Implementation should be directed to your local FMMI Implementation Lead.

Questions for the Functional Administrator/Tier 0 Help Desk should be directed to your local Functional Administrator.

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