United States Department of Agriculture

Financial Management Modernization Initiative (FMMI)

Deployment 3
FMMI Change Discussion Guide

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1 Change Discussion Guide Introduction

1.1 Purpose of the Change Discussion Guide

A Change Discussion Guide is a tool for Agency Implementation teams to use to discuss with their users the specific process changes, role changes, and training curriculum that will come as a result of the implementation of the Financial Management Modernization Initiative (FMMI). It contains all of the information needed to conduct an effective User Role and Training discussion prior to deployment of FMMI training courses.

Agency Implementation teams are encouraged to conduct Change Discussions with users prior to the deployment of FMMI training to provide users time to become familiar with any potential changes that will come with FMMI. These discussions will provide FMMI users an opportunity to raise any concerns or questions they may have about the FMMI implementation with their Agency Implementation teams. Agency Implementation teams may also choose to collect frequently asked questions and concerns and share them in a larger group at their discretion.

1.2 How to Use the Change Discussion Guide

The contents of the Change Discussion Guide are the backbone of the Change Discussion process. For each FMMI user, Agency Implementation teams should confirm which role(s) they will be assigned and the user's training curriculum. Agency Implementation teams should cover the information in the Change Discussion Guide in a logical manner, ensuring they talk through all relevant points and discuss any concerns or questions the user may bring up.

The Change Discussion Guide contains two parts:

Part 1 – General Overview

1. Change Discussion Guide Introduction
2. FMMI General Information: This section contains FMMI overview information
3. FMMI Roles: This section outlines how role descriptions were created, what business activities and tasks align to each role and how roles determine the FMMI Training Curriculum
4. FMMI Training: This section contains information regarding the FMMI training curriculum as assigned per each role
5. Next Steps: This section lists the next steps users need to take following the completion of a Change Discussion
6. Additional Information: This section includes Frequently Asked Questions (FAQs)

Part 2 – Detailed Role Descriptions and Training

1. FMMI Role Descriptions: This section contains information about the roles that fall under each Business Process area, including a role description, activities to be performed, integration with other roles, and the FMMI training curriculum aligned with that role
2. FMMI Training: This section contains information about the FMMI training courses available. However, this section does not contain complete descriptions for each course. Complete descriptions can be found in the FMMI Course Catalog located on the FMMI website at http://info.fmmi.usda.gov/Training/training.html

1.3 Responsibilities

Agency Implementation teams are responsible for completing certain steps prior to, during, and after Change Discussions.

1.3.1 Prior to Conducting Change Discussions:

- Consider the best method to hold Change Discussions; whether it is in person or by conference call (TDD), *they should not occur solely over email*
- Consider placing users with the same role(s) into small group discussions. This will maximize use of time and allow for group discussions and questions.
- Read through the Change Discussion Guide for each process area involving users
- Review the FMMI Training Course Catalog for full descriptions of each FMMI course. This is still being updated for Deployment 3, but users can refer to the Deployment 2 version for reference.
- Make copies of the pages of the Change Discussion Guide which applies to users so they may review during the discussion and take afterwards

1.3.2 During the Change Discussion

- Discuss the "what", "why", benefits, and impacts of FMMI
- Review the general FMMI changes that will occur
- Discuss the user's role assignment
    - If the user has different roles across multiple process areas, discuss those process areas
- Review training classes, training requirements, and the importance of training

1.3.3 After Change Discussion

- Answer any questions, submitting them to the FMMI Mailbox (FMMI@usda.gov) if the answer either is not readily known or should be shared with the larger FMMI audience
- If users bring up a question that should be shared among the larger group of users, share that information with other users in your Agency and communicate it back to the FMMI Project team members. Either contact your FMMI Agency Communication Lead or submit it to the FMMI Mailbox (FMMI@usda.gov). Common questions may be shared on weekly Change Management calls or considered for Frequently Asked Questions on the FMMI website (http://info.fmmi.usda.gov). Follow-up with users to ensure they are able to enroll in the appropriate courses in AgLearn. If users encounter challenges enrolling in FMMI Training Courses on AgLearn work with your Agency Training Lead or Agency AgLearn Administrator.
- Confirm enrollment via AgLearn in the appropriate FMMI training courses
- Complete all required FMMI training courses and submit the Course Evaluations

2 FMMI General Information

2.1 What is FMMI?

The goal of the Financial Management Modernization Initiative (FMMI) is to improve financial management performance by efficiently providing USDA with a modern, core financial management system that provides maximum support to the mission.

The FMMI project is currently being supported by the Office of Chief Financial Officer (OCFO) to modernize the departmental and agency financial and administrative payment and program general ledger systems.

FMMI's software solution is a commercial-off-the-shelf (COTS) enterprise resource planning (ERP) solution which replaces the legacy mainframe systems with an advanced, web-based financial management system.

2.2 FMMI Technology

2.2.1 What is an ERP?

Enterprise Resource Planning (ERP) systems are commercial off-the-shelf (COTS) business solutions that improve organizational performance in the following ways:

- **Provide enterprise view of data.** Instead of having each Agency using different systems to manage data which then have to be aggregated, all users operate in the same system. This allows senior management to access information for the entire enterprise quickly and easily, resulting in better decision making. In addition, data is used consistently across the enterprise, rather than having inconsistent data across multiple systems. Finally, data entry frequently is reduced, since users in Agency can easily see and use data that is captured by another Agency.
- **Provide real-time data processing.** Instead of requiring data to move through multiple systems using complex nests of interfaces that may involve time lags, data in ERP systems are processed instantaneously. For example, the financial impacts of purchasing or receiving actions are immediately reflected in the General Ledger, rather than waiting for an interface to run.
- **Standardize business processes.** Because all users in USDA will eventually use the same system, this will allow everyone the opportunity to streamline and standardize their business processes. Organizations that undergo this process typically find that the reasons why different processes evolved in the past no longer exist, and there are often significant cost savings to be realized through process standardization.
- **Implement leading practices.** ERP software brings with it recommended leading business practices from thousands of successful implementations in both government and commercial organizations. While the software may be configured to operate differently due to unique requirements, most organizations that implement ERP systems adopt many of the leading practices that are inherent in the ERP packages.

2.2.2 What is SAP?

- Systems, Applications, and Products in Data Processing (SAP) is the world's largest ERP software company and the world's third-largest independent software supplier overall. This company develops and supports a suite of ERP software components which typically are referred to simply as "SAP" (pronounced "S-A-P").

2.3 Why FMMI?

USDA is taking steps to modernize its financial systems through 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.

FFIS is based on mainframe technology and is no longer supported by the current vendor for ongoing compliance with Federal financial management requirements. In addition, many Agency-owned applications, or feeder systems, currently interface with the existing financial systems. Keeping all of these systems synchronized across USDA is costly and creates risks associated with data latency, consistency and accuracy.

Deployment of FMMI will provide USDA with the following capabilities:

- A single, operational web-based system for all USDA Agencies
- An enterprise-wide view of data
- Standardizes business processes
- Reliable, relevant and timely data for general accounting, funds management, and financial reports
- Funds control and accountability
- Cost management activities
- Cost analysis activities
- Robust document and reporting capabilities

2.4 FMMI Benefits

FMMI targets the replacement of FFIS and the replacement of the legacy financial and program ledgers used in the USDA programs. Below are some of the distinctions between the two systems.

Table 1: FFIS System Features compared to FMMI System Features

FFIS System Features	FMMI System Features
Multiple Agency-owned applications	One instance – all Agencies/Staff Offices will operate in the same application
Front-end system – mainframe computer used for large scale computing	Commercial off-the-shelf (COTS), web-based Enterprise Resource Planning (ERP) system; front end single entry via a Portal
Multiple logon	Secure single sign-on through eAuthentication
Redundant data entry, re-working same data among multiple systems, and then reconciling data differences	Enhanced process capabilities (e.g., funds control/accountability, cost analysis/management, budgeting/execution)
Reporting updates nightly	Robust document and reporting capabilities (e.g., real-time reporting, drill-downs)
Table driven system for processing and review	Module or functional system that allows transaction specific processing
Associate Job Codes with specific Projects	Module (Project Systems – WBS) specifically designed to track projects at multiple levels
Department controlled fixed length Shorthand Code structure	Agency defined flexible Shorthand Code structure (up to 27 characters)

2.5 FMMI System Access

Users will be able to access FMMI through the FMMI website (http://info.fmmi.usda.gov) from which users can reach FMMI using their current Level 2 eAuthentication and current computer. Access to certain areas within FMMI may be restricted based on the user's role(s), security level, or amount of FMMI training completed.

2.6 Business Process Area Information

The scope of FMMI includes seven major business process areas:

- Accounts Payable
- Accounts Receivable
- Cost Management
- Funds Management
- General Ledger Management
- Periodic Processing
- Purchasing

3 FMMI Roles Methodology

3.1 FMMI Roles

During the Design phase, the FMMI team created user roles based on the detailed tasks, activities, and application security requirements.

A role is defined as a group of activities/tasks within a business process that are logically grouped for FMMI system access. Activities are a logical grouping of related tasks that typically need to be executed to complete a specific event as part of a larger process. An individual may have one or many roles and one role can be aligned, or mapped, to one or many people.

- Role Alignment identifies the FMMI tasks, activities, and roles needed to perform business processes and recommends alignment to the people in the current organization
- 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 amongst users
- Roles give the Security Administrator the ability to efficiently assign appropriate activities to designated users avoiding degradation in performance or service
- Roles lead to proper development of training courses by role

The following guiding principles were used during the role design process to develop the FMMI roles:

- Leverage the basic role formula:
  - Each activity maps to a role
  - One role or multiple roles can be assigned to a person
  - Roles can be performed by one person or multiple people
  - Role names describe the tasks performed in FMMI rather than organizational position, (e.g., Evaluator, Reporter, Maintainer)
- Group logical activities
- Incorporate commercial/government leading practices
- Describe a “user system role” and not a ”job title” defined by the business
- Correlate to a common, global solution not specific to each organization
- Exhibit proper Segregation of Duties based on leading practices and financial management regulations, policies, and procedures
- Allow for smooth and seamless flow of information for a given set of business process activities
- Encompass an end-to-end set of activities
- Allow accountability for accurate, complete, and timely data, as well as decision making authority, where applicable

The FMMI team worked with Agencies during Role Mapping Workshops, after which FMMI Agency Implementation teams mapped their users to the appropriate FMMI role or roles. Based on Role Mapping, users have been assigned a FMMI training curriculum to complete which corresponds to their role(s).

3.2 Role Naming Conventions

Common naming conventions were used during the role creation process for FMMI. These common names describe the work performed. The names used include:

- Evaluator – Ability to display transactions in FMMI
- Reporter – Ability to run reports to display and print
- 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

3.3 Compliance Considerations

3.3.1 Segregation of Duties (SoD)

OMB circular A-123 defines the purpose of Segregation of Duties is to ensure that there are controls to separate personnel with authority to authorize a transaction, process the transaction, and review the transaction. Segregation of Duties exists to ensure that errors or irregularities are prevented or detected on a timely basis by employees in the normal course of business. Segregation of Duties has been considered throughout the role design process. Leading industry practices were used to limit Segregation of Duty violations. Additionally, USDA's Internal Control Division has provided guidance on control requirements specific to USDA. Segregation of duties provides several benefits. At the most basic level, it means that no single individual should have control over two or more phases of a transaction or operation (e.g., a user cannot approve the transaction he/she previously created). Management should assign roles responsibilities to ensure a crosscheck of duties.

3.4 Relationship of Roles to Security

Roles give the 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, reducing the 'layers' of information necessary to access transaction level information.

3.5 Relationship of Roles to Training

Role definition and mapping are closely tied to the overall training curriculum.

- The training curriculum is designed around the roles determined during the Role Alignment activities
- 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

4 FMMI Training

Training and Performance Support allows each FMMI user to get the knowledge, skills, and tools to succeed in their new work environment. A sequence of courses will help USDA personnel to understand the "big picture" before getting into the details of learning their new job. The FMMI training courses are specific to user roles. The length of training per person will vary depending on the number and complexity of roles assigned.

- The FMMI training curriculum is the list of courses that outlines the training for FMMI roles
- The training courses provide an understanding of the FMMI program, the USDA processes, and the new application
- The curriculum builds on concepts from previous courses so FMMI training should be taken in proper sequence
- The curriculum consists of levels, similar to college courses:
  - **100 Level: Introduction to FMMI –** What is FMMI and why is it being implemented? This training provides an overview of the new FMMI processes and system.
  - **200 Level: Process Overview** – What are the financial concepts based on industry leading practices? This training provides detailed information about each of the business processes involved for individuals' new jobs and roles.
  - **300 Level: System Navigation** – How do I navigate the SAP/FMMI application? This training provides hands-on practice with the commercial-off-the-shelf (COTS) application that individuals will use for new FMMI tasks.
  - **400 Level: Role-Based** - What are the processes in the core functional areas (e.g., General Ledger, Funds Management, Accounts Payable, Purchasing, Accounts Receivable, and Cost Management)? This training provides hands-on practice of the activities and tasks that individuals will be responsible for in FMMI.

For example, the training curriculum for an *Accounts Payable Evaluator* may look like this:

Table 2: Example of Accounts Payable Evaluator Curriculum

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

Additional information on FMMI Training can be found on the FMMI website at **http://info.fmmi.usda.gov/Training/training.html**.

4.1 Training Courses

The table below lists all FMMI Training Courses: course number, course name, delivery method and estimated course hours. For self-paced web-based training the estimation is approximate. Training curriculums have been determined per each role(s) a user may have, and should be taken in order. For information on each course, please reference the FMMI Course Catalog on the FMMI website.

Table 3: FMMI Training Courses

Course #	Course Name	Delivery Method	Duration (Hours)
100 Level			
FMMI 101	Introduction to FMMI	Instructor-led Training (ILT)	3
200 Level			
FMMI 201	FMMI Integrated Process Overview	Web-based Training (WBT)	1.5
FMMI 202	FMMI General Ledger Overview	Web-based Training (WBT)	2
FMMI 203	FMMI Periodic Processing Overview	Web-based Training (WBT)	1.5
FMMI 204	FMMI Funds Management Overview	Web-based Training (WBT)	2.5
FMMI 205	FMMI Cost Management Overview	Web-based Training (WBT)	2.5
FMMI 206	FMMI Accounts Receivable Overview	Web-based Training (WBT)	3
FMMI 207	FMMI Purchasing Overview	Web-based Training (WBT)	2
FMMI 208	FMMI Account Payable Overview	Web-based Training (WBT)	2
300 Level			
FMMI 301	FMMI Portal and SAP Navigation	Web-based Training (WBT)	4
FMMI 302	FMMI BI Navigation	Web-based Training (WBT)	4
400 Level			
FMMI 401	FMMI Display Transactions	Instructor-led Training (ILT)	8
FMMI 402	FMMI Financial Management Reporting (ECC)	Instructor-led Training (ILT)	12
FMMI 403	FMMI BI Non-Payroll Reporting	Instructor-led Training (ILT)	7
FMMI 404	FMMI BI Payroll Reporting	Instructor-led Training (ILT)	1
FMMI 405	FMMI BI Ad Hoc Queries	Instructor-led Training (ILT)	4
FMMI 406*	FMMI BI Cash Reconciliation Reporting	Instructor-led Training (ILT)	4
FMMI 411*	FMMI Funds Management Master Data Maintenance	Instructor-led Training (ILT)	12
FMMI 412	FMMI Cost Management Master Data Maintenance	Instructor-led Training (ILT)	12
FMMI 413*	FMMI General Ledger Master Data Maintenance	Instructor-led Training (ILT)	4
FMMI 414*	FMMI Customer and Vendor Master Data Maintenance	Instructor-led Training (ILT)	8
FMMI 421	FMMI General Ledger Process	Instructor-led Training (ILT)	8
FMMI 422*	FMMI Period End Process	Instructor-led Training (ILT)	8
FMMI 423*	FMMI Year End Process	Instructor-led Training (ILT)	12
FMMI 431	FMMI Funds Management Process	Instructor-led Training (ILT)	12
FMMI 441	FMMI Sales Order Process	Instructor-led Training (ILT)	4
FMMI 442	FMMI Billing and Collection Process	Instructor-led Training (ILT)	8
FMMI 443	FMMI Debt Management Process	Instructor-led Training (ILT)	4
FMMI 451	FMMI Purchasing Process	Instructor-led Training (ILT)	8
FMMI 452	FMMI Invoice Processing	Instructor-led Training (ILT)	8
FMMI 453*	FMMI Payment Processing	Instructor-led Training (ILT)	8
FMMI 461	FMMI Cost Management Process	Instructor-led Training (ILT)	8

FMMI 471	FMMI Security Administration	Instructor-led Training (ILT)	16

*This course was developed/delivered for Department roles (i.e. OCFO) for Deployment 1. Since these users have been trained, these courses and related performance support materials are not targeted to be updated or delivered in Deployment 3 by the Accenture Team and will be maintained by the Customer Support Team as part of the O&M activities.

5 Frequently Asked Questions

Is transition to the FMMI system mandatory?
Transition to this new system is mandatory. USDA is taking steps to modernize its financial systems through the Financial Management Modernization Initiative (FMMI). FMMI is a state-of-the-art software package that will provide online, real-time transaction capability and access to both Department-level offices and all agencies. It will replace the Foundation Financial Information System (FFIS) and program financial systems, as applicable, so if your agency is transitioning to FMMI, use of the new system will be mandatory.

What will be different after FMMI is fully deployed?
Currently, the USDA does not have integration across its financial systems or among other domains; FMMI will integrate a majority of the financial capabilities of the USDA. This integration allows for a single data entry into the system – significantly decreasing the number of manual reconciliations currently being performed throughout USDA. Integration also improves planning, programming, budgeting and execution through the use of integrated output data from financial and non-financial sources. The FMMI system will feed vital, up-to-the-minute information to senior leadership. FMMI will establish and maintain financial management systems that will not only give Congressional overseers the level of financial accountability they need from the Department, but also provide top-tier leadership with timely, accurate data that will enable them to make sound business decisions.

What is the benefit of FMMI?
FMMI makes way for the use of a state-of-the-art software package that will provide online, real-time transaction capability and access to both Department-level Agencies.

Goals and Benefits of FMMI:

- Address legacy system support and material weaknesses
- Deliver an integrated/real-time financial system with on-demand query capabilities
- Streamline financial-business processes
- Provide data integrity, reliability, consistency, and sharing across USDA
- Improve functional integration, accountability, internal controls, and the ability to audit transactions
- Improve financial performance and management reporting to help with decision-making
- Provide financial compliance and a backbone for future Department-wide capabilities
- Comply and integrate with Federal accounting/system standards and mandates
    - Fulfillment of Financial Management Line of Business (FMLoB)
    - Compliance with OMB Circulars A-123 and A-130 and USDA cyber security policies
    - Adherence with the President's Management Agenda (PMA) goals

How much training will I be required to take for FMMI?
A sequence of courses will help USDA personnel to understand the "big picture" before getting into the details of learning their new job. The FMMI training courses are specific to user roles. So the length of training per person will vary depending on the number and complexity of roles assigned.

Will there be access to a sandbox as part of training for FMMI?
In the 100 and 200 Level training, the content is focused on providing an overview of FMMI and the processes. In 300 Level training, users will learn how to navigate FMMI through a combination of hands-on exercises via step-by-step simulations. Simulations are recordings of the FMMI application that allow users to practice in a "safe" environment. At the 400 Level, users will continue to use these simulations to learn the detailed transactions. In addition, they will also complete course challenges in a FMMI Training environment to reinforce their learning.

What is the schedule for deployment?
The FMMI Project Team will work with all Agencies in preparation of their deployment. The target timeline for Deployment 3 is as follows:

- NRCS: April 2012
- FS: November 2012

What can I do now to prepare for FMMI?
FMMI is sharing information as it is known through various channels. These channels of communication are designed to provide leadership and users with current information and points of contact for their Agency. To ensure we are providing enough information at the right time, relevant to you and your Agency, 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. Please enter **"Need Information"** in the subject line so your e-mail is routed to the appropriate team.

6 Detailed FMMI Role Descriptions – Funds Management

Process Area Description

Funds Management is how USDA supports activities associated with controlling internal funds, establishing rules for budget operations, distributing funds internally, and monitoring USDA's resources and available funds. The Funds Management function consists of the following major subcategories:

- Budget Authority and Distribution
- Funds Management Reporting
- Creation and Maintenance of Funds Reservations
- Creation and Maintenance of Funds Commitments

Examples of what is staying the same and/or what is changing:

- The distribution process in FFIS was 'hierarchical' in terms of how money moved from one level to the next
- In FMMI, this process is 'integrated' in that there are five budgetary elements that are used simultaneously when administering budget: Fund, Fund Center, Funded Program, Functional Area, Commitment Item
- The order of distribution in FFIS is: Appropriation to Apportionment, and Allocation/Sub-Allocation and to Allotment/Sub-Allotment.
- In FMMI, order of the distribution process is: Appropriation to Apportionment, and Allotment/Sub-Allotment to Allocation/Sub-Allocation.

6.1 Funds Management Master Data Maintainer

Role Description

The Funds Management module is used to record, track, report and control budgeted revenues, expenditures, fund transfers, and fund balances on a budgetary accounting basis. The Funds Management Master Data Maintainer role is responsible for the management of master data related to the Funds Management module.

The management of the master data provides the baseline for transactional data. Master data is used to define the organizational structure in the Funds Management module that will represent the structure used to control and manage budgetary resources. The Funds Management Master Data Maintainer has access to manage master data stored in the Funds Management module.

