UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250 **Notice FI-2922**

For: State and County Offices

Financial Management Modernization Initiative-Readiness (FMMI-R), Release II Training Availability

Approved by: Associate Administrator for Operations and Management

Carolyn B. Cooksie

1 Overview

A Background

In County Release No. 675, significant changes are made to the various financial web-based applications available in Service Centers with FMMI-R, Release II. Highlighted changes include:

- verifying funds availability at the time of payment request for Obligated and Accrue/Pay programs
- immediately determining debt and automated offset with a Farm Program payment request
- ability to establish assignments, joint payments, and direct deposit elections for customers from a National prospective
- deploying a new web based application, National Receipts and Receivables System (NRRS), to manage all financial events encompassing collecting, establishing, or managing receivables.

Training materials have been developed using the actual web application to better illustrate and familiarize Service Centers with the software being deployed in County Release No. 675.

Note: FMMI-R, Release II training materials will soon be available in AgLearn.

B Purpose

This notice announces the FMMI-R, Release II training modules that:

- may be accessed from the DAFO web site located at http://fsaintranet.sc.egov.usda.gov/fsatraining/
- are optional for Service Center employees.

Disposal Date	Distribution
January 1, 2010	State Offices; State Offices relay to County Offices

1 Overview (Continued)

C Contact

For questions about this notice or the actual training materials, contact the applicable office according to the following.

Issue	Contact
Software-related problems	The National Help Desk at 800-255-2434 or 816-926-1552.
	Note: Select option:
	• "1" for web application problems
	• "3" for hardware and application software.
Training modules	Contact either of the following with questions about training modules:
	Jackie Pickens by:
	e-mail at jackie.pickens@wdc.usda.gov
	• telephone at 703-305-1310
	Christine Clausen by:
	• e-mail at christine.claussen@kcc.usda.gov
	• telephone at 816-926-1949.

2 Training Topics

A NPS

NPS is a centralized web-based application for processing Farm Program payment requests and supporting web, System36, and AS400 program applications. The NPS training module provides:

- Worklist Processes
- NPS Certification/Signing
- NPS Roles/Procedures to Establish Roles.

2 Training Topics (Continued)

B On-Line Payments (OLP)

OLP is a centralized web-based application for processing nonautomated program payment requests. The OLP training module provides:

- Normal Payment Process (Happy Path):
 - Create a Payment
 - Delete a Payment
 - Rejected Payments
 - Search Payments
- Overpayment/Underpayment Process:
 - Overpayment
 - Underpayment
- OLP Reporting Functionality.

C Financial Services

Financial Services is a centralized web-based application allowing customers and FSA employees to manage direct deposit elections, assignment delegations, or payments to be made jointly. The Financial Services training module provides:

- Select County/Select Customer
- Change Requests
- Pending Changes/Customer Profile
- Create/View Direct Deposit
- Create/View Assignments
- Create/View Joint Payments.

D Financial Web Applications Data Mart (FWADM)

FWADM provides a centralized reporting capability for all the financial web applications. "How to Access/Report" is the FWADM training module to assist users in generating FWADM reports.

2 Training Topics (Continued)

E Pre-Centralization Initiated Payments

NPS functionality to replace disbursements made **before** payment centralization. The NPS training module provides:

- Disbursement Replacement (CCC-184)
- Disbursement Replacement (Automated Clearing House).

F NRRS

NRRS is a centralized web-based application that FSA employees use to manage all financial events encompassing collections, and the establishment or management of receivables. The NRRS training module provides:

- NRRS overview
- Collections (apply, correct or adjust receipts)
- Admin (prepare/verify deposit)
- Farm Loan Payments
- Establish Receivables (manually or automated)
- Adjust Receivables (withdraw, close)
- NRRS Application Reporting/Status (New Receivables, Open Notes)
- Dishonor Check Process
- Debt Management.

3 Using the Training Modules

A Accessing Training Modules

Training modules may be accessed by either of the following:

- navigate from the FSA Intranet located at http://intranet.fsa.usda.gov/fsa/, by selecting the DAFO Training Link on the left, and then selecting "Release 675 FMMI-R, Release II Training"
- go directly to **http://intranet.fsa.usda.gov/fsatraining/** and then select "Release 675 FMMI-R, Release II Training".

Users may choose to view or print the various training materials recorded. There is no limitation to the number of times training may be accessed, regardless of the format selected.

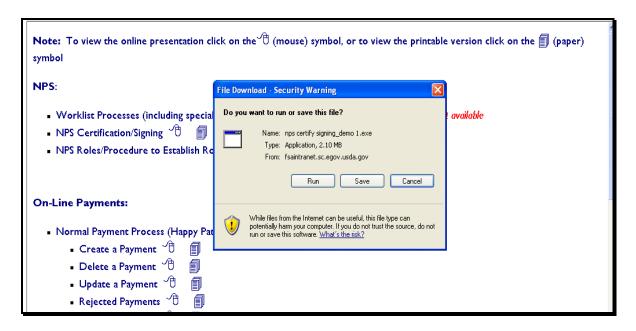
When users select a viewable format, the training material will:

- illustrate the screens encountered and describe the appropriate actions to take when working in the financial web application
- allow users to rewind, pause, play, move backward/forward, or exit the segment at any point.

3 Using the Training Modules (Continued)

B User Options Available for the Training Modules

The following screen shows the mouse and paper symbols that users will click to view online presentations. After the mouse or paper symbol is clicked, a File Download-Security Warning will be displayed.



On the File Download-Security Warning, click 1 of the following options:

- "Cancel" to stop the training from running, and return users to the pervious screen
- "Save" to allow users to designate where (i.e. a local or network drive) the training shall be saved

Note: Once the selection is saved, users may view the training without being connected to the FSA Intranet.

• "Run" to view the recorded training.

Note: If "Run is clicked, a second File Download-Security Warning will be displayed with the following options:

- "Run" to view the recorded training
- "Don't Run" to allow the user to select another segment.

3 Using the Training Modules (Continued)

B User Options Available for the Training Modules (Continued)

When users select a printable format, the training material will:

- open a "static" document of the recorded training to illustrate the screens encountered and describe the appropriate actions to take when working in the financial web application
- allow the opened document to be printed by the traditional printing capabilities available
- allow the user to save the document on their local drive as a Microsoft Word document for later use.

Note: Users may edit the saved document and add additional notes for their own use or to use when training others.