



FMMI in the NEWS

Financial Management Modernization Initiative

Issue #6 - May 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.

A Word from our Change Management IPT Lead – Ann Adam

In recent months the idea of “change” has become a popular theme across the country, but many of us still find the idea of “change” to be a difficult one to accept. The Change Management IPT is focused on educating, encouraging, and empowering the Agency and Staff Office FMMI users in preparation for FMMI.

We accomplish this through:

- **Communications and Sponsorship** – Informing FMMI users to gain buy-in for the change from our key stakeholders
- **Training and Performance Support** – Educating the users on how to use FMMI
- **Role Alignment** – Assigning proper access to FMMI users in alignment with the business process requirements

The Change Management IPT has been working diligently since the beginning phases of the project to plan communications, develop FMMI system roles, and outline training courses. We have worked closely with the Deployment 1 Implementation teams to distribute key FMMI messages directly to end users and to map those users to the appropriate roles. The Training team has been developing all the various levels of course materials users will be taking to learn about FMMI, the financial process areas and how to perform specific roles in the system.

We just completed the analysis of our first survey to gauge the awareness of the Deployment 1 user population of FMMI and the changes coming with the FMMI implementation. I was excited to see our communication efforts with the Deployment 1 Agency and Staff Office Implementation teams are working. Users are aware of the FMMI program and we received great feedback to help us tailor messages to get our users to the next stage of understanding why FMMI is being implemented and the benefits that will come with the new financial system.

We are looking forward to finalizing the training delivery schedule shortly. I know our end users are eager to attend training to learn more about FMMI and their role!



Ann Adam,
FMMI Change Management IPT

FMMI Awareness Survey Results

As part of the Financial Management Modernization Initiative (FMMI) Change Management Approach, periodic surveys are distributed to FMMI users to gauge their state of readiness for the FMMI Implementation. Users move through various stages during a major change effort from a state of being unaware of the change to a state of commitment to the change effort. All of the FMMI Change Management activities from communications to training are geared towards moving users through these phases. Surveys will be sent to measure user progress at each of these stages:

1. Awareness – *are people aware of FMMI*
2. Understanding – *do people understand why we are implementing FMMI*
3. Buy-In – *do people accept the change that FMMI will bring*
4. Commitment – *are people committed to making FMMI a success*

The first FMMI survey distributed, the Awareness Survey, was sent to all Deployment 1 end users at the end of April. The focus of the Awareness Survey was to measure how aware end users are of FMMI and of the change that will occur with the implementation of FMMI. End users may have some understanding of the change but will likely not know the specific impact at this point.

With 829 out of an estimated 1571 possible respondents, the Awareness survey had a 55% response rate overall. While figures vary for surveys sent via email, a response rate over 50% is considered good.

Overall findings show the majority of survey respondents are aware USDA is implementing FMMI (86%), that it is replacing FFIS as the core financial system (83%), and that the FMMI project is sponsored by OCFO (73%). The responses to other questions such as awareness of the various core financials for FMMI, information about implementation and information about training had a range of responses indicating users were somewhat aware or not fully aware of the information. We expect to see a continued increase in awareness to a level of understanding as more communication and training take place that will cover these topics.

Open text comments expressed an overall positive outlook on FMMI and the changes it will bring. However, users are eager for more information about all things related to FMMI.

Survey results were shared with FMMI Leadership and the Deployment 1 Agency/Staff Office Implementation Teams. Recommendations to further increase awareness and understanding of the FMMI project include updating distribution lists and the communication distribution process, re-distribution of the *FMMI in the News* newsletters and *FMMI Newsflashes*, using supplied posters to advertise the [FMMI website](#), and ensuring FMMI is a standard agenda item on regular Agency/Staff Office meetings with users.

The next survey to gauge Understanding will be distributed the end of July after the FMMI 101 training course has been delivered to users.

Training Delivery Update

The FMMI Deployment 1 Training Delivery Schedule is currently in development using the results of the role mapping completed this past spring. Deployment 1 Training will kick off in late June when OCFO Leadership presents the first offering of FMMI 101 - Introduction to FMMI. Deployment 1 Training Leads will begin distributing communications to the FMMI users in early June with instructions on the process for registering for FMMI 101.

Training will continue into Summer/Fall 2009. FMMI Training will be presented to users using a blended approach, ranging from high level presentations in auditoriums in the Washington DC metro area and in New Orleans, to web-based training accessed via AgLearn, to detailed instructor-led classroom training that will give users a chance to experience FMMI hands-on. Stay tuned for more information as the full training schedule is finalized.



FMMI at 2009 FMT Conference

FMMI had a major role at the 2009 Financial Management Training (FMT) May 6-8, 2009 in Washington, DC. At the opening session, FMMI Leadership presented a two hour FMMI overview and gave the audience of over 400 USDA finance personnel a demonstration of the FMMI system. Part of the presentation included officially launching the FMMI website (<http://info.fmmi.usda.gov>), which provides timely information on FMMI and will host links to the *FMMI Portal* at the go-live of Deployment 1 in October 2009.