The Funds Management Master Data Maintainer role is responsible for maintaining the Funds Management Master Data rules in FMMI. This role is responsible for processing the derivation rules of Funds Management related objects within FMMI. These standard rules facilitate the derivation of Master Data elements. The creation and maintenance of these rules has enterprise wide affects on FMMI.

The Funds Management Master Data Maintainer is assigned access at the Department level.

Activities Performed

The Funds Management Master Data Maintainer will perform the following business activities:

- Create Application of Funds
- Change Application of Funds
- Delete Application of Funds
- Display Application of Funds
- Create Fund
- Change Fund
- Display Fund
- Delete Fund
- Create Funds Center
- Change Funds Center
- Display Funds Center
- Delete Funds Center
- Create Functional Area
- Change Functional Area
- Display Functional Area
- Delete Functional Area
- Create Commitment Item
- Change Commitment Item
- Display Commitment Item
- Delete Commitment Item
- Maintain Budget Period
- Mass Maintenance of Budget Period
- Mass Assign Budget Periods
- Create Funded Program
- Change Funded Program
- Display Funded Program
- Delete Funded Program
- Create Budget Period Groups
- Change Budget Period Groups
- Display Budget Period Groups

- Delete Budget Period Groups
- Create Fund Group
- Change Fund Group
- Display Fund Group
- Delete Fund Group
- Create Funds Center Group
- Change Funds Center Group
- Display Funds Center Group
- Create Functional Areas Groups
- Change Functional Areas Groups
- Delete Functional Areas Groups
- Display Functional Areas Groups
- Create Commitment Item Group
- Change Commitment Item Group
- Display Commitment Item Group
- Delete Commitment Item Group
- Change Funds Center Hierarchy
- Display Funds Center Hierarchy
- Create Commitment Item Group Hierarchy
- Change Commitment Item Standard Hierarchy
- Change Commitment Item Alternative Hierarchy
- Delete Commitment Item Hierarchy
- Display Commitment Item Hierarchy
- Process Derivation Rules
- Maintain ARRA Funds and Budget Periods

Integration with other Roles

The Funds Management Master Data Maintainer interacts with the following roles:

- Agency Cost Management Master Data Maintainer – The Agency Cost Management Master Data Maintainer will provide the Funds Management Master Data Maintainer account assignment elements necessary for WBS FM derivation. Standard rules facilitate the derivation of master data elements i.e. funded programs. Derivation enables less data entry and therefore minimizes the potential for error. The Funds Management Master Data Maintainer creates the rules in a table, and designates a source and target account assignment for WBS elements.
- Department Cost Management Master Data Maintainer – When a new cost center or cost center hierarchy is created or changed the Department Cost Management Master Data Maintainer notifies the Funds Management Master Data Maintainer because Funds Management and Cost Management master data is closely intertwined. In addition, when a Cost Center is created or maintained, the Funds Management Master Data Maintainer is notified of the new or maintained record. When a Funded Program is created or maintained automatically or by the Department Cost Management Master Data Maintainer, the Funds Management Master Data Maintainer enters the Derivation Rules.
- Funds Management Evaluator – The Funds Management Master Data Evaluator will submit the request for additions or modifications to Funds Management master data to the Funds Management Master Data Maintainer.
- ARRA Master Data Maintainer – Both the Funds Management and ARRA Master Data Maintainer will work to maintain the ARRA funds and budget periods.
- Sales Order Processor - The Funds Management Master Data Maintainer creates and maintains the funded programs necessary for the Accounts Receivable Sales Order Processor to perform reimbursable work in the sales order and billing process.
- Purchase Order Processor - The Funds Management Master Maintainer must maintain the derivation rules so that when a cost center is entered in a Purchasing transaction, the corresponding Funds Management information (e.g., funds centers) defaults correctly.

- Invoice Processor - The Funds Management Master Maintainer must maintain the derivation rules so that when a cost center is entered in an invoicing transaction, the corresponding Funds Management information (e.g., funds centers) defaults correctly.
- Funds Management Budget Coordinator - Master data must be generated before appropriations, apportionments, allotments and allocations are entered in FMMI.
- General Ledger Processor - When a new G/L account is created, the Funds Management Master Data Maintainer must create a corresponding commitment item in Funds Management.

FMMI Training Curriculum – Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 411	FMMI Funds Management Master Data Maintenance	12	Instructor-led training (ILT) via Classroom

6.2 Funds Management Administrator

Role Description

This role is responsible for managing Funded Programs groups. Funded Programs in FMMI are programs with a defined operational purpose and time frame for which budget has been appropriated. Funded Programs enable agencies to record budget, control postings, and monitor performance at the project or program level.

The Funded Program is created based upon, and derived from, the WBS Master Data Element. After the WBS Element is created the automated program, FMMDAUTO, has to be run. Once this program has been run the Funded Program will automatically be created and/or changed. This role is able to group these funded programs as needed for reporting purposes.

The Funds Management Administrator role will also be responsible for processing the maintenance of rules for account assignment distribution. The role is able to create the account assignment rules in a table, and designate a source and target account assignment for different business transactions.

This role is maintained at the Department level, with responsibilities similar to that of a Functional Administrator role in FFIS. If Agencies need to perform this task in the future, the role may be modified to accommodate this need.

Activities Performed

The Funds Management Administrator will perform the following business activities:

- Create Funded Program Group
- Change Funded Program Group
- Display Funded Program Group
- Delete Funded Program Group
- Display Funded Program

Integration with other Roles

The Funds Management Administrator interacts with the following roles:

- All roles – The Funds Management Administrator has the potential to interact with any other role that may submit a request to update the account assignment rules as determined by the business need.
- Agency Cost Management Master Data Maintainer – The Funds Management Administrator will interact with the Agency Cost Management Master Data Maintainer when the Agency Cost Management Master Data Maintainer creates and/or changes the WBS Master Data Element, or Funded Program.
- Department Cost Management Master Data Maintainer – When a new WBS element is created the Department Cost Management Master Data Maintainer can ensure that a corresponding funded program is created. The Funds Management Administrator will now be able to display the newly created Funded Program.

FMMI Training Curriculum – Funds Management Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 411	FMMI Funds Management Master Data Maintenance	12	Instructor-led training (ILT) via Classroom

6.3 Funds Management Budget Coordinator

Role Description

The Funds Management Budget Coordinator role is responsible for managing and processing the Appropriation documents, Apportionment documents, and other budgetary entry documents. This role performs the activities and tasks related to the entering of the initial funds and managing the distribution of agency funds.

The Funds Management Budget Coordinator role is also responsible for entering rescissions to budget appropriations. This role will be responsible for entering continuing resolution budget authority and reimbursable authority.

The Funds Management Budget Coordinator role is available for assignment at the Agency and Department level.

Activities Performed

The Funds Management Budget Coordinator will perform the following business activities:

- Enter Appropriation
- Enter Apportionment
- Enter Reimbursable Authority
- Enter Rescission to Agency Appropriation
- Enter Continuing Resolution
- Create Operating Plan
- Display Changes to Operating Plan
- Copy Operating Plan
- Export Operating Plan

Integration with other Roles

The Funds Management Budget Coordinator interacts with the following roles:

- Funds Management Budget Approver – The Funds Management Budget Approver approves the distribution of budget authority at the Appropriation and Apportionment level.
- Funds Management Processor – The Funds Management Processor continues the budget distribution process to the lower levels after the Funds Management Budget Approver has approved distribution of budget authority to the Apportionment and Appropriation levels.

FMMI Training Curriculum - Funds Management Budget Coordinator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

6.4 Funds Management Processor

Role Description

The Funds Management Processor role is responsible for managing and processing the Allotment, Sub-Allotment, Allocation and Sub-Allocation budgetary entry documents.

The Funds Management Processor role is maintained at the Agency level within USDA.

Activities Performed

The Funds Management Processor will perform the following business activities:

- Enter Allotment / Sub-Allotment
- Enter Allocation / Sub-Allocation
- Enter Rescission to Allotment

Integration with other Roles

The Funds Management Processor interacts with the following roles:

- Funds Management Budget Coordinator – The Funds Management Budget Coordinator distributes the budget to the higher levels before the Funds Management Processor can continue the budget authority distribution.
- Funds Management Approver – The Funds Management Approver approves the distribution of budget authority at the Allocation/Sub-Allocation and Allotment/Sub-Allotment levels.

FMMI Training Curriculum – Funds Management Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

6.5 Funds Management Budget Approver

Role Description

The Funds Management Budget Approver role is responsible for managing the approval of the Appropriation and Apportionment budgetary entry documents in the budget distribution process.

The Funds Management Budget Approver will have access to display and approve Appropriation and Apportionment budget entry documents within FMMI.

The Funds Management Budget Approver role is maintained within the same organizations as the Funds Management Budget Coordinator.

Activities Performed

The Funds Management Budget Approver will perform the following business activities:

- Display Budget Entry Documents
- Approve Appropriation
- Approve Apportionment

Integration with other Roles

The Funds Management Budget Approver interacts with the following roles:

- Funds Management Budget Coordinator – The Funds Management Budget Coordinator distributes the budget and must obtain approval from the Funds Management Budget Approver for of the Appropriation and Apportionment level of distribution, if applicable.

FMMI Training Curriculum – Funds Management Budget Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

6.6 Funds Management Approver

Role Description

The Funds Management Approver role is responsible for managing the approval of the Allotment, Sub-Allotment, Allocation and Sub-Allocation budgetary entry documents during the budget distribution process.

The Funds Management Approver will have access to display and approve Allotment, Sub-Allotment, Allocation and Sub-Allocation budget entry documents within FMMI.

The Funds Management Approver role is maintained within the same organizations as the Funds Management Processor role.

Activities Performed

The Funds Management Approver will perform the following business activities:

- Display Budget Entry Documents
- Approve Allotment / Sub-Allotment
- Approve Allocation / Sub-Allocation

Integration with other Roles

The Funds Management Approver interacts with the following roles:

- Funds Management Processor – The Funds Management Processor distributes the budget and must obtain approval from the Funds Management Approver for the Allotment, Sub-Allotment, Allocation and Sub-Allocation levels of distribution.

FMMI Training Curriculum – Funds Management Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

6.7 Funds Reservation Processor

Role Description

The Funds Reservation Processor is responsible for managing Funds Reservations within FMMI. Fund Reservations allows users to commit, or earmark, portions of the budget early, for a specific program or activity. The use of the budget or the exact timing does not have to be known at the time that the Funds Reservation is created. Fund Reservations create postings to the budgetary ledger – debit to 4610 (Allotment realized) and credit to 4700 (commitments).

The Funds Reservation Processor role is available for assignment at the Agency and Department level.

Activities Performed

The Funds Reservation Processor will perform the following business activities:

- Create Funds Reservation
- Change Funds Reservation
- Display Funds Reservation
- Close Funds Reservation

Integration with other Roles

The Funds Reservation Processor interacts with the following roles:

- Funds Commitment Processor –The Funds Commitment Processor has the option of referencing a funds reservation when creating of a funds commitment

FMMI Training Curriculum – Funds Reservation Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

6.8 Funds Commitment Processor

Role Description

The Funds Commitment Processor is responsible for processing funds commitments. A Funds Commitment obligates funds that have been earmarked for a specific program or activity (e.g., training or travel). A Funds Commitment acts as an internal obligation, and does not automatically result in a contract with a vendor.

If applicable, a user may reference a Funds Reservation when creating a Funds Commitment. The corresponding Funds Reservation is referenced in the Earmarked Funds Document field on the line item when entering this Funds Commitment.
The Funds Commitment Processor role is available for assignment at the Agency and Department level.

Activities Performed

The Funds Commitment Processor performs the following business activities:

- Create Funds Commitment
- Change Funds Commitment
- Delete Funds Commitment
- Display Funds Commitment

Integration with other Roles

The Funds Commitment Processor role will interact with the following roles:

- Funds Reservation Processor – The Funds Reservation processor creates a Funds Reservation which commits funds. The Funds Commitment Processor may reference a previously created Funds Reservation when obligating funds through a funds commitment.
- Funds Commitment Approver – The Funds Commitment Approver is responsible for approving the Funds Commitment after it has been parked.

FMMI Training Curriculum – Funds Commitment Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

6.9 Funds Commitment Approver

Role Description

The Funds Commitment Approver is responsible for approving the Funds Commitments document that was created by the Funds Commitment Processor. Once the Funds Commitment Approver reviews the document, the approver can post the document in FMMI. This will create an internal obligation in the system.

Note that a Funds Commitment acts as an internal obligation, and does not automatically result in a contract with a vendor, like a Purchase Order.

The Funds Commitment Approver role is available for assignment at the Agency and Department level.

Activities Performed

The Funds Commitment Approver performs the following business activities:

- Post Funds Commitment
- Display Funds Commitment

Integration with other Roles

The Funds Commitment Approver role will interact with the following roles:

- Funds Commitment Processor – The Funds Commitment Processor will create the funds commitment document that is then approved by the Funds Commitment Approver.

FMMI Training Curriculum – Funds Commitment Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Instructor-led training (ILT) via Classroom
FMMI 431	FMMI Funds Management Process	12	Instructor-led training (ILT) via Classroom

6.10 ARRA Master Data Maintainer

Role Description

According to the memo *Updated Implementing Guidance for the American Recovery and Reinvestment Act of 2009*, agencies are required to submit Weekly Financial and Activity Reports as well as to submit data to OMB on the 5th and 20th of the month. To meet these reporting requirements the GL-EXT-1018 extension was created and approved for design and implementation.

The implementation required the creation of 6 custom tables:

- ZARRA – Execute the report in either test mode or production.
- ZARRA_FUND – FMMI Funds Master and Budget Periods that are designated as 'Recovery Act relevant' are entered in this table.
- ZARRA_FIPS – Table used to translate FMMI Business Area into a FIPS 95-2/NIST SP-800-87 compliant Agency code
- ZARRA_RCPNT_TYPE - Table used to translate FMMI Vendor business codes into an appropriate ARRA Recipient Type
- ZARRA_ATRAN_TYPE - Table used to translate FMMI business events/document types into the appropriate ARRA Assistance Transaction Type
- ZARRA_FAI_MOD4 – Table to generate and store modifications to previously submitted FAI records

Due to the creation of these ARRA specific tables, a need has been identified to create an ARRA specific role. The ARRA Master Data Maintainer is responsible for maintaining these custom tables and will only be accessible at the Department level.

Activities Performed

The ARRA Master Data Maintainer will perform the following business activities:

- Maintain ARRA Funds and Budget Periods
- Execute ARRA report
- Maintain Business Area to FIPS Table
- Maintain Business Type to Recipient Type Table
- Maintain Document Type to Assistance Transaction Type
- Display FAI Mod 4 Table

Integration with other Roles

The ARRA Master Data Maintainer interacts with the following roles:

- Funds Management Master Data Maintainer – Both the Funds Management and ARRA Master Data Maintainer will work to maintain the ARRA funds and budget periods.

FMMI Training Curriculum – ARRA Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 411	FMMI Funds Management Master Data Maintenance	12	Instructor-led training (ILT) via Classroom

6.11 Funds Management Reporter

Role Description

The Funds Management Reporter will perform activities and tasks related to the running of Funds Management related reports using the Enterprise Resource Planning (ERP) Central Component (ECC). These reports are displayed on the screen and available for printing if necessary. The data available through the ECC is real-time and the Funds Management Reporter will have the capability to generate reports based upon the specific criteria entered.

The reports run by the Funds Management Reporter are primarily related to either Funds Management Master Data elements or to budgetary information.

The Funds Management Reporter role is available at the Department and Agency level.

Activities Performed

The Funds Management Reporter will perform the following business activities:

- Run Commitment Item Report
- Run Commitment Item to G/L Accounts Report
- Run Funds Centers Report
- Run Funds Centers Alphabetical List Report
- Run Fund Alphabetical List Report
- Run Functional Area Alphabetical List Report
- Run Funded Programs Alphabetical List Report
- Run Application of Funds Alphabetical List Report
- Run Budget Overview Report
- Run Compare Budget Version Report
- Run Consumption of Budget Report
- Run Budget Availability Control
- Run Budget View by Document Type
- Run Status of Funds Report SPL
- Run Status of Funds Inception to Date
- Run SF-133 Report
- Run report by All Posting

Integration with other Roles

The Funds Management Reporter role interacts with the following roles.

- Financial Reporter – The Financial Reporter (General Ledger) and the Funds Management Reporter both have access to reports that may be needed by both functions. As such, these roles will interact with one another.

FMMI Training Curriculum – Funds Management Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

6.12 Funds Management Evaluator

Role Description

The Funds Management Evaluator role has "view-only" access to all activities where a display transaction is available. This includes displaying all Funds Management Master Data, Funds Reservations, Funds Commitments, and budget entry documents. This role is ideal for assignment to auditor related responsibilities.

The Funds Management Evaluator role is available at the Department and Agency level.

Activities Performed

The Funds Management Evaluator will perform the following business activities:

- Display Application of Funds
- Display Fund
- Display Funds Center
- Display Funded Program
- Display Functional Area
- Display Commitment Item
- Display Fund Group
- Display Funds Center Group
- Display Funded Program Group
- Display Functional Areas Groups
- Display Commitment Item Group
- Display Funds Center Hierarchy
- Display Commitment Item Hierarchy
- Display Budget Entry Documents
- Display Funds Commitment
- Display Funds Reservation
- Display Changes to Operating Plan Document

Integration with other Roles

The Funds Management Evaluator interacts with the following roles:

- Funds Management Master Data Maintainer – The Funds Management Master Data Evaluator will submit the request for additions or modifications to Funds Management master data to the Funds Management Master Data Maintainer.

FMMI Training Curriculum – Funds Management Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

6.13 Funds Management Derivation Evaluator

Role Description

The Funds Management Derivation Evaluator role has “view-only” access to all Funds Management derivation activities where a display transaction is available.

FM Derive defines how the values for particular FM account assignments or objects are derived from the values of other account assignments or objects. FM Derive defines account assignment derivation depending on the defined derivation strategies. The intent of the report is to identify the derivation strategies for functions such as account assignment derivation, commitment/actual, reassignment, budget entry analysis, and budget availability control. Rule entries are maintained for derivations, account assignments, and exception cases.

The Funds Management Derivation Evaluator role is currently available only for selected FMMI users at the Department level.

Activities Performed

The Funds Management Derivation Evaluator performs the following business activities:

- View FM Derive

Integration with other Roles

The Funds Management Derivation Evaluator interacts with the following roles:

- Funds Management Master Data Maintainer – The Funds Management Master Data Derivation Evaluator submits the request for additions or modifications to Funds Management derivation rules to the Funds Management Master Data Maintainer.

FMMI Training Curriculum – Funds Management Derivation Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 411	FMMI Funds Management Data Maintenance	12	Instructor-led training (ILT) via Classroom

7 Detailed FMMI Role Descriptions - Purchasing

Process Area Description

Purchasing is how USDA will manage all phases of materials management in relation to purchasing and the receipt of goods. Purchasing is the first step in the Procure-to-Pay process. The Purchasing process as part of FMMI includes:

- Procurement of materials and services
- Monitoring deliveries and the receipt of service from vendors

Examples of what is staying the same and/or what is changing:

- IAS will continue to be the primary purchasing system for all FAR contracts and large purchases
- SmartPay 2 (USBank) will continue for fleet and purchase card transactions
- The Central Contractor Registry (CCR) maintained by COD is the primary source for non-federal vendors. It is incumbent upon vendors to keep their information accurate in CCR
- The PVND process can also be utilized to create CCR-exempt vendors in FMMI

7.1 Vendor Master Data Maintainer

Role Description

The Vendor Master Data Maintainer verifies that a vendor master record does not already exist in FMMI and has the ability to create a vendor master record. In FMMI, the vendor master record created includes the vendor's name, address, phone number, Tax ID, and bank details. In addition, currency, payment methods, and terms of payment are included. The Vendor Master Data Maintainer can also change, block, unblock, or set the deletion indicator for a vendor master record. In FMMI, the vendor master record can also be created from the Central Contractor Registry (CCR).

The Vendor Master Data Maintainer role is available for assignment at the Department level.

Activities Performed

The Vendor Master Data Maintainer will perform the following business activities:

- Create Vendor Master (Centrally)
- Change Vendor Master (Centrally)
- Display Vendor Master (Centrally)
- Display Changes Vendor Master (Centrally)
- Block/Unblock Vendor Master (Centrally)
- Mark Vendor Master for Deletion
- Load CCR Data
- Post CCR Data
- Maintain GovTrip Pseudo Code
- Maintain TELE / UTVN Vendors

Integration with other Roles

The Vendor Master Data Maintainer role interacts with the following roles:

- All Purchasing and Accounts Payable roles – As part of their business function these roles may need to requests the creation of new vendor master data record or modifications to existing records.
- Customer Master Data Maintainer – The Customer Master Data Maintainer may interact with the Vendor Master Data Maintainer when establishing customer records for a particular vendor.

FMMI Training Curriculum – Vendor Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 414	FMMI Customer and Vendor Master Data Maintenance	8	Instructor-led training (ILT) via Classroom

7.2 Vendor Correspondence Processor

Role Description

The Vendor Correspondence Processor is responsible for processing payment correspondences with the vendor. These correspondences revolve primarily around the vendor credit memos which are used to send vendor correspondence when USDA has overpaid a vendor and they need to collect on the overpayment. A credit is usually applied for the difference to an outstanding balance for that vendor.

The Vendor Correspondence Processor role is available for assignment at the Department level.

Activities Performed

The Vendor Correspondence Processor will perform the following business activities:

- Vendor Credit Memo

Integration with other Roles

The Vendor Correspondence Processor role will interact with the following roles:

- Payment Certifier – The Vendor Correspondence Processor will correspond with the vendor based off payment information generated by the Payment Certifier.

