



WBSCM UPDATE

Feature

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Did You Know ?

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FEATURE

WBSCM Readiness: Training



The previous issues of the WBSCM update featured the agencies' Go-Live collaborative activities

focused on USDA System Integration Testing (SIT) Validation Activities.

The WBSCM team (USDA, USAID and SRA) continues to execute WBSCM development, testing, training, data maintenance, and governance activities.

This issue of the WBSCM update focuses on Training.

Training

WBSCM instructor and user training are readily available and accessible in many formats. This will prepare users with the transition to WBSCM and with the adoption of new processes and procedures.

Training documentation is divided between internal and external areas, and then further divided by functional area (Finance, Fulfillment, General, and Procurement). Note that courses in each functional area will follow a specific curriculum.

Training tools that are available are the course catalog, course schedule, and course descriptions.

Course Catalog

The course catalog consists of each training course that will be delivered to users along with their course code and title, session number, duration of the course, start date and end date of

the course, the start time of the first day, the name of the instructor teaching the course, location, room number, and the course ID number. See figure 1 below.

Course Code	Course Title	Session #	Duration	Start Date	End Date	Start Time per Day	Instructor	Location	Room	Course ID #
FUL300	Domestic Organization Administration	S1	1 day	3/17	3/17	8:00am	K. Lampi	DC	TBD	FUL300-DC61
FUL310	International Organization Administration	S1	5 hours	3/23	3/23	8:30am	C. Grageda	KC	TBD	FUL310-KC01
FUL310	International Organization Administration	S2	5 hours	3/24	3/24	8:30am	C. Grageda	KC	TBD	FUL310-KC02
FUL310	International Organization Administration	S3	5 hours	4/1	4/1	8:30am	C. Cowfield	KC	TBD	FUL310-KC03
FUL320	Internal Organization Administration	S1	4 hours	5/7	5/7	8:00am	C. Cowfield	DC	TBD	FUL320-DC01
FUL320	Internal Organization Administration	S1	4 hours	3/25	3/25	8:30am	C. Grageda	KC	TBD	FUL320-KC01
FUL300	FIS Order Management	S1	2.5 days	5/11	5/13	8:00am	K. Lampi, K. Muller	DC	TBD	FUL300-DC61
FUL300	FIS Order Management	S1	2.5 days	4/7	4/9	8:00am	K. Lampi, K. Muller	KC	TBD	FUL300-KC61
FUL330	USAD Order Management	S1	1 day	3/4	3/4	8:00am	C. Grageda	DC	TBD	FUL330-DC01
FUL330	USAD Order Management	S1	1 day	4/13	4/13	8:30am	K. Lampi	KC	TBD	FUL330-KC01
FUL330	USAD Order Management	S2	1 day	4/15	4/15	8:30am	K. Lampi	KC	TBD	FUL330-KC02
FUL330	USAD Order Management	S3	1 day	5/26	5/26	8:30am	C. Grageda	KC	TBD	FUL330-KC03
FUL315	USAD Pre-Positioned Warehouse Management	S1	4 hours	5/5	5/5	8:00am	C. Grageda	DC	TBD	FUL315-DC01
FUL315	USAD Pre-Positioned Warehouse Management	S1	4 hours	4/16	4/16	8:30am	K. Lampi	KC	TBD	FUL315-KC01
FUL315	USAD Pre-Positioned Warehouse Management	S2	4 hours	4/16	4/16	1:00pm	K. Lampi	KC	TBD	FUL315-KC02
FUL315	USAD Pre-Positioned Warehouse Management	S3	4 hours	5/27	5/27	8:30am	C. Grageda	KC	TBD	FUL315-KC03
FUL320	FIS Order Management	S1	1 day	5/6	5/6	8:00am	C. Grageda	DC	TBD	FUL320-DC01
FUL320	FIS Order Management	S1	1 day	4/8	4/8	8:30am	K. Lampi	KC	TBD	FUL320-KC01
FUL320	FIS Order Management	S2	1 day	4/23	4/23	8:30am	C. Grageda	KC	TBD	FUL320-KC02
FUL320	FIS Order Management	S3	1 day	5/25	5/25	8:30am	C. Grageda	KC	TBD	FUL320-KC03
FUL330	Internal Order Management	S1	1 day	4/12	4/12	8:00am	C. Grageda	KC	TBD	FUL330-KC01
FUL330	Internal Order Management	S2	1 day	4/13	4/13	8:00am	C. Grageda	KC	TBD	FUL330-KC02
FUL330	Internal Order Management	S3	1 day	4/15	4/15	8:30am	K. Lampi	KC	TBD	FUL330-KC03

Figure 1

Course Schedule

The course schedule shows a snapshot of the training offered during a specific day, week, month, etc. In addition to when and where each course will be taking place, the course schedule displays the time the class is scheduled for and the session number. Note that courses in each area are shaded in a different color (procurement is blue, fulfillment is yellow, and finance is orange). See figure 2.