Day one and two of FMT included FMMI breakout sessions covering information on what activities are left to occur for Deployment 1, tasks to get ready for Deployment 2 and a session on the Accounting Data Structure.

In addition to the presentations and breakout sessions, FMMI core team members answered questions at the FMMI booth, presented demos of the FMMI system and the FMMI website and handed out FMMI bags, note pads, and badge holders.

FMMI Leadership presented a two hour FMMI overview and gave the audience of over 400 USDA finance personnel a demonstration of the FMMI system.

FMMI Vendor/Customer Model

The FMMI model will utilize the Department of Defense Central Contractor Registration (CCR) database as the primary USDA vendor file. CCR will be used starting 10/1/09 for agencies in the first deployment of FMMI. USDA agencies not converting to FMMI on 10/1/09 will continue to use the existing FFIS vendor (VEND) file.

FMMI agencies will be solely responsible for ensuring their vendors register on CCR if required to do so under Section 4.1102 of the Federal Acquisition Regulations. CCR registration requirements can also be found at www.ccr.gov. It is imperative that the agencies ensure vendor registration occurs if required. USDA will receive CCR vendor data on a daily basis and load to FMMI masters for use by the agencies. If the agency determines a vendor is not required to register on CCR, maintenance requests will continue to be sent to the central Table Management Section in the Controller Operations Division (COD) in New Orleans. A new FMMI form is being developed for use in submitting these types of requests.

Whereas the current FFIS VEND file includes all entities in one database, the FMMI model separates entities into either vendors (those USDA owes) or customers (those who owe USDA). It will therefore also be imperative, if submitting maintenance requests, that the agency accurately note the proper master on which maintenance should be performed.

To accommodate Personally Identifiable Information (PII) concerns, the FMMI vendor / customer code will be a system assigned sequential number. It will not be the taxpayer identification number (TIN) as it now is in VEND. The TIN will appear on the FMMI master but with limited visibility.

USDA also plans on sending a mass mailing to active non-employee vendors in the FFIS vendor file to notify them of the implementation of FMMI and the usage of the CCR file in the June timeframe.

Development of the FMMI vendor / customer model is ongoing. COD personnel are involved on a daily basis with the requirements for this activity. The central Table Management Section will begin FMMI training on these new processes over the summer. After training, the plan is to prepare basic procedures for the new operational duties and relay those procedures to the agencies. We remain committed to ensuring the FMMI implementation occurs smoothly.

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Spotlight on Purchasing and Accounts Payable

Purchasing and Accounts Payable (AP) are the two major components of the Procure-to-Pay process. These two process areas encompass the entire process chain from the registration of the vendor to the processing of the vendor payment.

Purchasing is the first step in the Procure-to-Pay process. The Purchasing process is how USDA will run all phases of materials management from the purchasing of the goods or services to the receipt of the goods or services. The Purchasing process includes procurement of materials and services and monitoring deliveries from vendors.

The Accounts Payable process is initiated once the goods are received. The Accounts Payable process is how USDA will maintain, update and process vendor invoices. It will enable USDA to receive and record requests for payment (invoice) from vendors and process and record payments to vendors for goods or services provided.

Under Purchasing and Accounts Payable, users will complete a purchase requisition, a purchase order, a goods receipt, invoice verification and an outgoing payment for a vendor. Under the Accounts Payable process, Treasury sends confirmation of payments made on behalf of USDA and all these actions will be reflected real-time. The FMMI system will also bring greater flexibility with regards to real-time data posting and processing and access to current vendor balance. In addition, with FMMI there will be a document chain which creates a link between all related documents allowing enhanced accuracy and traceability between both process areas.

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:

- The first FMMI survey distributed, the Awareness Survey, was sent to all Deployment 1 users at the end of April. The focus of the Awareness Survey was to measure how aware users are of FMMI and of the change that will occur with the implementation of FMMI. Survey results were shared with FMMI Leadership and the Deployment 1 Agency/Staff Office Implementation Teams.
- Deployment 1 Training will kick off in late June when OCFO Leadership presents the first offering of FMMI 101 - Introduction to FMMI. Deployment 1 Training Leads will begin distributing communications to the FMMI users in early June with instructions on the process for registering for FMMI 101. The 200-400 level courses will follow.
- The FMMI model will utilize the Department of Defense Central Contractor Registration (CCR) database as the primary USDA vendor file. CCR will be used starting 10/1/09 for agencies in the first Deployment of FMMI. USDA agencies not converting to FMMI on 10/1/09 will continue to use the existing FFIS vendor (VEND) file.
- Purchasing and Accounts Payable (AP) are the two major components of the Procure-to-Pay process. These two process areas encompass the entire process chain from the registration of the vendor to the processing of the vendor payment.

FMMI Calendar

Testing Readiness Review 1	May 28
Business Intelligence (Reporting)	
Kickoff with D1 Agencies/SO	June 10
Mock 2 Conversion Begins	June 15
FMMI 101 Training Delivery	June 23-July 17
Testing Readiness Review 2	End of June

Questions or Comments?

If you have questions about the FMMI project or information in this newsletter, please contact FMMI@usda.gov and include a clear subject line to indicate what your question or concern is about.