FMMI Training Curriculum – Vendor Correspondence Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

7.3 Purchase Requisition Processor

Role Description

The Purchase Requisition processor is responsible for creating a purchase requisition when there is a need to procure a material or service at USDA. Once created by the Purchase Requisition Processor, the purchase requisition is available to be approved or rejected by the Purchase Requisition Approver. This role also has the ability to change or cancel purchase requisitions before they are approved.

The Purchase Requisition processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchase Requisition Processor will perform the following business activities:

- Create Purchase Requisition
- Change Purchase Requisition
- Display Purchase Requisition
- Cancel Purchase Requisition

Integration with other Roles

The Purchase Requisition Processor role interacts with the following roles:

- Purchase Requisition Approver - The Purchase Requisition Processor enters the purchase requisition and the Purchase Requisition Approver approves the requisition.
- Purchase Order Processor - The Purchase Requisition Processor may need to give information to the Purchase Order Processor regarding the requisition that the purchase order is referencing.
- Purchase Order Approver - The Purchase Requisition Processor may need to give information to the Purchase Order Approver regarding the requisition that the purchase order is referencing.
- Vendor Master Data Maintainer- The Purchase Requisition Processor may need to request that the Vendor Master Data Maintainer create a new vendor or change information for a current vendor.
- Department Cost Management Master Data Maintainer – A Cost Center (or WBS Element) is needed when a purchase requisition is created automatically in IAS or by the Purchase Requisition Processor for direct procured assets and accountable sensitive properties.
- Agency Cost Management Master Data Maintainer – A Cost Center (or WBS Element) is needed when a purchase requisition is created by the Purchase Requisition Processor for direct procured assets and accountable sensitive properties.

FMMI Training Curriculum – Purchase Requisition Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

7.4 Purchase Requisition Approver

Role Description

The Purchase Requisition Approver reviews and approves purchase requisitions created in FMMI. When the purchase requisition is directly entered into FMMI it must be approved by the Purchase Requisition Approver before the purchase order with reference can be created. The approval is administered by saving/posting the purchase requisition. Once approved and released by the Purchase Requisition Approver, the purchase requisition posts as a commitment on the Budgetary Ledger.

The Purchase Requisition Approver role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchase Requisition Approver will perform the following business activities:

- Display Purchase Requisition
- Release Purchase Requisition

Integration with other Roles

The Purchase Requisition Approver role interacts with the following roles:

- Purchase Requisition Processor - The Purchase Requisition Processor enters the purchase requisition and the Purchase Requisition Approver approves and releases the requisition. The Purchase Requisition Approver may also request the Purchase Requisition Processor to modify a Purchase Requisition prior to approval.
- Purchase Order Processor - The Purchase Order Processor may need to request information from the Purchase Requisition Approver regarding the requisition the order is referencing.
- Purchase Order Approver - The Purchase Order Approver may need to request information from the Purchase Requisition Approver regarding the requisition the order is referencing.

FMMI Training Curriculum – Purchase Requisition Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

7.5 Purchase Order Processor

Role Description

The Purchase Order Processor is responsible for creating, changing, displaying and canceling purchase orders in FMMI. The purchase orders can be created with or without a reference to a purchase requisition. When referencing the requisition, FMMI uses the information from the purchase requisition to populate the data in order to create the purchase order. Once approved and released by the Purchase Order Approver, the Purchase Order posts as an obligation on the Budgetary Ledger.

For purchase orders not referencing a requisition, the Purchase Order Processor enters all the relevant information. After the Purchase Order Processor creates and parks the order, it is available for approval. If the purchase order is approved it can be sent to the vendor. Otherwise, it is canceled.

The Purchase Order Processor role is available for assignment at the Department and Agency levels.

.Activities Performed

The Purchase Order Processor will perform the following business activities:

- Create Purchase Order
- Change Purchase Order
- Display Purchase Order
- Cancel Purchase Order

Integration with other Roles

The Purchase Order Processor role interacts with the following roles:

- Purchase Order Approver - The Purchase Order Processor enters the purchase order and the Purchase Order Approver releases the purchase order.
- Purchase Requisition Approver - The Purchase Order Processor may need to refer to the Purchase Requisition Approver if they have a question regarding a requisition request or if a modification is required.
- Purchase Requisition Processor - The Purchase Order Processor may need to refer to the Purchase Requisition Processor if they have a question regarding a requisition request.
- Vendor Master Data Maintainer - The Purchase Order Processor may need to request that the Vendor Master Data Maintainer create a new vendor or modification is required for an existing record.
- Department Cost Management Master Data Maintainer – A Cost Center (or WBS Element) is needed when a purchase order is created automatically in IAS or by the Purchase Order Processor for direct procured assets and accountable sensitive properties.
- Agency Cost Management Master Data Maintainer – A Cost Center (or WBS Element) is needed when a purchase order is created by the Purchase Order Processor for direct procured assets and accountable sensitive properties.

FMMI Training Curriculum – Purchase Order Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

7.6 Purchase Order Approver

Role Description

The Purchase Order Approver reviews, approves, or rejects purchase orders entered in FMMI. The Purchase Order Approver receives the purchase order from the Purchase Order Processor and posts the approved orders. Once approved by the Purchase Order Approver, the purchase order posts as an obligation on the Budgetary Ledger. The Purchase Order Approver can also revise posted purchase orders.

The Purchase Order Approver role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchase Order Approver will perform the following business activities:

- Display Purchase Order
- Release Purchase Order

Integration with other Roles

The Purchase Order Approver role will interact with the following roles:

- Purchase Order Processor - The Purchase Order Processor enters the purchase order and the Purchase Order Approver posts the purchase order. In addition, the Purchase Order Approver may notify the Purchase Order Processor to make changes to the document prior to posting.
- Purchase Requisition Processor - The Purchase Order Approver may have to request that the Purchase Requisition Processor make changes or obtain information on a requisition before it can be posted.

FMMI Training Curriculum – Purchase Order Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

7.7 Goods Receipt Processor

Role Description

The Goods Receipt Processor records the receipt of goods into FMMI. This user can record, return or cancel the goods receipt. In FMMI, all receipts must reference a purchase order. If a purchase order is missing a goods receipt, FMMI will automatically block the invoice from payment.

The Goods Receipt Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Goods Receipt Processor will perform the following business activities:

- Record Goods Receipt
- Return Delivery
- Cancel Goods Receipt

Integration with other Roles

The Goods Receipt role will interact with the following roles:

- Purchase Order Processor - The Goods Receipt Processor may need to refer to the Purchase Order Processor to verify if an order or request to change the order.
- Invoice Approver - The Invoice Approver may have to refer to the Goods Receipt Processor if the invoice amount does not match the goods receipt.
- Invoice Processor - The Invoice Processor may have to refer to the Goods Receipt Processor if the invoice amount does not match the goods receipt.
- Department Cost Management Master Data Maintainer – A Cost Center (or WBS Element) is needed when a purchase order is created automatically in IAS or by the Purchase Order Processor for direct procured assets and accountable sensitive properties. A Goods Receipt Processor then references that purchase order to create the document.
  Agency Cost Management Master Data Maintainer – A Cost Center (or WBS Element) is needed when a purchase order is created automatically in IAS or by the Purchase Order Processor for direct procured assets and accountable sensitive properties. A Goods Receipt Processor then references that purchase order to create the document.

FMMI Training Curriculum – Goods Receipt Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

7.8 Purchase Order Mass Upload Processor

Role Description

The Purchase Order Mass Upload Processor will have the capability to mass upload purchase orders in FMMI.

The Purchase Order Mass Upload Processor role is available for assignment at the Department at the present time. OCFO is reviewing the role and will confirm if Agency users will be granted access to this role.

Activities Performed

The Purchase Order Mass Upload Processor will perform the following business activities:

- Mass Upload Purchase Order

Integration with other Roles

The Purchase Order Mass Upload Processor interacts with the following roles:

- Purchase Order Approver - The Purchase Order Mass Upload Processor enters the purchase order and the Purchase Order Approver releases the purchase order.
- Purchase Requisition Approver - The Purchase Order Mass Upload Processor may need to refer to the Purchase Requisition Approver if they have a question regarding a requisition request or if a modification is required.
- Purchase Requisition Processor - The Purchase Order Mass Upload Processor may need to refer to the Purchase Requisition Processor if they have a question regarding a requisition request.
- Vendor Master Data Maintainer - The Purchase Order Mass Upload Processor may need to request that the Vendor Master Data Maintainer create a new vendor or modification is required for an existing record.
- Department Cost Management Master Data Maintainer – A Cost Center (or WBS Element) is needed when a purchase order is created automatically in IAS or by the Purchase Order Processor for direct procured assets and accountable sensitive properties.
- Agency Cost Management Master Data Maintainer – A Cost Center (or WBS Element) is needed when a purchase order is created by the Purchase Order Mass Upload Processor for direct procured assets and accountable sensitive properties.

FMMI Training Curriculum – Purchase Order Mass Upload Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 451	FMMI Purchasing Process	8	Instructor-led training (ILT) via Classroom

7.9 Purchasing Evaluator

Role Description

The Purchasing Evaluator has view only access to display vendor records, purchase requisitions, purchase orders, and goods receipts. Purchasing Evaluator can also view changes made to vendor master records. This role can be used for auditing purposes, as auditors do not have access to change any information in FMMI.

The Purchasing Evaluator role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchasing Evaluator will perform the following business activities:

- Display Vendor Master
- Display Vendor Master Changes
- Display Purchase Requisitions
- Display Purchase Orders
- Display Material Documents

Integration with other Roles

The Purchasing Evaluator role interacts with the following roles:

- All Purchasing roles –The reports generated reflect the data processed from the activity of all other Purchasing roles.

FMMI Training Curriculum – Purchasing Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

7.10 Purchasing Reporter

Role Description

The Purchasing Reporter is responsible for running and viewing purchasing-related reports. Some of the reports may contain some sensitive data (e.g. tax ID, bank number) which is available based on individual authorization (based off access to the Vendor and Customer Master Data Evaluator roles noted in the Purchasing / Accounts Receivable section). The reports are produced real time and can be printed if necessary.

The Purchasing Reporter role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchasing Reporter will perform the following business activities:

- Run Purchase Order List Display by Vendor Report
- Run Purchase Order List Display by Material Group Report
- Run List of Purchase Orders
- Run Vendor Address List Report
- Run Display Changes to Vendor Report
- Run Vendor List Report
- Run Purchase Requisition List Display Report
- Run Vendor Analysis: Purchasing Values Report
- Run Material Document List Report
- Run Purchase Requisitions by Account Assignment Report
- Run Purchasing Documents by Account Assignment
- Run Purchasing Documents Per Project
- Run General Evaluations Report

Integration with Other Roles

The Purchasing Reporter role interacts with the following roles:

- All Purchasing roles –The reports generated reflect the data processed from the activity of all other Purchasing roles.

FMMI Training Curriculum – Purchasing Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

8 Detailed FMMI Role Descriptions - Accounts Payable

Process Area Description

Accounts Payable is how USDA maintains, updates, and processes vendor invoices. The FMMI system enables USDA to perform the following invoicing and payment activities:

- Receive and record requests for payment from supplier entities with or without purchasing activity
- Process and record payments to supplier entities for goods or services provided

Examples of what is staying the same and/or what is changing:

- Real-time data posting and processing
- Access to current vendor balance
- Document chain which creates a link between all related documents

8.1 Bank Master Data Maintainer

Role Description

The Bank Master Data Maintainer role is responsible for creating, changing, displaying and flagging for deletion the accounts payable master data. This role is centrally maintained at the Department-level and has the responsibility to create and maintain the bank master records (e.g., bank routing number, name, and address).

Activities Performed

The Bank Master Data Maintainer will perform the following business activities:

- Create Bank Master
- Change Bank Master
- Display Bank Master
- Display Bank Master Changes
- Flag Bank Master for Deletion
- Upload Fed Reserve Banks from File

Integration with other Roles

The Bank Master Data Maintainer role will interact with the following roles:

- Vendor Master Data Maintainer (Purchasing) - The Bank Master Data Maintainer may reference the Vendor Master Data Maintainer if they have questions or have a change request.
- Payment Processor - The Payment Processor may have to contact the Bank Master Data Maintainer to update banking information.
- Payment Certifier - The Payment Certifier may have to contact the Bank Master Data Maintainer to update banking information.

FMMI Training Curriculum – Bank Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 414	FMMI Customer and Vendor Master Data Maintenance	8	Instructor-led training (ILT) via Classroom

8.2 Invoice Processor

Role Description

The Invoice Processor role is responsible for receiving, entering, changing, displaying, and parking invoices and credit memos. The role will also be responsible for processing down payment requests and other payment related requests. If a discrepancy exists, the vendor invoice is blocked for payment until the Invoice Processor resolves the discrepancy.

In the Financials Module (FI), invoices are directly entered into FMMI and do not reference purchase orders. In the Materials Management (MM) module, invoices can be directly entered or interfaced from another system and reference a purchase order. These types of invoices are known as Logistics Invoice Verification (LIV) invoices.

The Invoice Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Invoice Processor will perform the following business activities:

- Down Payment Request
- Display Invoice Overview
- Run Blocked Invoice List
- Enter and Park Invoice (FI)
- Change Invoice (FI)
- Display Parked Invoice (FI)
- Enter and Park Credit Memo (FI)
- Enter and Park LIV Document (LIV)
- Change Invoice (LIV)
- Display Parked Invoice (LIV)

Integration with other Roles

The Invoice Processor interacts with the following roles:

- Invoice Approver - If the invoice was rejected, the Approver will re-route back to the Invoice Processor to correct invoices so they can be posted.
- Goods Receipt Processor - The Invoice Processor may need to refer to the Goods Receipt Processor if the invoice amount does not match the goods receipt.
- Purchase Order Approver - The Invoice Processor may need to refer to the Purchase Order Approver if an invoice is referencing a purchase order.
- Funds Reservation Processor - The Invoice Processor may need to refer to the Funds Reservation if an invoice is referencing a funds reservation.
- Funds Commitment Approver – The Invoice Processor may need to refer to the Funds Commitment Approver if an invoice is referencing a funds commitment.
- Cost Management Master Data Maintainer – The Invoice Processor may need to refer to the Cost Management Master Data Maintainer if an invoice is referencing a Cost Center (or WBS Element).
- Agency Cost Management Master Data Maintainer – The Invoice Processor may need to refer to the Agency Cost Management Master Data Maintainer if an invoice is referencing a WBS Element (or Cost Center).

FMMI Training Curriculum – Invoice Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom

8.3 Invoice Approver

Role Description

The Invoice Approver is responsible for approving invoices for payment. They also have the capability to block, cancel, reverse, release, display, reject parked, and post documents. This role serves as the control point within the Accounts Payable process.

The Invoice Approver role is available for assignment at the Department and Agency levels

Activities Performed

The Invoice Approver will perform the following business activities:

- Display Invoice Overview
- Post Invoice (FI)
- Display Parked Invoice (FI)
- Reverse Invoice (FI)
- Post Credit Memo (FI)
- Post LIV Document (LIV)
- Block Invoice (LIV)
- Display Blocked Invoice (LIV)
- Cancel Invoice Document (LIV)
- Create Invoicing Plan Settlements (LIV)

Integration with other Roles

The Invoice Approver interacts with the following roles:

- Invoice Processor - If an invoice is rejected by the Invoice Approver, the Invoice Processor is responsible for researching discrepancies and makes corrections, so the invoice can be approved.
- Goods Receipt Processor - The Invoice Approver role may have to refer to the Goods Receipt Processor if the invoice amount does not match the goods receipt.
- Purchase Order Approver - The Invoice Approver may need to refer to the Purchase Order Approver if an invoice is referencing a purchase order.
- Funds Reservation Processor - The Invoice Approver may need to refer to the Funds Reservation Processor if an invoice is referencing a funds reservation.
- Funds Commitment Approver – The Invoice Approver may need to refer to the Funds Commitment Approver if an invoice is referencing a funds commitment.
- Cost Management Master Data Maintainer – The Invoice Approver may need to refer to the Cost Management Master Data Maintainer if an invoice is referencing a Cost Center (or WBS Element).
- Agency Cost Management Master Data Maintainer – The Invoice Approver may need to refer to the Agency Cost Management Master Data Maintainer if an invoice is referencing a WBS Element (or Cost Center).

FMMI Training Curriculum – Invoice Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom

8.4 Payment Processor

Role Description

The Payment Processor role is responsible for initiating the selection of payments in FMMI to be processed by the Payment Certifier. These roles are split to maintain the proper segregation of duties and are maintained centrally at the Department level. Any errors in payment processing are resolved by the Payment Processor prior to the Payment Certifier executing payment. Payments must be processed in accordance with regulatory and statutory requirements. The Payment Processor will create the payment proposal for the Payment Certifier. The payment proposal allows for the Payment Processor to select specific parameters for payments (e.g., time period) being included on the payment run. The payment parameters entered are based upon approved vendor invoices that are ready for payment.

Activities Performed

The Payment Processor will perform the following business activities:

- Enter Payment Parameters
- Create Payment Proposal
- Edit Payment Proposal
- Print Payment Proposal

Integration with other Roles

The Payment Processor interacts with the following role:

- Payment Certifier – The Payment Processor can create or change the payment proposal for the Payment Certifier to approve.

FMMI Training Curriculum – Payment Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

8.5 Payment Certifier

Role Description

The Payment Certifier role verifies, accepts or rejects the payment proposal prepared by the Payment Processor. If corrections are needed, the Payment Certifier re-routes the action back through the Payment Processor, who researches the error. The Payment Certifier is the final approving authority and completes the execution of all payments.

The Payment Certifier can also reverse an entire payment run once the treasury confirmation process is completed by the Treasury Disbursement Processor. The Payment Certifier is also responsible for processing the incoming IPAC file from Treasury.

The Payment Certifier role is available for assignment at the Department level.

Activities Performed

The Payment Certifier will perform the following business activities:

- Verify Payment Proposal
- Print Payment Proposal
- Execute Payment
- Block Payment
- Reverse Entire Payment Run
- Run Perform Payment Statistical Sampling Report
- Run Prompt Payment Report
- Display Payments Report

Integration with other Roles

The Payment Certifier interacts with the following role:

- Payment Processor - If corrections are needed, the Payment Certifier re-routes the action back through the Payment Processor, who researches the error and prepares the proposal again for proper payment.

FMMI Training Curriculum – Payment Certifier

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

8.6 Payment Reversal Processor

Role Description

The Payment Reversal Processor is responsible for the activities associated with the reversal of payments. After the Treasury Confirmation is received, there may be a need to reverse a payment. The Payment Reversal Processor will reverse the payment and then reset the reason code on the originating invoice. Resetting the reason code to payment reversal will ensure that USDA does not unnecessarily pay interest or penalties for late payments. The Payment Reversal Processor also has access to unblock the invoice one the issue has been resolved.

The Payment Reversal Processor role is available for assignment at the Department level.

Activities Performed

The Payment Reversal Processor will perform the following business activities:

- Reverse Payment
- Query Reversed Invoices
- Set Penalty Reason Code

Integration with other Roles

The Payment Reversal Processor interacts with the following role:

- Treasury Disbursement Processor – After the treasury confirmation process is completed, and then the Payment Reversal Processor will have access to reverse payments.

FMMI Training Curriculum – Payment Reversal Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

8.7 Treasury Disbursement Processor

Role Description

The Treasury Disbursement Processor role is responsible for executing the Treasury confirmation program. This process is based upon receiving a payment confirmation file from Treasury.

The Treasury Disbursement Processor role is available for assignment at the Department level.

Activities Performed

The Treasury Disbursement Processor will perform the following business activities:

- Execute Treasury Confirmation (Manual RFC Confirmation)
- Run GOALS Import
- Reverse Treasury Confirmation

Integration with other Roles

The Treasury Disbursement Processor role interacts with the following roles:

- Payment Processor - The Treasury Disbursement Processor may need to ask for information or request a change by the Payment Processor.
- Payment Certifier - The Treasury Disbursement Processor may need to reference the Payment Certifier if they have questions regarding confirmed payments from Treasury.

FMMI Training Curriculum – Treasury Disbursement Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 453	FMMI Payment Processing	8	Instructor-led training (ILT) via Classroom

8.8 Accounts Payable Processor

Role Description

The Accounts Payable Processor role is responsible executing correction processes specific to Accounts Payable. This role is responsible for clearing open items on vendor accounts. The role is also responsible for initiating the correction process on payments that have already been processed and have the accompanying clearing documents. This role is able to reverse the clearing documents and work with the Invoice Processor and Invoice Approver to reverse the original invoice. A new invoice is then entered with the correct information. The Accounts Payable Processor is responsible for manually posting the outgoing payment so that the payment is correctly reflected within the General Ledger.

The Accounts Payable Processor role is available for assignment at the Department level.

Activities Performed

The Accounts Payable Processor will perform the following business activities:

- Display Line Items
- Clear Vendor Documents
- Clear Credit Memo
- Reverse Clearing

Integration with other Roles

The Accounts Payable Processor role interacts with the following roles:

- All Accounts Payable roles

FMMI Training Curriculum – Accounts Payable Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom

8.9 IAS Interface Reporter

Role Description

The IAS Interface Reporter role is able to generate reports pertaining to information including purchase orders, goods receipts, and invoice receipts related to the tracking of documents transmitted via the IAS-to-FMMI interface.

The IAS Interface Reporter role is available for assignment at the Agency and Department level.