Location	City	JUL 2010					AUG 2010													
		M	T	W	T	F	M	T	W	T	F									
KC	8:00am - 10:00am																			
	10:00am - 12:00pm																			
	1:00pm - 3:00pm																			
	3:00pm - 5:00pm																			
	5:00pm - 7:00pm																			
DC	8:00am - 10:00am																			
	10:00am - 12:00pm																			
	1:00pm - 3:00pm																			
	3:00pm - 5:00pm																			
	5:00pm - 7:00pm																			

Figure 2

Course Descriptions

The course descriptions show a description, course objectives, and pre-requisites that must be completed by each participant before attending the course. Figure 3 shows an example of a course description.

Course ID	Course Title	Course Description	Pre-Requisites
FIN100	Finance Displays	Describe the purpose and benefits of using WBSCM for Finance Describe the different components of Finance in WBSCM Describe new terms related to Finance Enter and process finance related transactions in WBSCM	WBSCM100, WBSCM200
FIN120	Funds Management and Finance Master Data Maintenance	Describe the purpose and benefits of using WBSCM for Funds Master Data Maintenance Describe the different components of Funds Master Data Describe new terms related to Funds Master Data Maintenance Enter and process Funds Management maintenance transactions in WBSCM	WBSCM100, WBSCM200
FIN300	Funds Management	Describe the purpose and benefits of using WBSCM for Funds Management Describe the different components of Funds Management in WBSCM Describe new terms related to Funds Management (Lesson) in WBSCM Enter and maintain Funds Management related transactions in WBSCM	WBSCM100, WBSCM200
FIN310	General Ledger	Describe the purpose and benefits of using WBSCM for general ledger Describe the different components of the general ledger in WBSCM Describe new terms related to general ledger Review general ledger related transactions in WBSCM	WBSCM100, WBSCM200
FIN320	Accounts Payable	Describe the purpose and benefits of using WBSCM for Accounts Payable Describe the different components of Accounts Payable in WBSCM Describe new terms related to Accounts Payable Enter and process Accounts Payable related transactions in WBSCM	WBSCM100, WBSCM200

Figure 3

Course Material

For internal training, course material consists of Concept Slides, Exercise Guides, and Job Aids.

For external training, most courses are in e-learning (simulated) format, but will also have available Concept Slides, Exercise Guides, Work Instructions, and Job Aids as available.

Concept Slides

A course is typically taught through a series of Concept Slides (PowerPoint presentations).

Each course will have an overview slide before delving into the lessons. Overview slides consist of benefits of WBSCM, new terms, and a process summary. See figure 4.

WBSCM Course Content

- ✦ Overview
- ✦ Lesson 1: Funds Management Master Data
- ✦ Lesson 2: Entering Budget
- ✦ Lesson 3: Approving Budget Entries
- ✦ Lesson 4: Analyzing Budget Entries
- ✦ Lesson 5: Trial Balance
- ✦ Wrap up



CS_Funds_Mgmt300_01.14.2010_WBSCM_v1.0

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WBSCM WBSCM Finance Overview

Because many procurement operations and aspects of warehouse management include financial aspects, the supply chain management solution must include integration with USDA financial systems.



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WBSCM Lesson 1 Objectives



Lesson 1: Funds Management Master Data

At the end of this lesson, you will be able to:

- Describe the Funds Tracking process
- Describe the Availability Control process
- Display Funds related transactions in WBSCM

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Figure 4

Work Instructions

A work instruction provides step-by-step instructions on how to complete a task and includes screenshots and field descriptions. See Figure 5.