Activities Performed

The IAS Interface Reporter will perform the following business activities:

- IAS to FMMI Purchase Requisition Document Tracking Report
- IAS to FMMI Purchase Order Document Tracking Report
- IAS to FMMI Goods Receipt Document Tracking Report
- IAS to FMMI Invoice Receipt Document Tracking Report

Integration with Other Roles

The IAS Interface Reporter role interacts with the following roles:

- All Accounts Payable roles
- All Purchasing Roles

FMMI Training Curriculum – IAS Interface Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

8.10 Advance Processor

Role Description

The Advance Processor deals only with the GovTrip interface. The Advance Processor is responsible for creating travel advances in FMMI. This is a short-term role for an interim process and will eventually be replaced when the GovTrip Interface is functional.

The Advance Processor role is available for assignment at the Agency and Department level.

Activities Performed

The Advance Processor will perform the following business activities:

- Create Advance

Integration with Other Roles

The Advance Processor role interacts with the following roles:

- All Account Payable roles

FMMI Training Curriculum – Travel Advance Processor (Temporary)

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom

8.11 Accounts Payable Evaluator

Role Description

The Accounts Payable Evaluator role has view only access to Accounts Payable documents and can be used for auditing purposes.

The Accounts Payable Evaluator role is available for assignment at the Department and Agency level.

Activities Performed

The Accounts Payable Evaluator will perform the following business activities:

- Display Bank Master
- Display Bank Master Changes
- Display Invoice – LIV
- Display Parked Invoice – FI
- Display Invoice – FI
- Display Funds Reservation
- Display Funds Commitment

Integration with other Roles

The Accounts Payable Evaluator role interacts with the following roles:

- All Accounts Payable roles

FMMI Training Curriculum – Accounts Payable Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Accounts Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

8.12 Accounts Payable Reporter

Role Description

The Accounts Payable Reporter is responsible for running and viewing accounts payable related reports and activities. The reporter can only display and print the reports to analyze data. The reports are real time and produce Accounts Payable balances, payment list, check register, and electronic funds transfer information. Some reports include sensitive data such as bank number, tax ID etc.

The Accounts Payable Reporter role is available for assignment at the Department and Agency levels.

Activities Performed

The Accounts Payable Reporter will perform the following business activities:

- Display Line Items Report
- Run Check Register Report
- Run Number Ranges for Checks Report
- Run Due Date Analysis for Open Items Report
- Run Due Date Forecast for Open Items Report
- Run Vendor List Report
- Run Display Changes to Vendor Report
- Run Down Payment List Report
- Run List of Vendor Line Items Report
- Run Electronic Funds Transfer Payment Query Report
- Run Document Chain Report
- Run Accounts Payable Aging Report
- Run Vendor PO Change Report
- Run Payments Settlements List
- Run Display List of Invoice Documents
- Display Payment Status Report

Integration with Other Roles

The Accounts Payable Reporter role interacts with the following roles:

- All Account Payable roles

FMMI Training Curriculum – Accounts Payable Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

9 Detailed FMMI Role Descriptions - Accounts Receivable

Process Area Description

Accounts Receivable is how USDA records, manages, and collects receivables due from customers. It includes all activities related to documenting and collecting money due for goods or services provided by the USDA to a customer. The types of receivables that are processed in FMMI include:

- Revenue
- Reimbursement
- Expenditure Refund

Examples of what is staying the same and/or what is changing:

- FMMI functionality provides fee schedules -- groups of interest, penalty, and administrative fees -- which are based on current USDA fees on overdue receivables
- FMMI users have the capability to manage interest and penalty fees and installment plans for individual receivables, as well as for each customer, giving USDA FMMI users greater flexibility in assessing fees on late receivables

9.1 Customer Master Data Maintainer

Role Description

The Customer Master Data Maintainer is able to manually create customer master records in FMMI. Users will request that the Customer Master Data Maintainer add a new customer in FMMI. The creation of Customer Master Data is centralized at the Department's level. Before creating a new customer master record, the Customer Master Data Maintainer verifies that a customer master does not already exist in the system for that specific customer. If a customer master record does not already exist, a new record is created with information such as name, address, phone number, tax id, and interest indicator.

The Customer Master Data Maintainer can also change and display the Customer Master Records. When the Customer Master Data Maintainer receives the request to change the Customer record, they will verify that the Customer record exists in FMMI, make the necessary changes, and then notify the user who requested the change. The Customer Master Data Maintainer can also display a Customer Master Record to retrieve information.

The Customer Master Data Maintainer is also responsible for blocking Customer Master Records in FMMI when necessary. When the Customer Master Data Maintainer receives the request to block/unblock the Customer Master Record, they will verify that the Customer record exists in FMMI, flag the Customer as blocked/unblocked and then notify the user who made the request. Within FMMI, a Customer account can be blocked at the Sales Area, Company Code, or at both levels. Customer account blocks can be canceled at any time by simply removing the relevant block indicator. If the Customer Master Data Maintainer feels that any of the records are blocked from execution in error, the block should be analyzed to determine whether it should be reversed.

The Customer Master Data Maintainer is also responsible for setting an indicator that flags a Customer Master record to be deleted from FMMI when necessary. If a Customer will no longer be used or if there are two Customer Masters set up for the same Customer, the Customer Master Record can be deleted. When the Customer Master Data Maintainer receives the request to delete a Customer Master Record, they will verify that the Customer Master Record exists, mark it for deletion, and notify the user who requested that the Customer Master Record be deleted.

Activities Performed

The Customer Master Data Maintainer will perform the following business activities:

- Create Customer Master
- Change Customer Master
- Display Customer Master
- Display Changes to Customer Master
- Block Customer Master
- Unblock Customer Master
- Mark Customer for Deletion

Integration with other Roles

The Customer Master Data Maintainer interacts with the following roles:

- Sales Order Processor – The Sales Order Processor is responsible for creating Sales Orders in FMMI. Therefore, if the Sales Order Processor cannot find a Customer Master Record to create a Sales Order, they may interact with the Customer Master Data Maintainer.
- Debt Management Processor – One of the Customer Master Data Maintainer's responsibilities is to assign an interest indicator to the customer. Therefore, the Customer Master Data Maintainer will need to coordinate with the Debt Management Processor.
- Vendor Master Data Maintainer – The Customer Master Data Maintainer may interact with the Vendor Master Data Maintainer when establishing master records for a customer that is also a vendor.

FMMI Training Curriculum – Customer Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 414	FMMI Customer and Vendor Master Data Maintenance	8	Instructor-led training (ILT) via Classroom

9.2 Sales Order Processor

Role Description

The Sales Order Processor creates and maintains sales orders for reimbursable agreements, trust fund agreements, and user fee agreements. Sales orders typically represent an agreement to provide goods or services over a period of time. Saving a sales order creates a posting in the budgetary ledger but not the General Ledger. Currently there are 9 types of sales orders in FMMI: RONA, ROWA, TOWA, INTR, NFNA, ROWE, PRBL, FOWA and UFAN. Additional types may be added in the future depending on business needs.

When necessary, the Sales Order Processor can also change the details in a Sales Order that has already been created. The Sales Order Processor checks to see if any subsequent document exists. Elements such as amount, billing details, and text can be changed on the Sales Order.

The Sales Order Processor will also display Sales Orders. When displaying Sales Orders, information such as document flow, which is a listing of all the related billing accounting documents, will be shown.

The Sales Order Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Sales Order Processor will perform the following business activities:

- Create Sales Order
- Change Sales Order
- Display Sales Order

Integration with other Roles

The Sales Order Processor interacts with the following roles:

- Agency Customer Master Data Maintainer – Customer Master Data Maintainer is responsible for creating and maintaining Customer Master Records. Therefore, if the Sales Order Processor cannot find a Customer Master Record to create a Sales Order, interaction with the Customer Master Data Maintainer will be necessary. When the Sale Order Processor creates a Sales Order, a Reimbursable Project and Billing WBS Element is needed. When the Sales Order Processor creates a User Fee Sales Order, Statistical Key Figure master data to reflect service hours is needed.
- Cost Management Processor - When the Sales Order Processor creates a User Fee Sales Order, Statistical Key Figure Data to reflect service hours as needed.

FMMI Training Curriculum – Sales Order Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 441	FMMI Sales Order Process	4	Instructor-led training (ILT) via Classroom

9.3 Sales Order Billing Processor

Role Description

The Sales Order Billing Processor creates and maintains the documents required to execute the billing process for sales orders in FMMI. This is a two step process that begins with the creation of a billing request. The Create Billing Request task executes resource related billing which collects all expenses incurred against the WBS element(s) in the sales order. The billing document is created based on the results of the billing request and creates an open receivable in the General Ledger. These tasks can also be run in batch using the Create Batch Billing task to generate billing requests and the Run Background Processing to generate the billing documents.

The Sales Order Billing Processor can also change, display, and cancel a billing document. Billing documents are used to assess charges that are related to reimbursable agreements between internal and external customers. This role can also specify alternate billing cycles for specific customers, if necessary. The Sales Order Billing Processor can run a transaction to identify all bills that are due at a specified time through the use of the billing due list. The role can also print individual billing documents for customers and print consolidated billing statements that list all of the debts owed by a particular customer.

The Sales Order Billing Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Sales Order Billing Processor will perform the following business activities:

- Create Billing Request
- Change Billing Request
- Display Billing Request
- Create Billing Document
- Change Billing Document
- Display Billing Document
- Cancel Billing Document
- Run Billing Due List
- Create Batch Billing
- Run Background Processing
- Review Billing Requests
- Execute Collective Billing
- Simulate Collective Resource Related Billing

Integration with other Roles

The Sales Order Billing Processor interacts with the following roles:

- Debt Management Processor – The Billing Processor will have access to billing information and will have the task of running the billing due list. The Debt Management Processor will interact with the Billing Processor in accessing billing information for purposes such as creating installment plans and dunning activities.
- Sales Order Reporter – The Billing Processor will need to coordinate with the Sales Order Reporter to obtain information on billing documents created in the Sales and Distribution module of FMMI to ensure accurate billing is taking place.
- Revenue Forecasting Processor – The Billing Processor will have access to billing information and will have the task of running the billing due list. After the Revenue Forecasting Processor creates the anticipated revenue the Billing Processor will have access to create the bills against this forecast.
- Cost Management Administrator - If cost is posted on a high level WBS element for Greenbook or Departmental Reimbursable Projects, the Cost Management Administrator needs to settle costs to subordinate WBS Elements before the Sales Order Billing Processor runs billing

FMMI Training Curriculum – Sales Order Billing Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom

9.4 Overhead Allocation Processor

Role Description

The Overhead Allocation Processor applies the amount of overhead required to a sales order based on a set of predefined rates. The Overhead Allocation Processor can also remove overhead applied to a sales order by reversing the allocation.

The Overhead Allocation Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Overhead Allocation Processor will perform the following business activities:

- Create Overhead Cost Allocation
- Reverse Overhead Cost Allocation
- Fixed OH Table Maintenance
- Split OH Table Maintenance

Integration with other Roles

The Overhead Allocation Processor interacts with the following roles:

- Sales Order Processor – The information created or maintained by the Overhead Allocation Processor is leveraged by the Sales Order Processor when assigning overhead costs to a sales order.

FMMI Training Curriculum – Overhead Allocation Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 441	FMMI Sales Order Process	4	Instructor-led training (ILT) via Classroom

9.5 Price Condition Processor

Role Description

The Price Condition Processor sets the rates charged per unit that are billed through the user fee process. For user fees the rate is the dollar amount charged per inspection hour. The Price Condition Processor can create, change, and display condition records.

The Price Condition Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Price Condition Processor will perform the following business activities:

- Create Condition Types
- Change Condition Records
- Display Condition Records

Integration with other Roles

The Price Condition Processor interacts with the following roles:

- Sales Order Processor – The information created or maintained by the Price Condition Processor is leveraged by the Sales Order Processor when assigning price conditions to a sales order.

FMMI Training Curriculum – Price Condition Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

9.6 Customer Correspondence Processor

Role Description

The Customer Correspondence Processor generates the correspondences that notify customers of open receivables from sales orders and AR invoices. Use the Create Customer Product Invoice – AR Invoice or the Create Customer Product Invoice – Sales Order Bill to generate a single invoice for one receivable. Certain Agencies use the customer statement which contains all open receivables for a customer within a specified time period.

The Customer Statement is a monthly customer statement is generated which contains all of the historical customer information. The information on these customer statements includes invoices, payments, interest, penalties, etc.

The Customer Correspondence Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Customer Correspondence Processor will perform the following business activities:

- Create Customer Product Invoice – AR Invoice
- Create Customer Product Invoice – Sales Order Bill
- Create Customer Statement
- Maintain Customer Correspondence Tables:
    - Maintain Agency Addresses
    - Maintain Back Page Text
    - Maintain Footer Text
    - Maintain Customer Group – Header Records
    - Maintain Customer Group – Details Records
- Create/Print MRP Customer Statement

Integration with other Roles

The Customer Correspondence Processor interacts with the following roles:

- All Accounts Receivable roles

FMMI Training Curriculum – Customer Correspondence Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom

9.7 Cash Collections Processor

Role Description

The Cash Collections Processor is responsible for manually posting and clearing payments from the lockbox, FedWire, pay.gov, credit card statements, etc. when FMMI is not able to automatically post and clear a collection. This role is for posting collections from both customers and vendors.

The tasks associated with this role are performed at the Department level by APB within COD, however if Agencies need to perform this task in the future, the role will be modified to accommodate this need. Therefore, the Cash Collections Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Cash Collection Processor performs the following business activities:

- Post Incoming Customer Payments
- Post a Down Payment from Customer
- Manually Clear a Payment
- Post Outgoing Customer Payments
- Post Incoming Vendor Payments
- Post Outgoing Vendor Payments
- Clear a General Ledger Account for Partial Offsets
- Clear Customer

Integration with other Roles

The Cash Collection Processor interacts with the following roles.

- Accounts Receivable Reporter – The Accounts Receivable Processor will need to coordinate with the Accounts Receivable Reporter to obtain information on sales originated in the Accounts Receivable module to ensure accurate processing of receivable invoices and account credits/debits.
- Debt Management Processor – The Accounts Receivable Processor has access to invoicing and incoming payment information. The Debt Management Processor will interact with the Accounts Receivable Processor in accessing invoicing and payment information for purposes such as creating installment plans and dunning activities.

FMMI Training Curriculum – Cash Collection Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom

9.8 Accounts Receivable Processor

Role Description

The Accounts Receivable Processor creates and parks AR invoice documents and credit memos for AR invoices. The AR Approver must review and approve the AR invoice or credit memo before it is posted to the General Ledger. AR invoices typically represent a direct sale that is not part of a reimbursable agreement. An additional use for AR invoices is for billing expenses incurred through the forecast of revenue process.

The Accounts Receivable Processor is also responsible for manual credit/debit activities within both the Accounts Receivable and the Sales and Distribution modules of FMMI. Credit/debit activities to customer accounts can also be carried out through interfaces of external systems. Credit memos are issued to credit a customer's account for circumstances such as a customer making an overpayment, receipt of a defective product, etc. To begin the crediting process, a credit memo request is created with reference to the original billing document or as a separate credit memo request. The customer receives a credit memo for the full amount to be credited.

The Accounts Receivable Processor can also make changes to credit memos and display changes to these documents. The credit memo can be changed if it has not already been billed. After it has been billed, the fields that can be changed are limited. This role can also display a credit memo to retrieve information about the billing document, such as document flow, which lists all of the related accounting documents, credit amount, etc.

The Accounts Receivable Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Accounts Receivable Processor will perform the following business activities:

- Create AR Invoice
- Create Credit Memo – AR Invoice
- Change AR Document
- Display AR Document
- Display Parked Document

Integration with other Roles

The Accounts Receivable Processor interacts with the following roles.

- Accounts Receivable Approver - The Accounts Receivable Approver will need to approve or reverse credit memos, Accounts Receivable invoices, and payments that the Accounts Receivable Processor has created or posted.
- Accounts Receivable Reporter – The Accounts Receivable Processor will need to coordinate with the Accounts Receivable Reporter to obtain information on sales originated in the Accounts Receivable module to ensure accurate processing of receivable invoices and account credits/debits.
- Debt Management Processor – The Accounts Receivable Processor will have access to invoicing and incoming payment information. The Debt Management Processor will interact with the Accounts Receivable Processor in accessing invoicing and payment information for purposes such as creating installment plans and dunning activities.
- Agency Customer Master Data Maintainer – When the Accounts Receivable Processor creates a Accounts Receivable Invoice, a Reimbursable Project and WBS Element is needed

FMMI Training Curriculum – Accounts Receivable Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom

9.9 Accounts Receivable Approver

Role Description

The Accounts Receivable Approver reviews and posts AR invoices and credit memos for AR invoices to the General Ledger. The AR Approver also has the ability to create reversal documents for both types of AR documents. These documents cancel AR invoices that were created in error. This role can change an AR reversal document and can also display them. If a credit memo needs to be cancelled, the Accounts Receivable Approver can create a credit memo reversal.

The Accounts Receivable Approver is also responsible for approving and posting credit memos which are issued to credit a customer's account. These activities are carried out by the Accounts Receivable Approver in both the FI and Sales and Distribution modules of FMMI. Approving and posting the reversals of credit memos, which are created to cancel a credit to a customer's account are also activities of the role.

The Accounts Receivable Approver role is available for assignment at the Department and Agency levels.

Activities Performed

The Accounts Receivable Approver will perform the following business activities:

- Approve and Post AR Documents
- Display AR Reversal Document
- Create AR Reversal Document
- Change AR Reversal Document
- Display Parked Documents
- Reset/Reverse Cleared Items

Integration with other Roles

The Accounts Receivable Approver interacts with the following roles.

- Accounts Receivable Processor - The Accounts Receivable Approver will need to approve or reverse credit memos, Accounts Receivable invoices, and payments that the Accounts Receivable Processor has created or posted.
- Sales Order Billing Processor – The Sales Order Billing Processor will need to communicate with the Accounts Receivable Approver when the paid status of a bill needs to be reset to unpaid.

FMMI Training Curriculum – Accounts Receivable Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 442	FMMI Billing and Collection Process	8	Instructor-led training (ILT) via Classroom

9.10 Revenue Forecasting Processor

Role Description

The Revenue Forecasting Processor creates forecast of revenue documents which reserve a specified amount of money on a line of funding. The creation of forecast of revenue documents creates a posting to the budgetary ledger with the same effect of creating a sales order. Billing for this activity occurs through the creation of AR invoices which reference the specific line items in the forecast of revenue document.

This role is available for assignment at the Department level. This role is available to Agencies only with special permission granted by OCFO.

Activities Performed

The Revenue Forecasting Processor will perform the following business activities:

- Create Revenue Forecast
- Change Revenue Forecast
- Display Revenue Forecast

Integration with other Roles

The Revenue Forecasting Processor interacts with the following roles:

- Sales Order Billing Processor – The Billing Processor will have access to billing information and will have the task of running the billing due list. After the Revenue Forecasting Processor creates the anticipated revenue the Billing Processor will have access to create the bills against this forecast.

FMMI Training Curriculum – Revenue Forecasting Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

9.11 Debt Management Processor

Role Description

The Debt Management Processor executes the task that applies interest, penalties, and interest to overdue receivables, as well as, managing the dunning process which generates correspondence notifying a customer of the outstanding receivable and any additional amounts due. The Debt Management Processor is also responsible for creating the TROR report to Treasury on outstanding commercial debt.

The Debt Management Processor is also responsible for dunning activities. The dunning process is used by USDA to send reminders to customers who have outstanding payments. This role runs the process for identifying overdue payments that have remained unpaid for a certain period of time. The role also creates and prints customer dunning notices based on the length of time a payment has been overdue. The Debt Management Processor also prepares the Treasury Report on Receivables (TROR) to the US Department of Treasury. This report notifies Treasury of the overdue accounts receivables that USDA has with commercial customers. The role also submits delinquent debtor information to the US Department of Treasury through the Treasury Offset Program (TOP). After USDA provides a delinquent debtor with a notice of intent to offset and an opportunity to review the basis for the debt, it refers the debt to Treasury for collection through TOP.

The Debt Management Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Debt Management Processor will perform the following business activities:

- Display Billing Document
- Calculate and Post Interest, Penalty and Administrative Fees
- Generate Debt Notification Letter
- Prepare TROR Report
- Maintain Installment Plan

Integration with other Roles

The Debt Management Processor interacts with the following roles:

- Customer Master Data Maintainer – One of the Customer Master Data Maintainer's responsibilities is to assign a fee schedule to commercial customer master data records as necessary.
- Accounts Receivable Processor – The Accounts Receivable Processor will have access to invoicing and incoming payment information. The Debt Management Processor will interact with the Accounts Receivable Processor in accessing invoicing and payment information for purposes such as creating installment plans and dunning activities.
- Sales Order Billing Processor – The Sales Order Billing Processor will have access to billing information and will have the task of running the billing due list. The Debt Management Processor will interact with the Sales Order Billing Processor in accessing billing information for purposes such as creating installment plans.
- Debt Write Off Processor – The Debt Write-Off Processor is responsible for writing off bad debt. Therefore the Debt Write-Off Processor will need to coordinate with the Debt Management Processor.
- Accounts Receivable Reporter – The Debt Management Processor will need to coordinate with the Accounts Receivable Reporter for reporting information such as overdue accounts and open items.

FMMI Training Curriculum – Debt Management Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 443	FMMI Debt Management Process	4	Instructor-led training (ILT) via Classroom

9.12 Debt Write-Off Processor

Role Description

The Debt Write-Off Processor is responsible for writing off bad debt. This role will review aged accounts receivable listings to identify items which are uncollectible. Once the debt is identified and written off, the Debt Management Processor is notified to change the debt status for reporting.

The Debt Write-Off Processor role is available for assignment at the Department and Agency levels.

Activities Performed

The Debt Write-Off Processor will perform the following business activities:

- Write-off Bad Debt
- Process Refunds

Integration with Other Roles

The Debt Write-Off Processor interacts with the following roles:

- Debt Management Processor - The responsibility of the Debt Management Processor is to analyze delinquent bills that may need to be referred to the Debt Write-Off Processor. Therefore, the two roles will have to work together.
- Accounts Receivable Reporter – The Debt Write-Off Processor is responsible for writing off bad debt. Therefore, the Debt Write-Off Processor will need to coordinate with the Accounts Receivable Reporter for reporting information such as payment history and customer balances.

FMMI Training Curriculum – Debt Write-Off Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 443	FMMI Debt Management Process	4	Instructor-led training (ILT) via Classroom

9.13 Sales Order Mass Upload Processor

Role Description

The Sales Order Mass Upload Processor will have the capability to mass upload sales orders in FMMI.

The Sales Order Mass Upload Processor role is available for assignment at the Department at this present time. OCFO is reviewing the role and will confirm if Agency users will be able to access this role.

Activities Performed

The Sales Order Mass Upload Processor will perform the following business activities:

- Mass Upload Sales Order

Integration with other Roles

The Sales Order Mass Upload Processor interacts with the following roles:

- Agency Customer Master Data Maintainer – Customer Master Data Maintainer is responsible for creating and maintaining Customer Master Records. Therefore, if the Sales Order Mass Upload Processor cannot find a Customer Master Record to create a Sales Order, interaction with the Customer Master Data Maintainer will be necessary. When the Sale Order Mass Upload Processor creates a Sales Order, a Reimbursable Project and Billing WBS Element is needed. When the Sales Order Mass Upload Processor creates a User Fee Sales Order, Statistical Key Figure master data to reflect service hours is needed.

FMMI Training Curriculum – Sales Order Mass Upload Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 441	FMMI Sales Order Process	4	Instructor-led training (ILT) via Classroom

9.14 Revenue Forecasting Mass Upload Processor

Role Description

The Revenue Forecasting Mass Upload Processor will have the capability to mass upload sales orders in FMMI.

The Revenue Forecasting Mass Upload Processor role is available for assignment at the Department at the department level.

Activities Performed

The Revenue Forecasting Mass Upload Processor will perform the following business activities:

- Mass Upload Forecast of Revenue

Integration with other Roles

The Revenue Forecasting Mass Upload Processor interacts with the following roles:

- Sales Order Billing Processor – The Billing Processor will have access to billing information and will have the task of running the billing due list. After the Revenue Forecasting Mass Upload Processor creates the anticipated revenue the Sales Order Billing Processor will have access to create the bills against this forecast.

FMMI Training Curriculum – Revenue Forecasting Mass Upload Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

9.15 Sales Order Reporter

Role Description

The Sales Order Reporter is responsible for running real-time reports in the Sales and Distribution module of FMMI. The role will have view-only access to reports.

The Sales Order Reporter role is available for assignment at the Department and Agency levels.

Activities Performed

The Sales Order Reporter will perform the following business activities:

- Run List of Sales Orders Report
- Run Orders within Time Period Report
- Run Incomplete Orders Report
- Run List Billing Documents Report
- Run Log of Collective Run Report

Integration with Other Roles

The Sales Order Reporter interacts with the following roles:

- Sales Order Billing Processor – The Sales Order Billing Processor will need to coordinate with the Sales Order Reporter to obtain information on billing documents created in the Sales and Distribution module of FMMI to ensure accurate billing is taking place.

FMMI Training Curriculum – Sales Order Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

9.16 Accounts Receivable Reporter

Role Description

The Accounts Receivable Reporter is responsible for running and viewing real-time reports in FMMI. This role will have view-only access to reports. The reports are able to be displayed on the user's screen and are available for printing if necessary.

The Accounts Receivable Reporter role is available for assignment at the Department and Agency level.

Activities Performed

The Accounts Receivable Reporter will perform the following business activities:

- Accounts Receivable Information System Report
- Customer Balances in Local Currency Report
- Customer Sales Report
- Transaction Figures: Account Balance Report
- Transaction Figures: Special Sales Report
- Transaction Figures: Sales Report
- Due Date Analysis for Open Items Report
- List of Customer Line Items Report
- List of Customer Open Items for Printing Report
- List of Customer Open Items Report
- Open Items - Customer Due Date Forecast Report
- Customer Evaluation with Open Items Sorted List Report
- Customer Payment History Report
- Customer Open Item Analysis by Balance of Overdue Items Report
- List of Cleared Customer Items for Printing Report
- List of Down Payments Open on Key Date - Customers Report
- Customer List Report
- Treasury Report on Receivables (TROR) Integration

Integration with Other Roles

The Accounts Receivable Reporter interacts with the following roles:

- Debt Write-Off Processor – The Debt Write-Off Processor is responsible for writing off bad debt. Therefore, the Debt Write-Off Processor will need to coordinate with the Accounts Receivable Reporter for reporting information.
- Accounts Receivable Processor – The Accounts Receivable Processor will need to coordinate with the Accounts Receivable Reporter to obtain information on sales originating in the Accounts Receivable module to ensure accurate processing of receivable invoices and account credits/debits.
- Debt Management Processor – The Debt Management Processor will need to coordinate with the Accounts Receivable Reporter for reporting information such as overdue accounts and open items.

FMMI Training Curriculum – Accounts Receivable Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced

FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

9.17 Accounts Receivable Evaluator

Role Description

The Accounts Receivable Evaluator is responsible for displaying sales orders and the basic sales data for all customers with whom USDA does business. The Accounts Receivable Evaluator is also responsible for displaying billing documents, Account Receivable invoices, and reversed sales documents. It displays the account balance information for Account Receivable items and can also display credit memo information. This role has view-only access to the documents it can display. This role's view-only access makes it ideal for audit purposes.

The Accounts Receivable Evaluator is available for assignment at the Department and Agency levels.

Activities Performed

The Accounts Receivable Evaluator will perform the following business activities:

- Display Sales Customer Master
- Display Sales Order
- Display Billing Document
- Display AR Document
- Display Parked Documents
- Display Account Balance for AR Items
- Display Condition Records
- Display Revenue Forecast

Integration with other Roles

This role does not directly coordinate, interact with, and/or depend on other roles.

FMMI Training Curriculum – Accounts Receivable Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	12	Instructor-led training (ILT) via Classroom

9.18 Lockbox Reprocessor

Role Description

The Lockbox Reprocessor is responsible for matching payments with the right customer and/or invoice record when portion of the lockbox fails in FMMI because FMMI could not find the customer and/or invoice record to match the payment.

The Lockbox Reprocessor is available for assignment for specific Agencies based on current Agencies' requirements. The tasks associated with this role are primarily performed for specific Agencies. If Agencies need to perform this task in the future, the role may be modified to accommodate this need.

Activities Performed

The Lockbox Reprocessor will perform the following business activities:

- Reprocess Lockbox
- Reprocess Lockbox Background Documents

Integration with other Roles

This role does not directly coordinate, interact with, and/or depend on other roles.

FMMI Training Curriculum – Accounts Receivable Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

10 Detailed FMMI Role Descriptions – AR and AP/Purchasing

Process Area Description

AR and AP/Purchasing process areas involve the maintenance and access to the Customer and Vendor Master Data Tables. To enable a segregation of duties, there will be one user designated as a requestor for changes to either table. Additionally, there will be a user designated as an approver for the requests.

Reports on the activity within these tables are also available for use.

Examples of what is staying the same and/or what is changing:

- There will still be a requestor and approver role used to make changes to the customer and vendor tables

10.1 Vendor and Customer Master Data Requestor

Role Description

The Vendor and Customer Master Data Requestor is responsible for creating requests for the creation of new vendor and/or customer master data records or changes to an existing vendor and/or customer master data records.

The Vendor and Customer Master Data Requestor role is available for assignment at the Department and Agency levels.

Activities Performed

The Vendor and Customer Master Data Requestor will perform the following business activities:

- Create Vendor/Customer Master Data Request
- View Vendor/Customer Master Data Request

Integration with other Roles

The Vendor and Customer Master Data Requestor interacts with the following roles:

- Vendor and Customer Master Data Approver – The Vendor and Customer Master Data Approver approves or rejects the requests created by the Vendor and Customer Master Data Requestor.

FMMI Training Curriculum – Vendor and Customer Master Data Requestor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 414	FMMI Customer and Vendor Data Maintenance	8	Instructor-led training (ILT) via Classroom

10.2 Vendor and Customer Master Data Approver

Role Description

The Vendor and Customer Master Data Approver is responsible for approving the requests to create or change a customer or vendor master data record. They will also manage the reports for request history and queries for Vendor and Customer Master Data.

This role is available for assignment at the Department level.

Activities Performed

The Vendor and Customer Master Data Approver will perform the following business activities:

- Approve Vendor/Customer Master Data Request
- Vendor/Customer Master Data Request History Report
- Vendor/Customer Master Data Request Query Report

Integration with other Roles

The Vendor and Customer Master Data Approver interacts with the following roles:

- Vendor and Customer Master Data Requestor - The Vendor and Customer Master Data Approver role approves or rejects the requests created by the Vendor and Customer Master Data Requestor.

FMMI Training Curriculum – Vendor and Customer Master Data Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 414	FMMI Customer and Vendor Data Maintenance	8	Instructor-led training (ILT) via Classroom

10.3 Vendor and Customer Master Data Evaluator

Role Description

The Vendor and Customer Master Data Evaluator has access to view the Vendor and Customer Master Data record. This record contains information on the customer / vendor name, address, Tax ID Number (TIN), Social Security Number (SSN), and bank account information. The PII is masked for this role, and as such the user does not have access to PII.

This role is available for assignment at the Department level.

Activities Performed

The Vendor and Customer Master Data Approver will perform the following business activities:

- View Vendor Master Data
- View Customer Master Data

Integration with other Roles

The Vendor and Customer Master Data Evaluator interacts with the following roles:

- All Purchasing & Accounts Payable roles – The Vendor and Customer Master Data Evaluator can work to identify the correct vendor account to choose when processing a Purchasing or Accounts Payables transactions.

FMMI Training Curriculum – Vendor and Customer Master Data Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

10.4 Commercial Vendor/Customer Master Data Evaluator

Role Description

The Commercial Vendor and Customer Master Data Evaluator has access to view the Vendor and Customer Master Data record as it pertains to commercial customers / vendors. This record contains information on the customer / vendor name, address, Tax ID Number (TIN), Social Security Number (SSN), and bank account information. The PII will not be masked for this role.

This role should be granted to appropriate Agency and/or Department level users only as assigned by USDA.

Activities Performed

The Commercial Vendor and Customer Master Data Approver will perform the following business activities:

- View Vendor Master Data
- View Customer Master Data

Integration with other Roles

The Commercial Vendor and Customer Master Data Evaluator interacts with the following roles:

- All Purchasing & Accounts Payable roles – The Commercial Vendor and Customer Master Data Evaluator can work to identify the correct vendor account to choose when processing a Purchasing or Accounts Payables transactions.

FMMI Training Curriculum – Commercial Vendor and Customer Master Data Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

10.5 Employee Vendor/Customer Master Data Evaluator

Role Description

The Employee Vendor and Customer Master Data Evaluator has access to view the Vendor and Customer Master Data record as it pertains to employees. This record contains information on the customer / vendor name, address, Tax ID Number (TIN), Social Security Number (SSN), and bank account information. The PII will not be masked for this role. Additionally, there is not segregation of customer / vendor type for this role.

This role should be granted to appropriate Agency and/or Department level users only as assigned by USDA.

Activities Performed

The Employee Vendor and Customer Master Data Approver will perform the following business activities:

- View Vendor Master Data
- View Customer Master Data

Integration with other Roles

The Employee Vendor and Customer Master Data Evaluator interacts with the following roles:

- All Purchasing & Accounts Payable roles – The Employee Vendor and Customer Master Data Evaluator can work to identify the correct vendor account to choose when processing a Purchasing or Accounts Payables transactions.

FMMI Training Curriculum – Employee Vendor and Customer Master Data Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

10.6 Invitational Travelers Vendor Master Data Evaluator

Role Description

The Invitational Travelers Vendor Master Data Evaluator has access to view the Vendor Master Data record as it pertains to invitational travelers. This record contains information on the vendor name, address, Tax ID Number (TIN), Social Security Number (SSN), and bank account information. The PII will not be masked for this role. Additionally, there is not segregation of vendor type for this role.

This role should be granted to appropriate Agency and/or Department level users only as assigned by USDA.

Activities Performed

The Invitational Travelers Vendor Master Data Approver will perform the following business activities:

- View Vendor Master Data
- View Customer Master Data

Integration with other Roles

The Invitational Travelers Vendor Master Data Evaluator interacts with the following roles:

- All Purchasing & Accounts Payable roles – The Invitational Travelers Vendor Master Data Evaluator can work to identify the correct vendor account to choose when processing a Purchasing or Accounts Payables transactions.

FMMI Training Curriculum – Invitational Travelers Vendor Master Data Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

11 Detailed FMMI Role Descriptions - Cost Management

Process Area Description

Cost Management is how USDA records, tracks, and measures the flow of costs and revenue. The FMMI system enables USDA to perform the following cost management activities:

- Monitor and control expenditures and revenues
- Distribute expenses collected in Cost Objects to other Cost Objects in designated organizational structures that are responsible for these costs
- Support billing of customers for all distributed costs incurred on Work Breakdown Structure (WBS) elements
- Monitor cost against billing rates
- Provide timely cost information for product/ services costing and resource related planning and analysis activities

Examples of what is staying the same and/or what is changing:

- Cost Collection is carried out using WBS Elements and Cost Centers
- Cost Allocation in the legacy system is similar to Cost Allocation in FMMI (including Budgetary Impacts)

11.1 Department Cost Management Master Data Maintainer

Role Description

The Department Cost Management Master Data Maintainer is responsible for creating and maintaining Cost Management master data and associated hierarchies. The Department Cost Management Master Data Maintainer responsibilities include performing the activities and tasks related to creating and maintaining cost centers. Cost centers are units of output resulting from a value-added process with which costs are identified according to how they are incurred.

FMMI records all business-related expenses and revenues in order to provide information about the utilization of costs and assets within the USDA. Cost Management master data provides the baseline for transactional data and consists of the key components necessary to execute transactions within FMMI. Master data may be organized in a fashion that enables the user to easily facilitate reporting needs. Also, information can be depicted in a structural format through the use of hierarchies.

In addition the Department Cost Management Master Data Maintainer is responsible for performing the tasks related to creating and maintaining cost elements. There are two types of cost elements: primary cost elements and secondary cost elements. Primary cost elements are elements within Cost Management linked to expense and revenue accounts in General Ledger. Secondary cost elements are cost elements used for moving costs internally within the Cost Management process area, such as allocations

In addition the Department Cost Management Master Data Maintainer is responsible for performing the tasks related to auto creation of funded programs. Funded programs are programs with a defined operational purpose and time frame for which budget has been appropriated. Funded Programs enable agencies to record budget, control postings, and monitor performance at the project or program level. There is a one-to-one relationship between a Funded Program and WBS Element.

This role is available for assignment centrally at the Department level.

Activities Performed

The Department Cost Management Master Data Maintainer will perform the following business activities:

- Create Cost Center
- Change Cost Center
- Display Cost Center
- Display Changes made to a Cost Center
- Delete Cost Center
- Create Cost Center Standard Hierarchy
- Change Cost Center Standard Hierarchy
- Display Cost Center Standard Hierarchy
- Create Cost Center Group
- Change Cost Center Group
- Display Cost Center Group
- Delete Cost Center Group
- Create Primary Cost Element
- Change Primary Cost Element
- Display Primary Cost Element
- Delete Primary Cost Element
- Display Changes made to Primary Cost Element
- Create Secondary Cost Element
- Change Secondary Cost Element
- Display Secondary Cost Element
- Delete Secondary Cost Element
- Display Changes made to Secondary Cost Element
- Create Primary Cost Element Group

- Change Primary Cost Element Group
- Display Primary Cost Element Group
- Delete Primary Cost Element Group
- Create Secondary Cost Element Group
- Change Secondary Cost Element Group
- Display Secondary Cost Element Group
- Delete Secondary Cost Element Group
- Auto Create Funded Program

Integration with other Roles

The Department Cost Management Master Data Maintainer interacts with the following roles:

- Agency Cost Management Master Data Maintainer –
  - When a Project or WBS Element is created or maintained by the Agency Cost Management Master Data Maintainer a corresponding Funded Program will be created or maintained automatically or by the Department Cost Management Master Data Maintainer
  - A cost center is required for the following project types:
    - Capital
    - Expense with Reimbursable Settlement (if account assignment is checked and billing is not checked)
- Cost Management Processor
  - When an Assessment Cycle is created by the Cost Management Processor an Assessment Secondary Cost Element is needed
  - When Expense Project Settlement Rules are created or maintained by the Cost Management Processor, Cost Centers (WBS elements) are needed from the Department Cost Management Master Data Maintainer
- General Ledger Master Data Maintainer –
  - When a General Ledger account is created or maintained by the General Ledger Master Data Maintainer, a corresponding primary cost element will be created or maintained automatically or by the Department Cost Management Master Data Maintainer
- Funds Management Master Data Maintainer –
  - When the cost center hierarchy is created or maintained, the FM Master Data Maintainer is notified of the new or maintained record
  - Synchronization between CM and FM master data is required; there is a one-to-one relationship between a cost center and a funds center. Therefore, when a cost center is created or maintained, the FM Master Data Maintainer is notified of the new or maintained record.
  - When the FM Master Data Maintainer receives the Create FMMI Derivation Value document from the Agency CM Master Data Maintainer, the FM Master Data Maintainer enters the derivation rules detailing the source and target account assignment for reimbursable WBS elements
- Purchase Order Processor –
  - When a Purchase Order is created by the Purchase Order Processor for direct procured assets and accountable sensitive properties, a Cost Center is required
- Purchase Requisition Processor –
  - When a Purchase Requisition is created by the Purchase Order Processor for direct procured assets and accountable sensitive properties, a Cost Center is required
- Goods Receipt Processor –
  - When a Good Receipt is created by the Goods Receipt Processor for direct procured assets and accountable sensitive properties, a Cost Center is required
- Invoice Processor –
  - When a FI Invoice is created by the Invoice Processor, a Cost Center is required

FMMI Training Curriculum – Department Cost Management Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 412	FMMI Cost Management Master Data Maintenance	12	Instructor-led training (ILT) via Classroom

11.2 Agency Cost Management Master Data Maintainer

Role Description

The Agency Cost Management Master Data Maintainer creates and maintains tracing factors, such as Statistical Key Figures. In addition, this role creates and maintains Projects and associated WBS Elements.

The Cost Management process area enables USDA to monitor and control expenditures and revenues, distribute expenses collected in cost objects to other cost objects in designated organization structures that are responsible for these costs, support billing of customers for all distributed costs incurred on work breakdown structure elements, monitor cost against billing rates and provide timely cost information for resource planning and analysis activities. Cost Management master data describes information about the people, places, things and organizational units involved in running an organization. It includes various cost objects to support the collection and measurement of cost for products, services, and organizations across USDA and acts as the structure around all transactions performed in the FMMI system. Cost Management master data ensures that costs are correct and will be recorded to the right place because it is aligned to budget elements to reflect the cost collected in the FI Module. In the Cost Management process area, master data is created and maintained at the Department and Agency level.

The role is available for assignment at the Agency level.

Activities Performed

The Agency Cost Management Master Data Maintainer will perform the following business activities:

- Create Statistical Key Figures
- Change Statistical Key Figures
- Display Statistical Key Figures
- Delete Statistical Key Figures
- Project Builder
- Change Project - Mass

Integration with other Roles

The Agency Cost Management Master Data Maintainer interacts with the following roles:

- Department Cost Management Master Data Maintainer –
  - When a capital project is created a responsible cost center is required
  - When a project or WBS element is created or maintained by the Agency CM Master Data Maintainer, a corresponding funded program is created or maintained automatically through a batch job or manually by the Department CM Master Data Maintainer
- Cost Management Processor –
  - The CM Processor manages statistical key figure records. The management of SKF records involves populating the SKF master data with actual values to create a rate
- Funds Management Master Data Maintainer –
  - When a RA project or WBS element is created, the Agency CM Master Data Maintainer submits the Create FMMI Derivation Value document to the FM Master Data Maintainer, detailing the source and target account assignment for WBS elements (WBS elements are tied to a fund, functional area and fund center)
  - When the FM Master Data Maintainer receives the Create FMMI Derivation Value document from the Agency CM Master Data Maintainer, the FM Master Data Maintainer enters the derivation rules detailing the source and target account assignment for RA WBS elements
- Invoice Processor –
  - When the Invoice Processor creates a FI invoice, a WBS element may be required
- Purchase Order Processor –
  - When a Purchase Order is created by the Purchase Order Processor for direct procured assets and accountable sensitive properties, a WBS Element may be required

- Purchase Requisition Processor –
  - When a Purchase Requisition is created by the Purchase Requisition Processor for direct procured assets and accountable sensitive properties, a WBS Element may be required
- Goods Receipt Processor –
  - When a Goods Receipt is created by the Goods Receipt Processor for direct procured assets and accountable sensitive properties, a WBS Element may be required
- Sales Order Processor –
  - When the Sale Order Processor creates a sales order, a WBS element is required
  - When the Sales Order Processor creates a User Fee Sales Order, Statistical Key Figure master data to reflect tracing factor values is needed
- Accounts Receivable Processor –
  - When the AR Processor creates an AR invoice, a WBS element is required
- Property Accounting Table Maintainer –
  - When a Capital Project is created and maintained, Project Settlement Rules are automatically generated or manually created and maintained by the Property Accounting Table Maintainer

FMMI Training Curriculum – Agency Cost Management Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 412	FMMI Cost Management Master Data Maintenance	12	Instructor-led training (ILT) via Classroom

11.3 Cost Management Administrator

Role Description

The Cost Management Administrator is responsible for executing project settlement. They are able to run project settlement as an individual task for a single project / WBS element or collectively for a variant. The variant can be setup to contain many projects based upon established parameters. The collective settlement transaction can also be setup to run as part of a batch process (nightly or monthly).

In addition the Cost Management Administrator is responsible for executing the assessment cycle. An assessment cycle is a master data item that is used to define sender and receiver relationships for Cost and Funds Management objects. Assessment is a method of internal cost allocation by which the costs of the sending cost center are allocated to receiving controlling objects (CO). The sub-process Execute Assessment Cycle is used to allocate cost according to the assessment cycle, run assessment in test mode, and reverse the assessment cycle. When the assessment cycle is run, the distribution of costs and revenues from sender cost centers to receiver cost objects are shown on the budgetary and proprietary ledgers.

While the assessment cycle will be run as a batch job at the end of every month, the Cost Management Administrator will be responsible for manually executing the actual assessment cycle as necessary. Given the ability to run the assessment cycle in test mode and reverse the assessment cycle, the Cost Management Administrator will essentially act as an approver for the cost assessment process.

This role is available for assignment at the Department and Agency Levels.

Activities Performed

The Cost Management Administrator will perform the following business activities:

- Run Individual Project Settlement
- Run Collective Project Settlement
- Run Assessment Cycle
- Reverse Assessment Cycle

Integration with other Roles

The Cost Management Administrator interacts with the following roles:

- Cost Management Processor –
  - When an Assessment Cycle is created by the Cost Management Processor, the Cost Management Administrator runs the Assessment Cycle
  - When Project Settlement Rules are created or maintained by the Cost Management Processor, the Cost Management Administrator runs the Project Settlement
- Sale Order Billing Processor –
  - If cost is posted on a high level WBS element for Greenbook or Departmental Reimbursable Projects, the Cost Management Administrator needs to settle costs to subordinate WBS Elements before the Sales Order Billing Processor runs billing
- General Ledger Evaluator –
  - When the Assessment Cycle is run, the General Ledger Evaluator displays the General Ledger Account Document to view the impacts on the Budgetary and Proprietary Ledgers

FMMI Training Curriculum – Cost Management Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 461	FMMI Cost Management Process	8	Instructor-led training (ILT) via Classroom

11.4 Cost Management Processor

Role Description

Tracing factors are user-defined keys for determining cost and quantity assignments in cost allocation. Statistical Key Figures are used as tracing factors within the cost allocation process. Once tracing factors are created as master data they are to be used in transactional data by defining the values for a given receiving cost object. These transactional values are used while running cost allocation; the system automatically calculates the value of a receiver's portion and distributes/allocates these costs. The Cost Management Processor enters, displays, and reverses Statistical Key Figure Data.

Additionally, the Cost Management Processor creates and maintains assessments and project settlement rules. The Cost Assessment process and the Project Settlement process allow for the redistribution and reassignment of expenses associated with the unit where they are budgeted.

- An Assessment Cycle is a master data item that is used to define sender and receiver relationships for Cost and Funds Management objects. Cost Assessment is a method of internal cost allocation by which the costs of the sending Cost Center are allocated to receiving cost objects. When the assessment cycle is run, the distribution of costs and revenues from sender Cost Centers to receiver cost objects are shown on the Budgetary and Proprietary Ledgers.
- Project Settlement Rules describe to FMMI how the costs incurred for a Project or WBS Element are charged to other cost objects and/or General Ledger accounts. When Project Settlement is executed the costs posted to Projects and/or WBS Elements are settled to Cost Centers or WBS Elements.

This role is available for assignment at the Agency and Department levels.

Activities Performed

The Cost Management Processor will perform the following business activities:

- Enter Statistical Key Figure Data
- Display Statistical Key Figure Data
- Reverse Statistical Key Figure Data
- Create Actual Assessment Cycle
- Change Actual Assessment Cycle
- Display Actual Assessment Cycle
- Delete Actual Assessment Cycle
- Create WBS Element Groups
- Change WBS Element Groups
- Display WBS Element Groups
- Project Builder
- Create Individual Project Settlement Rules
- Create Collective Project Settlement Rules

Integration with other Roles

The Cost Management Processor interacts with the following roles:

- Agency Cost Management Master Data Maintainer –
  - When there is a need for Cost Assessment or Billing, the Cost Management Processor populates the Statistical Key Figure master data created and maintained by the Agency Cost Management Master Data Maintainer with actual values
- Cost Management Administrator -
  - When there is a need for the Cost Management Administrator to run Cost Assessment or Billing, the Cost Management Processor populates the Statistical Key Figure master data
  - The CM Processor creates an assessment cycle to describe to FMMI how the costs incurred on a sender cost object are allocated to receiver cost object(s). When costs are received

through a variable portion; SKF data is used to automatically calculate the debit on the receiver object(s).

- Sales Order Processor –
  - The Sales Order Processor creates a user fee sales order referencing a Reimbursable Agreement (RA) WBS element. The fee charged by an Agency to calculate revenue for providing a service (e.g., an inspection service) is accumulated on user fee sales orders through SKF data. The RA WBS is the tie between the sales order and the rate being charged.

FMMI Training Curriculum – Cost Management Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 461	FMMI Cost Management Process	8	Instructor-led training (ILT) via Classroom

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11.5 SKF Data Upload Processor

Role Description

The SKF Data Upload Processor is responsible for uploading Statistical Key Figure Data in FMMI from Billing information maintained outside the system.

The SKF Data Upload Processor role is available for assignment for specific Agency.

Activities Performed

The SKF Data Upload Processor performs the following business activities:

- Upload Statistical Key Figure Data

Integration with other Roles

The SKF Data Upload Processor interacts with the following roles:

- Sales Order Processor – The Sales Order Processor creates a user fee sales order referencing a Reimbursable Agreement (RA) WBS element. The fee charged by an Agency to calculate revenue for providing a service (e.g., an inspection service) is accumulated on user fee sales orders through SKF data. The RA WBS is the tie between the sales order and the rate being charged.

FMMI Training Curriculum – Cost Management Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

11.6 WBS Mass Upload Processor

Role Description

The WBS Mass Upload Processor will have the capability to mass upload WBS in FMMI.

The WBS Mass Upload Processor role is available for assignment at the Department at the present time. OCFO is reviewing the role and will confirm if Agency users will be granted access to this role.

Activities Performed

The WBS Mass Upload Processor will perform the following business activities:

- Mass Upload WBS

Integration with other Roles

- The WBS Mass Upload Processor interacts with all other Cost Management roles.

FMMI Training Curriculum – WBS Mass Upload Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

11.7 Cost Management Evaluator

Role Description

The Cost Management Evaluator has "view-only" access to master data and transactional data where a display transaction is available. This role can view the actual documents and the change history to the documents. This role is ideal for assignment to auditor and approver related responsibilities.

The Cost Management Evaluator role is available for assignment at the Department and Agency levels.

Activities Performed

The Cost Management Evaluator performs the following business activities:

- Display Primary Cost Element
- Display Primary Cost Element Changes
- Display Secondary Cost Element
- Display Secondary Cost Element Changes
- Display Cost Center
- Display Cost Center Changes
- Display Assessment Cycle
- Display Primary/ Secondary Cost Element Group
- Display Cost Center Group
- Display Cost Center Hierarchy
- Display Statistical Key Figure
- Display Activity Type
- Display Statistical Key Figure Data
- Display Activity Type Data
- Display Activity Allocation
- Project Builder
- Display WBS Groups

Integration with other Roles

- The Cost Management Evaluator interacts with all other Cost Management roles.

FMMI Training Curriculum – Cost Management Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

11.8 Cost Management Reporter

Role Description

The Cost Management Reporter will perform activities and tasks related to execution of Controlling and Project System reports using the Enterprise Resource Planning Central Component (ECC). The data available through the ECC is real-time and the Cost Management Reporter will have the capability to generate customized reports based upon this information. Reports being displayed on screen are available for printing as necessary.

The Cost Management Reporter will select which fields to have in the master data report using the Select Layout, Change Layout, and Save Layout buttons. This role is also responsible for analyzing cost data by executing transactional data reports.

The Cost Management Reporter role is available for assignment at the Department and Agency levels.

Activities Performed

The Cost Management Reporter will perform the following business activities:

- Cost Element Master Data Report
- Cost Center Master Data Report
- Actual Cost Line Items Report on Cost Centers
- Display Actual Cost Documents
- Cost by Cost Centers - Actual/ Plan/Variance
- Cost Element Range
- Activity Types Range
- Statistical Key Figures Range
- Cost Center: Periodic Breakdown Actual/Plan
- Structure Overview Report
- Project Structure Overview Report
- WBS Master Data Report
- Line Items - Actual Costs/Revenues
- Cost Hierarchical Plan-based - Plan/Actual/Variance
- Cost Element Plan-based - Actual/Commitment/Total/Plan
- Actual Project Cost Per Month, Current Fiscal Year Report

Integration with other Roles

- The Cost Management Reporter interacts with all other Cost Management roles.

FMMI Training Curriculum – Cost Management Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

12 Detailed FMMI Role Descriptions - General Ledger Management

Process Area Description

General Ledger Management is how USDA processes accruals and adjustments. The types of general ledger activities processed by FMMI include:

- General Ledger Master Data Maintenance
- Accrual process
- Adjustment process
- Financial Reporting (e.g.,SF-224, Transaction Register)
- FACTS reporting

Examples of what is staying the same and/or what is changing:

- Accruals and adjustments are managed the same way in FMMI as they are in FFIS
- New FMMI GL Transaction Model

12.1 General Ledger Master Data Maintainer

Role Description

The General Ledger (G/L) provides a comprehensive picture of the business transaction records. G/L account master records contain the data structures that are needed to classify debit and credit values for accounting transactions. The G/L account master records control the posting of accounting transactions to G/L accounts and the processing of the posting data. The General Ledger Master Data Maintainer role is responsible for the management of all master data related to the General Ledger account master records. The General Ledger Master Data Maintainer has access to manage G/L account master data.

This role is available for assignment centrally at the Departmental level within USDA.

Activities Performed

The General Ledger Master Data Maintainer will perform the following business activities:

- Create G/L Master Data
- Change G/L Master Data
- Display G/L Master Data Changes
- Mark a G/L Account for Deletion
- Block G/L Master Data

Integration with other Roles

The General Ledger Master Data Maintainer will interact with the following roles:

- Department Cost Management Master Data Maintainer – If a new G/L account is created, the Department Cost Management Master Data Maintainer will need to create the corresponding cost element for expenses and revenues in the Controlling module.
- Funds Management Master Data Maintainer - If a new G/L account is created, the Funds Management Master Data Maintainer will need to create the corresponding commitment item in the Funds Management module.

FMMI Training Curriculum – General Ledger Master Data Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 413	FMMI General Ledger Master Data Maintenance	4	Instructor-led training (ILT) via Classroom

12.2 General Ledger Administrator

Role Description

The General Ledger Administrator is responsible for performing activities related to the execution of G/L processes. The G/L Account Documents display information linking a business transaction to the postings in the general ledger. General Ledger Account Documents are automatically created at the completion of a business transaction that posts the corresponding information to the general ledger. The General Ledger Administrator has access to manually create, change, edit, and reverse G/L Account Documents, thus processing direct postings to the general ledger. The header portion of the account document contains information valid for the whole document, for example, document date and number. It also contains controlling information such as the document type. The line items of the account document include the transactions that have posted to the applicable accounts. The General Ledger Administrator has access to change the descriptions and text fields for the header and line item portion of an existing G/L account document. The General Ledger Administrator is also responsible for reviewing and executing the Recurring Entries created by the Recurring Entry Processor.

This role is available for assignment centrally at the Departmental level within USDA.

Activities Performed

The General Ledger Administrator will perform the following business activities:

- Create G/L Account Document
- Change Header G/L Account Document
- Change Line Items G/L Account Document
- Display G/L Account Document
- Display G/L Account Document Changes
- Reverse G/L Account Document
- List Recurring Entries
- Execute Recurring Entry(s)

Integration with other Roles

The General Ledger Administrator will interact with the following roles:

- Recurring Entry Processor – The Recurring Entry Processor manages and schedules the recurring postings to the General Ledger where the data remains static. The General Ledger Administrator will review and execute these recurring entries accordingly.
- Financial Reporter – The Financial Reporter will run reports based upon the information contained within the G/L. The General Ledger Administrator may need to make adjustments based upon any errors identified in the reports.
- Cost Management Master Data Maintainer - When a General Ledger Account is created or maintained by the General Ledger Master Data Maintainer, a corresponding Primary Cost Element will be created or maintained automatically or by the Department Cost Management Master Data Maintainer

FMMI Training Curriculum – General Ledger Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 421	FMMI General Ledger Process	8	Instructor-led training (ILT) via Classroom

12.3 General Ledger Processor

Role Description

The General Ledger Processor is responsible for creating journal adjustments to the Financial Accounting – General Ledger (FI-GL). In FMMI, a journal adjustment to the FI-GL is known as a G/L Account Document. This role will create and park the G/L Account Document. This role is able to enter and change all information contained within the parked G/L Account Document, including the appropriate FMMI accounting information, document date, the debits and the credits, and corresponding amounts.

Once the G/L Account Document is ready for posting, the General Ledger Processor parks the document for review, approval and posting by the General Ledger Approver.

This role is also able to delete parked G/L Account Documents that have been rejected by the G/L Approver or that have been created erroneously.

This role is available for assignment at the Department and Agency levels within USDA.

Activities Performed

The General Ledger Processor will perform the following business activities:

- Create Parked G/L Account Document
- Delete Parked G/L Account Document
- Change Parked G/L Account Document
- Change Header Parked G/L Account Document

Integration with other Roles

The General Ledger Processor will interact with the following roles:

- General Ledger Approver – The General Ledger Approver is responsible for reviewing, approving and posting the parked G/L documents created by the General Ledger Processor.
- Financial Reporter – The Financial Reporter will run reports based upon the information contained within the G/L. The General Ledger Processor may need to make adjustments based upon any errors identified in the reports.

FMMI Training Curriculum – General Ledger Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 421	FMMI General Ledger Process	8	Instructor-led training (ILT) via Classroom

12.4 Limited General Ledger Processor

Role Description

The Limited General Ledger Processor is responsible for creating journal adjustments to the Financial Accounting – General Ledger (FI-GL). In FMMI, a journal adjustment to the FI-GL is known as a G/L Account Document. This role creates and parks YE / B2 G/L Account Documents. This role is able to enter and change all information contained within the YE / B2 parked G/L Account Documents, including the appropriate FMMI accounting information, document date, the debits and the credits, and corresponding amounts.

Currently, this role is able to process the following YE transactions: YE_FE (FECA Change in Actuarial Liability), YE_UC (Unemployment Compensation), and YE_WV (Inventory Adjustment).

Once the G/L Account Document is ready for posting, the Limited General Ledger Processor parks the document for review, approval and posting by the Limited General Ledger Approver.

This role is also able to delete parked YE / B2 G/L Account Documents that have been rejected by the Limited General Ledger Approver or that have been created erroneously.

This role is available for assignment for a specific Agency within USDA. If Agencies need to perform this task in the future, a request will need to be submitted to OCFO for the role to be modified to accommodate this need.

Activities Performed

The Limited General Ledger Processor performs the following business activities:

- Create Parked YE / B2 G/L Account Document
- Delete Parked YE / B2 G/L Account Document
- Change Parked YE / B2 G/L Account Document
- Change Header Parked YE / B2 G/L Account Document

Integration with other Roles

The Limited General Ledger Processor will interact with the following roles:

- Limited General Ledger Approver – The General Ledger Approver is responsible for reviewing, approving and posting the parked YE / B2 G/L documents created by the Limited General Ledger Processor.
- Financial Reporter – The Financial Reporter will run reports based upon the information contained within the G/L. The Limited General Ledger Processor may need to make adjustments based upon any errors identified in the reports.

FMMI Training Curriculum – Limited General Ledger Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 421	FMMI General Ledger Process	8	Instructor-led training (ILT) via Classroom

12.5 General Ledger Investment Processor

Role Description

The General Ledger Investment Processor is responsible for creating parked transactions in FMMI related to Investment process using G/L transaction/posting model.

This role creates and parks the G/L Account Document only IN - Investments Doc Type. This role is able to enter and change all information contained within the parked G/L Account Document as relate to IN - Investments Doc Type, including the appropriate FMMI accounting information, document date, the debits and the credits, and corresponding amounts.

Once the G/L Account Document (IN Doc Type) is ready for posting, the General Ledger Investment Processor parks the document for review, approval and posting by the General Ledger Approver.

This role is also able to delete parked G/L Account Documents (IN Doc Type) that have been rejected by the G/L Approver or that have been created erroneously.

This role is available for assignment for a specific Agency within USDA. If Agencies need to perform this task in the future, a request will need to be submitted to OCFO for the role to be modified to accommodate this need.

Activities Performed

The General Ledger Investment Processor performs the following business activities:

- Create Parked G/L Account Document
- Delete Parked G/L Account Document
- Change Parked G/L Account Document
- Change Header Parked G/L Account Document

Integration with other Roles

The General Ledger Investment Processor interacts with the following roles:

- General Ledger Approver – The General Ledger Approver is responsible for reviewing, approving and posting the parked G/L documents created by the General Ledger Investment Processor.
- Financial Reporter – The Financial Reporter will run reports based upon the information contained within the G/L. The General Ledger Processor may need to make adjustments based upon any errors identified in the reports.

FMMI Training Curriculum – General Ledger Investment Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 421	FMMI General Ledger Process	8	Instructor-led training (ILT) via Classroom

12.6 General Ledger Approver

Role Description

The General Ledger Approver is responsible for reviewing, approving and posting the parked G/L Account Documents. The General Ledger Approver has access to display, post, and reject Parked G/L Account Documents created by the General Ledger Processor.

This role will also have access to create and reverse accrual postings to the FI-GL in accordance with USDA business needs. Accrual accounting allows for the realization of expenses and payments that may not have been disbursed or received for the purposes of financial reporting.

The General Ledger Approver role is available for assignment at the Department and Agency levels.

Activities Performed

The General Ledger Approver will perform the following business activities:

- Post Parked G/L Account Document
- Reject Parked G/L Document
- Display Parked G/L Account Document
- Display Parked G/L Account Document Changes
- Display G/L Account Line Items
- Display G/L Account Balances
- Create Accruals
- Reverse Accruals
- Reverse G/L Account Document

Integration with other Roles

The General Ledger Approver interacts with the following roles:

- General Ledger Processor – The General Ledger Processor is responsible for creating the accruals documents and parked documents that will be approved by the General Ledger Approver.
- General Ledger Investment Processor – The General Ledger Investment Processor is responsible for creating the accruals documents and parked documents (IN doc type) that will be approved by the General Ledger Approver.

FMMI Training Curriculum –General Ledger Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 421	FMMI General Ledger Process	8	Instructor-led training (ILT) via Classroom

12.7 Limited General Ledger Approver

Role Description

The Limited General Ledger Approver is responsible for reviewing, approving and posting the parked YE /B2 G/L Account Documents. The General Ledger Approver has access to display and post Parked G/L Account Documents created by the Limited General Ledger Processor.

This role is available for assignment for a specific Agency within USDA. If Agencies need to perform this task in the future, a request will need to be submitted to OCFO for the role to be modified to accommodate this need.

Activities Performed

The Limited General Ledger Approver will perform the following business activities:

- Post Parked YE / B2 G/L Account Document
- Display Parked YE / B2 G/L Account Document

Integration with other Roles

The Limited General Ledger Approver interacts with the following roles:

- Limited General Ledger Processor – The General Ledger Processor is responsible for creating the accruals documents and parked documents that will be approved by the General Ledger Approver.

FMMI Training Curriculum –Limited General Ledger Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 421	FMMI General Ledger Process	8	Instructor-led training (ILT) via Classroom

12.8 Recurring Entry Processor

Role Description

The Recurring Entry Processor is responsible for managing and scheduling the recurring postings to the G/L where the data remains static. This role is able to create, change, delete and/or view the recurring entry documents. This role is also able to view the changes to the recurring entry documents.

This role is available for assignment at the Department and Agency levels within USDA.

Activities Performed

The Recurring Entry Processor performs the following business activities:

- Create Recurring Entry
- Change Recurring Entry
- Display Recurring Entry
- Display Changes to Recurring Documents
- Display Recurring Entry Documents

Integration with other Roles

The General Ledger Recurring Entry Processor interacts with the following roles:

- General Ledger Administrator – The General Ledger Administrator is responsible for reviewing and executing the Recurring Entries created by the Recurring Entry Processor.
- Financial Reporter – The Financial Reporter will run reports based upon the information contained within the G/L. The General Ledger Recurring Entry Processor may need to make changes to the Recurring Entry documents based upon any errors identified in the reports.

FMMI Training Curriculum – Recurring Entry Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 421	FMMI General Ledger Process	8	Instructor-led training (ILT) via Classroom

12.9 FI Document Mass Upload Processor

Role Description

The FI Document Mass Upload Processor will have the capability to mass upload financial documents in FMMI, including accruals, general ledger documents and customer invoices. *Currently Accruals, specifically document types:* YE_DN, SV_BD, YE_DE, YE_H1, YE_JP, YE_UA, YE_UL, YE_13, *are the only documents that can be uploaded using the FI Document Mass Upload transaction. In the future additional FI documents can be created using this transaction.*

The FI Document Mass Upload Processor role is available for assignment at the Department level at the present time. OCFO is reviewing the role and will confirm if Agency users will be granted access to this role.

Activities Performed

The FI Document Mass Upload Processor will perform the following business activities:

- Mass Upload FI Document

Integration with other Roles

The FI Document Mass Upload Processor will interact with the following roles:

- General Ledger Approver – The General Ledger Approver is responsible for reviewing, approving and posting the parked G/L documents created by the FI Document Mass Upload Processor.
- Financial Reporter – The Financial Reporter will run reports based upon the information contained within the G/L.

FMMI Training Curriculum – FI Document Mass Upload Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

12.10 General Ledger Evaluator

Role Description

The General Ledger Evaluator has “view-only” access to all G/L related activities. This role displays the G/L documents and the change history of the G/L documents. This role fills the need for auditor access to G/L, as it will not have access to change any information in FMMI.

The General Ledger Evaluator role is available at the Department and Agency levels.

Activities Performed

The General Ledger Evaluator performs the following business activities:

- Display G/L Master Data Changes
- Display G/L Account Document
- Display G/L Account Document Changes
- Display Parked G/L Account Document
- Display Parked G/L Account Document Changes
- Display G/L Account Line Items
- Display G/L Account Balances
- Display Account Assignment Model
- Display Recurring Entry
- Display Changes to Recurring Documents

Integration with other Roles

- Cost Management Administrator - When the Assessment Cycle is run, the General Ledger Evaluator displays the General Ledger Account Document to view the impacts on the Budgetary and Proprietary Ledgers.

FMMI Training Curriculum – General Ledger Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 401	FMMI Display Transactions	8	Instructor-led training (ILT) via Classroom

12.11 Financial Reporter

Role Description

The Financial Reporter has access to run standard real-time reports using the Enterprise Resource Planning (ERP) Central Component (ECC). These reports will be displayed on the user's screen and available for printing if necessary. The data available through the ECC is real-time and the Financial Reporter will have the capability to generate customized reports based upon this information. This role will allow auditors to view reports as needed.

The Balances Report displays the balances on the selected G/L account. The G/L Line Items Report displays the different line items corresponding to the selected G/L account. These line items include the transactions that have been posted to the account. The Recurring Entry Documents report displays all recurring entry documents as designated by the selection criteria.

The remaining reports are standard reports containing financial information that may be used on a regular basis. Some of the reports are specific to periodic processing.

The Financial Reporter role is available at the Department and Agency levels.

Activities Performed

The Financial Reporter will perform the following business activities:

- Run Balances Report
- Run G/L Line Items Report
- Run Recurring Entry Documents Report
- Run SF-224 Report
- Run Balance Sheet Report
- Run Statement of Net Cost Report
- Run Statement of Changes in Net Position Report
- Run Statement of Budgetary Resources Report
- Run Statement of Financing Report
- Run Reclassified Balance Sheet GFRS Report
- Run Reclassified Statement of Net Cost GFRS Report
- Run Reclassified Statement of Changes in Net Position Report GFRS
- Run Transaction Register Report
- Run Trial Balance by Fund at G/L Account Level Report
- Run Trial Balance by Fund at Full Account Level Report
- Run Tie Point Trial Balance
- Run Trial Balance – FACTS I Report
- Run Trial Balance – FACTS II Report
- Chart of Accounts Report
- Run GL Chart of Accounts
- Run GL Chart of Accounts by Company Code
- Run Display Changes to GL Accounts Report
- Run Journal Voucher Listing Report
- Line Item of Payroll Entries Report

Integration with other Roles

The Financial Reporter role interacts with the following role:

- Funds Management Reporter – The Funds Management Reporter and the Financial Reporter both have access to reports that may be needed by both functions. As such, it is likely that these two roles will interact with one another.

FMMI Training Curriculum – Financial Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 402	FMMI Financial Management Reporting (ECC)	12	Instructor-led training (ILT) via Classroom

13Detailed FMMI Role Descriptions - Periodic Processing

Process Area Description

The Periodic Processing process area includes all facets of reporting, classifying and managing financial transactions within FMMI for month-end and year-end processes. This includes generating financial statements.

Periodic Processing includes preparing month-end/year-end closing and generating financial statements. The month-end close process starts on the last working day of the current period and may continue into the subsequent period. Transaction postings in any period can be limited to certain account types and users in order to assure postings are made to the appropriate period.

The monthly closing process is performed with the purpose of providing timely and accurate financial information. As part of the closing process, specific internal and external reports should be executed reviewed, and analyzed.

Fiscal year end closing will mirror the month end close process but will also include several additional processes and utilize special periods.

Examples of what is staying the same and/or what is changing:

- Period Processing in FFIS required batch processing; job-runs had to be run to close the month.
- In FMMI the monthly closing program can be closed online, real-time.

13.1 FACTS Processor

Role Description

The FACTS Processor is responsible for executing all of the activities related to FACTS II. The FACTS Processor is able to upload the MAF File from Treasury and make edits to the file as needed. The role is also able to run the data extract, apply edits, and maintain footnotes for FACTS II processing.

The FACTS Processor role will be specific to those organizations that manage this part of Periodic Processing. This role is available for assignment centrally at the Department level. If Agencies need to perform this task in the future, the role may be modified to accommodate this need.

Activities Performed

The FACTS Processor will perform the following business activities:

- Upload MAF File - FACTS II
- Maintain MAF File - FACTS II
- Data Extract - FACTS II
- Maintain Footnotes - FACTS II
- Apply Edits - FACTS II
- Run FACTS II Bulk File Report

Integration with other Roles

The FACTS Processor interacts with the following roles:

- Treasury Submission Processor – The Treasury Submission Processor will send the updated bulk files to Treasury.
- General Ledger Master Data Maintainer – The General Ledger Master Data Maintainer manages the G/L accounts that directly affect the FACTS II information managed by the FACTS Processor.

FMMI Training Curriculum – FACTS Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 422	FMMI Period End Process	8	Instructor-led training (ILT) via Classroom

13.2 Treasury Submission Processor

Role Description

The Treasury Submission Processor is responsible for sending the FACTS I and FACTS II bulk file to Treasury. The Treasury Submission Processor role is specific to those organizations that manage this part of Periodic Processing.

This role will also utilize the SF-224 report for Funds Balance with Treasury. Once the SF-224 is reconciled this role will submit the SF-224 to Treasury.

This role is available for assignment centrally at the Department level. If Agencies need to perform this task in the future, the role may be modified to accommodate this need.

Activities Performed

The Treasury Submission Processor will perform the following business activities:

- Send Bulk File to Treasury - FACTS I
- Send Bulk File to Treasury - FACTS I
- Submit SF-224

Integration with other Roles

The Treasury Submission Processor interacts with the following roles:

- FACTS Processor – The FACTS Processor will prepare the information that the Treasury Submission Processor sends to Treasury.
- Financial Reporter – The Financial Reporter will run the SF-224 report that the Treasury Submission Processor sends to Treasury.

FMMI Training Curriculum –Treasury Submission Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 422	FMMI Period End Process	8	Instructor-led training (ILT) via Classroom

13.3 Period End Processor

Role Description

The Period End Processor is responsible for executing all of the activities related to the closing procedures in Periodic Processing. The role is responsible for executing the pre-closing, closing, and carry-forward activities.

This role is available for assignment centrally at the Department level. If Agencies need to perform this task in the future, the role may be modified to accommodate this need.

Activities Performed

The Period End Processor performs the following business activities:

- Verify Budgetary Balances
- Open/Close MM Posting Period
- Open/Close G/L Posting Period
- Open/Close Special Ledger Posting Period
- Open/Close CO Posting Period
- Open/Close FM Posting Period
- Close Open Commitment Items
- Verify Closing of Funds Commitments
- Close Unfilled Orders
- Close Budget Accounts with Residual Balances
- Transfer Budget Between Budget Types
- Carry Forward G/L Balances
- Carry Forward Special G/L Balances
- Create New Document Numbers
- Execute Collective Billing
- Run Budget Overview Report
- Run Budget Consistency Check Report
- Run Budget Structure Reconstruction
- Run Ledger Comparison Report
- Review Budget by Document Type
- Re-Initialize Availability Control Ledgers
- Match Line Items and Totals Records for FM
- Run Budget Period Report
- FACTS I & II: Derivation of Attributes: Display Strategy
- Change Budget Address Check Status
- Mass Maintenance of FM Open Interval Rules
- Carry Forward Vendor and Customer Balances
- Display Customer Balances
- Display Vendor Balances
- Transfer Balance from Cancelled funds - AR
- Transfer Balance from Cancelled funds - FI AP
- Transfer Balance from Cancelled funds - MM AP
- Run Search Budget Entry Document Report
- Post a Payment with Clearing

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – Period End Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 423	FMMI Year End Process	12	Instructor-led training (ILT) via Classroom

14 Detailed FMMI Role Descriptions – Operations and Maintenance

Process Area Description

The Operations and Maintenance process area includes all facets of providing support and continual upkeep of FMMI.

Operations and Maintenance includes every day activities as well as the situational help desk support. Every day activities include security administration within FMMI. Security Administration involves the requesting and approving of roles and access in FMMI. Help desk support involves the process of assisting users with issues they may be encountering in the system.

Examples of what is staying the same and/or what is changing:

- Agency Administrators could create roles in FFIS; in FMMI they will have no access to create or modify roles.
- For FMMI issues, the Help Desk will still be using the Remedy system to track issue identification and resolution.

14.1 Central Security Administrator

Role Description

The Central Security Administrator role is responsible for administering department level activities as well as those specific to the agency level. This role is able to create FMMI accounts for agency users, change any of the user's settings (if needed) and assign roles for users.

The Central Security Administrator role handles the locking and unlocking of user accounts in FMMI. This activity only affects those users with SAPGUI access as their accounts can be locked and unlocked by the Agency Security Administrator.

In addition to the ability to assign roles for users, the Central Security Administrator role is able to view the authorizations for roles. This includes the ability to see which activities a user can access when aligned to a certain role.

The Central Security Administrator will also be responsible for generating certain audit reports in FMMI. These “SUIM” reports provide information from user accounts and roles to authorizations and change documentation.

In addition to the standard roles that an Agency Security Administrator can assign, the Central Security Administrator can assign the actual Agency Security Administrator role to a user. They also have the ability to maintain license information (currently handled outside of FMMI).

The Central Security Administrator is available for assignment centrally at the Department level.

Activities Performed

The Central Security Administrator will perform the following business activities:

- Create user accounts
- Change user accounts
- Lock/Unlock user accounts
- Assign roles to users
- View authorizations for roles
- View User Information system reports (transaction: SUIM)
- License Administration

Integration with other Roles

The Central Security Administrator coordinates, interacts with, and /or depends on the following roles:

- Agency Security Administrator – In instances that there is a new user requesting access, the request goes to the appropriate Agency Security Administrator after the Central Security Administrator approves the use of a license.

FMMI Training Curriculum – Central Security Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 471	FMMI Security Administration	16	Instructor-led training (ILT) via Classroom

14.2 Agency Security Administrator

Role Description

The Agency Security Administrator role is responsible for administering agency specific user accounts. This role is able to create FMMI accounts for agency users, change any of the user's settings (if needed) and assign roles for users.

The Agency Security Administrator role handles the locking and unlocking of user accounts in FMMI. This activity only affects those users with SAPGUI access as their accounts can be locked and unlocked by the Agency Security Administrator.

In addition to the ability to assign roles for users, the Agency Security Administrator role is able to view the authorizations for roles. This includes the ability to see which activities a user can access when aligned to a certain role.

The Agency Security Administrator will also be responsible for generating certain audit reports in FMMI. These “SUIM” reports provide information from user accounts and roles to authorizations and change documentation.

This role is available for assignment at the Agency level.

Activities Performed

The Agency Security Administrator will perform the following business activities:

- Create user accounts
- Change user accounts
- Lock/Unlock user accounts
- Assign roles to users
- View authorizations for roles
- View User Information system reports (transaction: SUIM)

Integration with other Roles

The Agency Security Administrator interacts with the following roles:

- Central Security Administrator – The Central Security Administrator is responsible for approving the use of a license once the Agency Security Administrators approves the access.
- User Access Requestors – The User Access Requestor (UAR) interacts with the Agency Security Administrator as the Agency Security Administrator approves or rejects the requests created by the UAR.

FMMI Training Curriculum – Agency Security Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 471	FMMI Security Administration	16	Instructor-led training (ILT) via Classroom

14.3 User Access Requestor

Role Description

The User Access Requestor (UAR) is responsible for creating, removing, or modifying a user in the Governance, Risk, & Compliance (GRC) tool.

Authorized by the Agency to submit / approve requests for their users to obtain access to FMMI roles. Through an online process, the UAR will select FMMI roles to be assigned to a user. The UAR will confirm the following user qualifications: background check information, completed security awareness training, and completed required training. Upon submission / approval of the request, the UAR is certifying that all the user information entered is accurate.

A user can be both a User Access Requestor and have other transactional roles (unlike a Security Administrator). This role is available for assignment at the Department and Agency levels.

Activities Performed

The User Access Requestor will perform the following business activities:

- Create a new request in GRC
- Create a change request in GRC
- Create a remove access request in GRC

Integration with other Roles

The User Access Requestor coordinates, interacts with, and /or depends on the following roles:

- Agency Security Administrator – The UAR interacts with the Agency Security Administrator as the Agency Security Administrator will approve or reject the requests created by the UAR.

FMMI Training Curriculum – User Access Requestor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 471	FMMI Security Administration	16	Instructor-led training (ILT) via Classroom

14.4 Help Desk- Tier 0: User Access Evaluator

Role Description

The Help Desk-Tier 0: User Access Evaluator role is a security evaluation role in FMMI. This user has the ability to view Agency-specific user accounts and roles only.

If a user has an issue with their access or functionality in FMMI, then they will contact the Help Desk-Tier 0: User Access Evaluator to assist in resolving the issue. If the Help Desk-Tier 0: User Access Evaluator can not immediately help, then they will log a remedy ticket to get the issue escalated appropriately.

This role is maintained at the Agency level.

Activities Performed

The Help Desk-Tier 0: User Access Evaluator will perform the following business activities:

- View Agency User Access Information

Integration with other Roles

The Help Desk-Tier 0: User Access Evaluator coordinates, interacts with, and /or depends on the following roles:

- All Roles – The Help Desk-Tier 0: User Access Evaluator interacts with all users and roles in FMMI.

FMMI Training Curriculum – Help Desk- Tier 0: User Access Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.5 Help Desk - Tier 1: User Access Evaluator

Role Description

The Help Desk-Tier 1: User Access Evaluator role is a security evaluation role in FMMI. This user has the ability to view Department-wide user accounts and roles.

If a user has an issue with their access or functionality in FMMI, then they will contact the Help Desk-Tier 0: User Access Evaluator to assist in resolving the issue. If the Help Desk-Tier 0: User Access Evaluator can not immediately help, then they will log a remedy ticket to get the issue escalated appropriately. After the remedy ticket is logged, the Help Desk-Tier 1: User Access Evaluator will assist in resolving the issue as appropriate.

This role is maintained at the Department level.

Activities Performed

The Help Desk-Tier 1: User Access Evaluator will perform the following business activities:

- View Department-wide User Access Information

Integration with other Roles

The Help Desk-Tier 1: User Access Evaluator coordinates, interacts with, and /or depends on the following roles:

- All Roles – The Help Desk-Tier 1: User Access Evaluator interacts with all users and roles in FMMI.

FMMI Training Curriculum – Help Desk-Tier 1: User Access Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.6 Shorthand Code Requestor

Role Description

The Shorthand Code Requestor has the ability to request additions or modify the shorthand code. This makes changes to the shorthand code table.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The Shorthand Code Requestor will perform the following business activities:

- Add Shorthand Code
- Modify Shorthand Code

Integration with other Roles

The Shorthand Code Requestor coordinates, interacts with, and /or depends on the following roles:

- Shorthand Code Approver – The Shorthand Code Requestor makes requests which the Shorthand Code Approver approves or rejects.

FMMI Training Curriculum –Shorthand Code Requestor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.7 Short hand Code Approver

Role Description

The Shorthand Code Approver has the ability to approve requests for additions to the shorthand code table. This makes changes to the shorthand code table. Additionally, the Approver can upload shorthand code and view the shorthand code table.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The Shorthand Code Approver will perform the following business activities:

- Approve Shorthand Code
- Upload Shorthand Code
- View Shorthand Code

Integration with other Roles

The Shorthand Code Approver coordinates, interacts with, and /or depends on the following roles:

- Shorthand Code Requestor – The Shorthand Code Requestor makes requests which the Shorthand Code Approver approves or rejects.

FMMI Training Curriculum – Shorthand Code Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.8 Shorthand Code Evaluator

Role Description

The Shorthand Code Evaluator has the ability to view the shorthand code table. This is a display only role and does not make changes to the shorthand code table.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The Shorthand Code Evaluator will perform the following business activities:

- View Shorthand Code

Integration with other Roles

The Shorthand Code Evaluator coordinates, interacts with, and /or depends on the following roles:

- Shorthand Code Approver and Requestor – The Shorthand Code Evaluator views the activities done by the Shorthand Code Approver and Requestor.

FMMI Training Curriculum – Shorthand Code Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.9 Shorthand Code Year End Processor

Role Description

The Shorthand Code Year End Processor is responsible for managing the shorthand code for year-end activities. This role is responsible for creating shorthand code fiscal year rollover activities. In addition, this role is able to perform mass deactivation of shorthand code. The Shorthand Code Year End Processor maintains shorthand code structure and purges the shorthand code staging table.

This role is available for assignment at the Department level.

Activities Performed

The Shorthand Code Year End Processor performs the following business activities:

- Create Shorthand Code Fiscal Year Rollover
- Shorthand Code Mass Deactivation
- Maintain Shorthand Code Structure
- Purge Shorthand Code Staging Table

Integration with other Roles

The Shorthand Code Year End Processor coordinates, interacts with, and /or depends on the following roles:

- Shorthand Code Year End Approver – The Shorthand Code Year End Processor creates the shorthand code fiscal year rollover which the Shorthand Code Year End Approver approves or rejects.

FMMI Training Curriculum – Shorthand Code Year End Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.10 Shorthand Code Year End Approver

Role Description

The Shorthand Code Year End Approver is responsible for approving the shorthand code for year-end activities. This role is responsible for approving shorthand code fiscal year rollover activities.

This role is available for assignment at the Department and Agency levels

Activities Performed

The Shorthand Code Year End Approver performs the following business activities:

- Approve Shorthand Code Fiscal Year Rollover

Integration with other Roles

The Shorthand Code Year End Approver coordinates, interacts with, and /or depends on the following roles:

- Shorthand Code Year End Processor – The Shorthand Code Year End Processor creates the shorthand code fiscal year rollover which the Shorthand Code Year End Approver approves or rejects.

FMMI Training Curriculum – Shorthand Code Year End Approver

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.11 VADR Interface Maintainer

Role Description

The VADR Interface Maintainer is responsible for all activities associated with managing the VADR interface tables for FMMI. This role allows the selected users to maintain the BOC to GL account crosswalk table. In addition, this role allows reprocessing the VADR Interface.

This role is available for assignment at the Department level.

Activities Performed

The VADR Interface Maintainer performs the following business activities:

- Maintain BOC to GL Account Crosswalk Table
- Reprocess VADR Interface

Integration with other Roles

The VADR Interface Maintainer role does not have any dependency on any other FMMI roles.

FMMI Training Curriculum – VADR Interface Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.12 IPAC Processor

Role Description

The IPAC Processor is responsible for all activities associated with managing the IPAC interface tables for FMMI. This role allows the selected users to reverse the IPAC invoice, reprocess the inbound IPAC table. In addition, this role has access to run INTR and IPAC payment reports. This role is able to clear INTR transaction.

This role is available for assignment at the Department level.

Activities Performed

The IPAC Processor performs the following business activities:

- Reverse IPAC Invoice
- Reprocess Inbound IPAC
- General Ledger Open-Item Managed Post with Clearing
- Display View for IPACed Inbound Table
- Received IPAC History Report
- Run INTR Payment Report
- Clear INTR Transactions
- Run IPAC Payment Report

Integration with other Roles

The IPAC Processor role does not have any dependency on any other FMMI roles.

FMMI Training Curriculum – IPAC Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.13 IPAC Administrator

Role Description

The IPAC Administrator is responsible all activities associated with managing the IPAC interface tables for FMMI. This role is responsible processing the inbound IPAC tables, running the IPAC payment run and viewing the IPAC spools. This role is able to save the unmatched IPAC transactions for reprocessing purposes.

This role is available for assignment at the Department level.

Activities Performed

The IPAC Administrator performs the following business activities:

- Process Inbound IPAC
- IPAC Payment Run
- Auto Doc Creation - Account Assignment Derivation
- Save Unmatched IPAC Transactions for Reprocessing
- Inbound IPAC Processing Workbench
- View IPAC Spools

Integration with other Roles

The IPAC Administrator role may interact with other FMMI roles.

FMMI Training Curriculum – IPAC Administrator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.14 BDC Session Processor

Role Description

The BDC Session Processor has the access to run both a job overview for BDC as well as the BDC Session Process Overview.

This role is available for assignment at the Department level.

Activities Performed

The BDC Session Processor performs the following business activities:

- Job Overview
- BDC Session Process Overview

Integration with other Roles

The BDC Session Processor role may interact with other FMMI roles.

FMMI Training Curriculum – BDC Session Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.15 BDC Session Evaluator

Role Description

The BDC Session Evaluator has the access to view only access to display the job overview for BDC as well as the BDC Session Process Overview.

This role is available for assignment at the Department level.

Activities Performed

The BDC Session Evaluator performs the following business activities:

- Display Job Overview
- Display BDC Session Process Overview

Integration with other Roles

The BDC Session Evaluator role may interact with other FMMI roles.

FMMI Training Curriculum – BDC Session Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.16 TRVL File Transmission Processor

Role Description

The TRVL File Transmission Processor has the access to both download and upload the TRVL file for interface reporting purposes.

This role is available for assignment at the Department level.

Activities Performed

The TRVL Transmission Processor performs the following business activities:

- Download TRVL file
- Upload TRVL file

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – TRVL Transmission Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.17 Interface Payment Authorization Processor

Role Description

The Interface Payment Authorization Processor has the access to change travel authorizations when dealing with interface maintenance.

This role is available for assignment at the Department level.

Activities Performed

The Interface Payment Authorization Processor performs the following business activities:

- Change Travel Authorization

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – Interface Payment Authorization Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.18 Property Accounting Table Maintainer

Role Description

The Property Accounting Table Maintainer has the access to maintain property accounting table data in an effort to maintain the Property Accounting Table Interface.

This role is also responsible for managing the Capital Project Settlement Rules.

This role is available for assignment at the Department level only.

Activities Performed

The Property Accounting Table Maintainer performs the following business activities:

- Active Personal Property Capitalized BOC's
- Project Types Disallowing Direct Procurements of Capitalized Assets
- Project Types and GL Account Automatic Settlement Rules
- UAI's Sent from CPAIS-Real and/or Manually Updated
- UAI Code Edit Checks
- Inbound to FMMI-Interface Mappings to GL Accounts
- Outbound from FMMI-Selection Parameters
- FMMI Document Types to Personal Property Document Types
- Outbound from FMMI-Agency to Default Accounting Stations
- FMMI Fund Type to Shorthand Code FFIS Fund Category
- FMMI to PROP Interface Rejects
- Agencies and Deployment Dates
- Create Settlement Rules for Mass Projects
- Create Settlement Rule for Individual Projects
- Run Settlement Rules for Capital Projects

Integration with other Roles

The Property Accounting Table Maintainer coordinates, interacts with, and /or depends on the following roles:

- Agency Customer Master Data Maintainer – When a Capital Project is created and maintained, Project Settlement Rules are automatically generated or manually created and maintained by the Property Accounting Table Maintainer

FMMI Training Curriculum – Property Accounting Table Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.19 Property Accounting Table Evaluator

Role Description

The Property Accounting Table Maintainer has the access to view property accounting table data. This is a display only role and does not make changes to the property accounting table.

This role is available for assignment at the Department level.

Activities Performed

The Property Accounting Table Evaluator performs the following business activities:

- Display Active Personal Property Capitalized BOC's
- Display Project Types Disallowing Direct Procurements of Capitalized Assets
- Display Project Types and GL Account Automatic Settlement Rules
- Display UAI's Sent from CPAIS-Real and/or Manually Updated
-
- Display UAI Code Edit Checks
- Display Inbound to FMMI-Interface Mappings to GL Accounts
- Display Outbound from FMMI-Selection Parameters
- Display FMMI Document Types to Personal Property Document Types
- Display Outbound from FMMI-Agency to Default Accounting Stations
- Display FMMI Fund Type to Shorthand Code FFIS Fund Category
- Display FMMI to PROP Interface Rejects
- Display Agencies and Deployment Dates

Integration with other Roles

The Property Accounting Table Evaluator coordinates, interacts with, and /or depends on the following roles:

- Property Accounting Table Maintainer – The Property Accounting Table Evaluator views the activities done by the Property Accounting Table Maintainer.

FMMI Training Curriculum – Property Accounting Table Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.20 Payment Status Table Maintainer

Role Description

The Payment Status Table Maintainer maintains the payment status report table. This role is able to execute the payment status errors report.

This role is available for assignment at the Department level only.

Activities Performed

The Payment Status Table Maintainer performs the following business activities:

- Run Payment Status Errors Report
- Maintain Payment Status Feeder Systems / Doc Types Relation

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – Payment Status Table Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.21 Payroll Interface Maintainer

Role Description

The Payroll Interface Maintainer is responsible for all activities associated with managing the Payroll interface tables for FMMI. This role allows the selected users to maintain the Payroll documents for their Agency.

This role is available for assignment at the Department level.

Activities Performed

The Payroll Interface Maintainer performs the following business activities:

- Maintain ABCO Accounting Argument
- Offset account maintenance for ZP, ZF, ZA and CA documents
- Maintain PACS Valid Pay Period Covered
- Maintain Special Glid Code
- Maintain Payroll posting date for Exception Runs
- Maintain State Code Crosswalk table

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – Payroll Interface Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.22 Process Integration Error Monitor

Role Description

The Process Integration Error Monitor has the access to query, list, and display iDocs for interface error monitoring and troubleshooting purposes.

This role is available for assignment at the Department level.

Activities Performed

The Process Integration Error Monitor performs the following business activities:

- Query iDocs
- List iDocs
- Display iDoc Error Statistics
- iDoc Search by Content

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – Process Integration Error Monitor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.23 iDoc ReProcessor

Role Description

The iDoc ReProcessor is responsible for reprocessing the iDocs documents. This role has the access to query, list, display, and search iDocs for reprocessing purposes

This role is available for assignment at the Department level.

Activities Performed

The iDoc ReProcessor performs the following business activities:

- Query iDocs
- List iDocs
- Display iDoc Error Statistics
- iDoc Search by Content

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – iDoc ReProcessor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.24 iDoc Evaluator

Role Description

The iDoc Evaluator has the access to both query and list iDocs for interface monitoring purposes.

This role is available for assignment at the Department level.

Activities Performed

The iDoc Evaluator performs the following business activities:

- Download TRVL file
- Upload TRVL file

Integration with other Roles

This role does not directly coordinate or interact with any other roles.

FMMI Training Curriculum – iDoc Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.25 MINC Table Maintainer

Role Description

The MINC Table Maintainer role is responsible for maintaining the MINC tables in FMMI. The MINC Table Maintainer is responsible for initially populating and maintaining these custom MINC tables. This role is specifically designed for COD's 1099 reconciliation branch. Additionally, this user has access to view PII data when maintaining the MINC tables.

This role is available for assignment at the Department level.

Activities Performed

The MINC Table Maintainer performs the following business activities:

- Maintain MINC to Agency Table
- Maintain MINC to BOC Table
- Maintain MINC to Doctype Table
- Maintain MINC to Sign Table

Integration with other Roles

The MINC Table Maintainer coordinates, interacts with, and /or depends on the following roles:

- MINC Reporter – The MINC Reporter will be generating reports based off the data maintained by the MINC Table Maintainer.

FMMI Training Curriculum – MINC Table Maintainer

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.26 MINC Reporter

Role Description

The MINC Reporter role is responsible for generating the MINC report in FMMI. The MINC Reporter will also have the access to manually run and re-run the MINC outbound interface. This role is specifically designed for COD's 1099 reconciliation branch. Additionally, this user has access to view PII data when running either the MINC Report or the MINC Interface.

This role is available for assignment at the Department level.

Activities Performed

The MINC Reporter performs the following business activities:

- FMMI to MINC 1099 Interface Program
- FMMI to MINC 1099 Reporting Data

Integration with other Roles

The MINC Reporter coordinates, interacts with, and /or depends on the following roles:

- MINC Table Maintainer – The MINC Reporter will be generating reports based off the data maintained by the MINC Table Maintainer.

FMMI Training Curriculum – MINC Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.27 Lockbox Processor

Role Description

The Lockbox Processor is responsible for matching payments with the right customer and/or invoice record when portion of the lockbox fails in FMMI because FMMI could not find the customer and/or invoice record to match the payment.

This role is available for assignment at the Department levels.

Activities Performed

The Lockbox Processor performs the following business activities:

- Process Lockbox Documents
- View Lockbox Report

Integration with other Roles

The Lockbox Processor interacts with the following roles:

- Cash Collections Processor – The Cash Collections Processor is responsible for manually posting and clearing payments from the Lockbox, when FMMI is not able to automatically post and clear a collection

FMMI Training Curriculum – Lockbox Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.28 Lockbox Evaluator

Role Description

The Lockbox Evaluator is responsible for evaluating the matching of payments with the right customer and/or invoice record when portion of the lockbox fails in FMMI because FMMI could not find the customer and/or invoice record to match the payment.

This role is available for assignment at the Department level.

Activities Performed

The Lockbox Evaluator performs the following business activities:

- Display Lockbox Documents

Integration with other Roles

The Lockbox Evaluator interacts with the following roles:

- Cash Collections Processor – The Cash Collections Processor is responsible for manually posting and clearing payments from the Lockbox, when FMMI is not able to automatically post and clear a collection.

FMMI Training Curriculum – Lockbox Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.29 Parked FI Document Processor

Role Description

The Parked FI Document Processor is responsible for posting, changing, and displaying parked FI documents. In addition, the role has access to view SmartPay 2 table.

This role is available for assignment at the Department level.

Activities Performed

The Parked FI Document Processor performs the following business activities:

- Post Parked Document
- Change Parked Document
- Display Parked Document
- View SmartPay2 Table

Integration with other Roles

The Parked FI Document Processor role interacts with the following roles:

- Interface Error Handling Roles

FMMI Training Curriculum – Parked FI Document Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 452	FMMI Invoice Processing	8	Instructor-led training (ILT) via Classroom

14.30 Bank Statement Processor

Role Description

The Bank Statement Processor is responsible for reviewing electronic bank statements.

This role is available for assignment at the Department level.

Activities Performed

The Bank Statement Processor performs the following business activities:

- Review Electronic Bank Statements

Integration with other Roles

The Bank Statement Processor role interacts with the following roles:

- Treasury Disbursement Processor

FMMI Training Curriculum – Accounts Payable Evaluator

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.31 RMA Interface Processor

Role Description

The RMA Interface Processor is responsible for processing interface files, reprocessing rejected files, and processing record clearing documents.

The tasks associated with this role can be performed only at the RMA Agency.

Activities Performed

The RMA Interface Processor performs the following business activities:

- Process RMA Interface
- Reprocess Rejected Records
- Process Record Clearing

Integration with other Roles

The RMA Interface Processor role interacts with the following roles:

- RMA Interface Reporter

FMMI Training Curriculum – RMA Interface Processor

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

14.32 RMA Interface Reporter

Role Description

The RMA Interface Reporter is responsible for executing the detailed RAS_GLI and Escrow Transaction report. This role will able to view the results of a processed RMA Interface file.

The task associated with this role can be performed only at the RMA Agency.

Activities Performed

The RMA Interface Reporter performs the following business activities:

- Detailed RAS_GLI and Escrow Transaction

Integration with other Roles

The RMA Interface Reporter role interacts with the following roles:

- RMA Interface Processor - This role processes the RMA interface files, manages the reprocessing rejected files, and processes record clearing documents for which the Interface Reporter role is able to execute the detailed RAS_GLI and Escrow Transaction report in order view the results of a processed RMA Interface file.

FMMI Training Curriculum – RMA Interface Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced

15 Detailed FMMI Role Descriptions - Business Intelligence (BI) and Cash Reconciliation

Process Area Description

Business Intelligence (BI) solutions provide comprehensive business intelligence functionality that can empower users to make effective, informed decisions based on solid data and analysis. All users, from the BI Reporter to the Power Users, have access to the information they need -with minimal dependence on IT resources and developers.

With these powerful solutions, users throughout USDA can access, format, analyze, navigate, and share information across the organization. BI solutions enable the following:

- Advanced analytics
- Dashboards and visualization
- Information infrastructure
- Query, reporting, and analysis
- Reporting
- Search and exploration

Examples of what is staying the same and/or what is changing:

- Access to data and reports will now be broken down by functional areas (for non-Power Users); in FFIS users had access to all areas
- Payroll data will still be separate from the other functional areas as it deals with PII

15.1 Funds Management BI Reporter

Role Description

The Funds Management BI Reporter executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Intelligence (BI) systems produce all reports for USDA Agencies. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BI system.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The Funds Management BI Reporter will perform the following business activities:

- Budget Report
- Budget Entry Documents
- Budget Line Items
- Status of Spending
- Spending Detail Report
- Un-liquidated Obligations Summary
- Un-liquidated Obligations Detail
- Open Commitment Report

Integration with other Roles

The Funds Management BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The Funds Management BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Funds Management BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 403	FMMI BI Non-Payroll Reporting	7	Instructor-led training (ILT) via Classroom

15.2 General Ledger BI Reporter

Role Description

The General Ledger BI Reporter role is performed by a select group of users at the Department and Agency level.

FMMI serves as USDA's financial system of record. This role executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Intelligence (BI) systems produce all reports for USDA Agencies. This role has access to view and execute non-payroll and non-reconciliation reports in the FMMI-BI system.

Activities Performed

The General Ledger BI Reporter will perform the following business activities:

- Standard Trial Balance
- Detail Trial Balance (BP)
- Transaction Ledger
- WCF Operating Statement
- Status of Funds (GL)

Integration with other Roles

The General Ledger BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The General Ledger BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – General Ledger BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 403	FMMI BI Non-Payroll Reporting	7	Instructor-led training (ILT) via Classroom

15.3 Purchasing BI Reporter

Role Description

The Purchasing BI Reporter executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Intelligence (BI) systems produce all reports for USDA Agencies. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BI system.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The Purchasing BI Reporter will perform the following business activities:

- Backlog Overview
- Goods Receipts

Integration with other Roles

The Purchasing BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The Purchasing BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Purchasing BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 403	FMMI BI Non-Payroll Reporting	7	Instructor-led training (ILT) via Classroom

15.4 Accounts Payable BI Reporter

Role Description

The Accounts Payable BI Reporter executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Intelligence (BI) systems produce all reports for USDA Agencies. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BI system

This role is available for assignment at the Department and Agency levels.

Activities Performed

The Accounts Payable BI Reporter will perform the following business activities:

- Accounts Payable Aging Detail
- Accounts Payable Aging Summary

Integration with other Roles

The Accounts Payable BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The Accounts Payable BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Accounts Payable BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 403	FMMI BI Non-Payroll Reporting	7	Instructor-led training (ILT) via Classroom

15.5 Accounts Receivable BI Reporter

Role Description

The Accounts Receivable BI Reporter executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Intelligence (BI) systems produce all reports for USDA Agencies. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BI system.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The Accounts Receivable BI Reporter will perform the following business activities:

- Accounts Receivable Aging Detail
- Accounts Receivable Aging Summary
- Reimbursable Activity Report
- Sales Order History
- ATF Summary Report (Available for AMS Agency)
- Daily Collections
- Customer Account Activity

Integration with other Roles

The Accounts Receivable BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The Accounts Receivable BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Accounts Receivable BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 403	FMMI BI Non-Payroll Reporting	7	Instructor-led training (ILT) via Classroom

15.6 Cost Management BI Reporter

Role Description

The Cost Management BI Reporter executes all non-payroll and non-reconciliation BI reports in FMMI. The FMMI-ECC and FMMI-Business Intelligence (BI) systems produce all reports for USDA Agencies. This role will have access to view and execute non-payroll and non-reconciliation reports in the FMMI-BI system.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The Cost Management BI Reporter will perform the following business activities:

- WBS Element: Costs
- WBS Element (Detail): Costs

Integration with other Roles

The Cost Management BI Reporter coordinates, interacts with, and /or depends on the following role(s):

- All Roles – The Cost Management BI Reporter may execute reports relative to the maintenance and real-time updates for all FMMI modules for information not related to payroll or cash reconciliation. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – Cost Management BI Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 403	FMMI BI Non-Payroll Reporting	7	Instructor-led training (ILT) via Classroom

15.7 BI Payroll Reporter

Role Description

The BI Payroll Reporter executes all payroll related BI reports in FMMI. The FMMI-ECC and FMMI-BI systems produce all data warehouse reports for USDA Agencies. This role will have access to view and execute BI payroll reports.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The BI Payroll Reporter will perform the following business activities:

- Payroll Employee level Detail Report

Integration with other Roles

The BI Payroll Reporter coordinates, interacts with, and /or depends on the following roles:

- All Roles – The BI Payroll Reporter provides reports relative to the maintenance and real-time updates for the relevant modules across FMMI. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – BI Payroll Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 404	FMMI BI Payroll Reporting	1	Instructor-led training (ILT) via Classroom

15.8 BI Power User

Role Description

The BI Power User has access to create ad-hoc non-payroll and non-reconciliation BI reports. This user has the capability to execute and use Online Analytical Processing (OLAP) tools for BI reports. The ability to create ad-hoc reports provides the ability to manipulate data without having to export and manipulate data in an external tool. All users will have the ability to download BI reports they have access to in PDF, Excel and CSV formats. The FMMI-ECC and FMMI-BI systems produce all data warehouse reports for USDA Agencies. This role will have access to execute non-payroll and non-reconciliation reports in the FMMI-BI system.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The BI Power User will perform the following business activities:

- Non-Payroll Ad-hoc Reporting

Integration with other Roles

The BI Power User coordinates, interacts with, and /or depends on the following roles:

- All Roles – The BI Power User provides reports relative to the maintenance and real-time updates for all FMMI modules. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – BI Power User

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Web-based Training (WBT) Self-paced
FMMI 203	FMMI Periodic Processing Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 204	FMMI Funds Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 205	FMMI Cost Management Overview	2.5	Web-based Training (WBT) Self-paced
FMMI 206	FMMI Accounts Receivable Overview	3	Web-based Training (WBT) Self-paced
FMMI 207	FMMI Purchasing Overview	2	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 403	FMMI BI Non-Payroll Reporting	7	Instructor-led training (ILT) via Classroom
FMMI 405	FMMI BI Ad Hoc Query and Analysis	4	Instructor-led training (ILT) via Classroom

15.9 BI Payroll Power User

Role Description

The BI Payroll Power User has access to create ad-hoc payroll reports. This user has the capability to execute and use Online Analytical Processing (OLAP) tools for BI reports. The ability to create ad-hoc reports provides the ability to manipulate data without having to export and manipulate data in an external tool. FMMI serves as USDA's financial system of record. All users will have the ability to download BI reports they have access to in Excel and CSV formats. The FMMI-ECC and FMMI-BI systems produce all data warehouse reports for USDA Agencies. This role will have access to execute payroll reports in the FMMI-BI system.

This role is available for assignment at the Department and Agency levels.

Activities Performed

The BI Payroll Power User will perform the following business activities:

- Ad-hoc Payroll Reporting

Integration with other Roles

The BI Payroll Power User coordinates, interacts with, and /or depends on the following roles:

- All Roles – The BI Payroll Power User may execute reports relative to the maintenance and real-time updates for all FMMI modules. As such, they may receive requests from any of the other roles across the FMMI modules.

FMMI Training Curriculum – BI Payroll Power User

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 208	FMMI Account Payable Overview	2	Web-based Training (WBT) Self-paced
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 404	FMMI BI Payroll Reporting	1	Instructor-led training (ILT) via Classroom
FMMI 405	FMMI BI Ad Hoc Query and Analysis	4	Instructor-led training (ILT) via Classroom

15.10 Cash Reconciliation BI Reporter

Role Description

The BI Cash Reconciliation Reporter executes all cash reconciliation related BI reports related to the Fund Balance with Treasury and Statement of Differences business processes. FMMI-BI replaces ACRWS as USDA's cash reconciliation tool. FMMI-BW will produce all reports required to reconcile FMMI ECC General Ledger transactional data with data from Treasury interfaces such as CA$HLINK and the Government wide Accounting (GWA) Account Statements. This role has access to create both standard and ad-hoc cash reconciliation reports. This user has the capability to execute reports using an Online Analytical Processing (OLAP) tools for BI reports. This role has access to execute and export all cash reconciliation reports. The Cash Reconciliation Reporter role has the access to identify and note discrepancies in accordance with the manner and schedule defined by the Department of the Treasury.

The BI Cash Reconciliation Reporter role is performed by the Cash Reconciliation Branch of the Controller Operations Division (COD) in New Orleans. This role is available for assignment centrally at the Department level.

Activities Performed

The BI Cash Reconciliation Reporter performs the following business activities:

- Ad-hoc Cash Reconciliation Reporting
- Statement of Difference - Summary
- Statement of Difference - Scheduled Report Matched
- Statement of Difference - Scheduled Report UnMatched

Integration with other Roles

The BI Cash Reconciliation Reporter coordinates, interacts with, and /or depends on the following roles:

- FMMI ECC Roles – The BI Cash Reconciliation Reporter identifies and notes discrepancies between FMMI ECC General Ledger transactional data and data maintained by the Department of the Treasury. The BI Cash Reconciliation Reporter is dependent on all FMMI ECC roles to perform corrective actions to the transactional data in the FMMI ECC system when appropriate.

FMMI Training Curriculum – BI Cash Reconciliation Reporter

Course #	Course Name	Length (hrs)	Delivery Method
FMMI 101	Introduction to FMMI	3	Instructor-led training (ILT) via Auditorium (or Audio Teleconference)
FMMI 201	FMMI Integrated Process Overview	1.5	Web-based Training (WBT) Self-paced
FMMI 202	FMMI General Ledger Overview	2	Instructor-led training (ILT) via Classroom
FMMI 301	FMMI Portal and SAP Navigation	4	Web-based Training (WBT) Self-paced
FMMI 302	FMMI BI Navigation	4	Web-based Training (WBT) Self-paced
FMMI 406	FMMI BI Cash Reconciliation Reporting	4	Instructor-led training (ILT) via Classroom