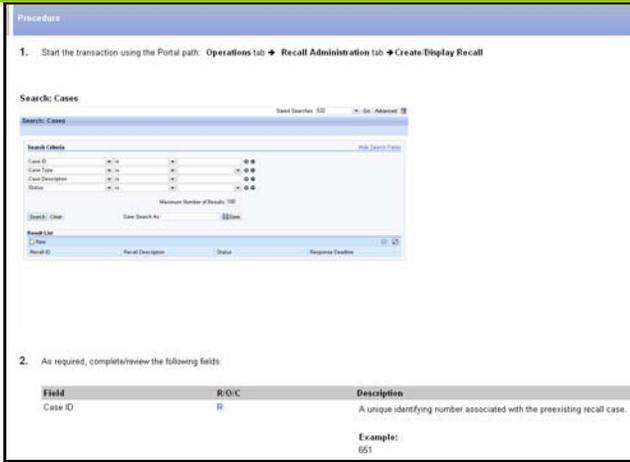


Figure 5

Exercise Guide

An exercise guide is similar to a work instruction except screenshots and field descriptions are not displayed. Questions are also provided at the end of each exercise to assess comprehension. An example of an Exercise Guide is shown in Figure 6.

Lesson 2	Maintaining RA Organizations
Exercise	2.2 – Modify and View RA Organization
User ID	sda_user1
Range	

Situation

The address that was provided to you for the RA Organization you recently set up is incorrect. You must access the RA Org that was created to make the proper change.

Procedure

- Navigate to: Admin tab > Organization Maintenance tab > Maintain Organization > Update RA Organization
- From the RA drop-down list, select the RA Organization you created in Exercise 2.1.
- Click the **Submit** button.
- Complete the following fields:

Field	Value
Street Address 1	334 Fulton Street
City	Long Island
Postal Code	11277

- Click the **Submit** button.

Questions

Question 1

What is the name of the drop-down list used to find the appropriate RA Organization for modification?

Figure 6

Simulations

A simulation is a recording of the actual procedure that can be watched in two modes. Simulations are only available in e-learning courses. One mode is without user interaction (auto playback tutorial), and the other mode is with user interaction, where the user can click on certain areas of the simulation when prompted (standard tutorial). See Figure 7.

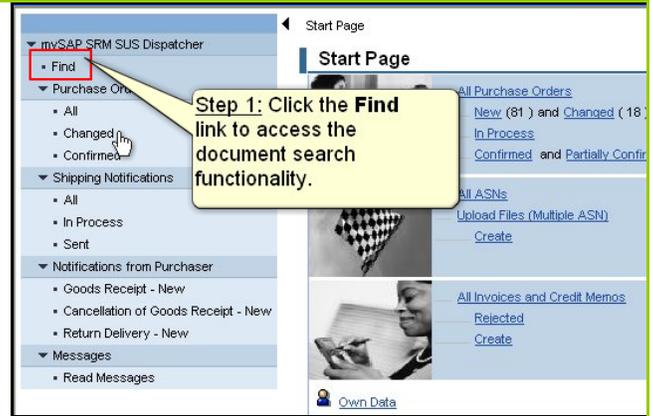


Figure 7

External Training

FNS will roll out their external training April 5 with instructors beginning to train their SDA (State Distributing Agency) leads. Subsequently, other user groups will be trained using a combination of “train the trainer” and sessions conducted over the Web. Instructor training for FNS trainers was completed in late February.

Instructor training for FSA, AMS, USAID, and FAS will start in early April in both DC and Kansas City. Content of the training will cover both the international and domestic side of procurement and fulfillment. These agencies will roll out external training in May to vendors and customers.

Internal training

Internal Instructor Led training for procurement, fulfillment, and finance will start in mid March. Training courses will consist of Concept Slides, Exercise Guides, and Job Aids.

Prior to attending ILT, all users must complete two pre-requisite courses:

- WBSCM100 – High Level Overview
- WBSCM200 – WBSCM Portal Basic Navigation

It is critical to complete these two courses first before attending any of the instructor-led sessions so you have the necessary foundation as the focus will be on the additional skills needed to use WBSCM.

STATUS CORNER

Course statistics that have been posted for USDA review are below.

- ❖ Finance courses:
 - Total courses submitted to USDA – 4
 - Total courses still to be submitted to USDA – 5
 - Percent submitted – 44%
- ❖ Fulfillment courses:
 - Total courses submitted to USDA – 13
 - Total courses still to be submitted to USDA – 2
 - Percent submitted – 87%
- ❖ Procurement courses:
 - Total courses submitted to USDA – 15
 - Total courses still to be submitted to USDA – 13
 - Percent submitted – 54%
- ❖ External Fulfillment courses:
 - Total courses submitted to USDA – 11
 - Total courses still to be submitted to USDA – 3
 - Percent submitted – 79%
- ❖ External Procurement courses:
 - Total courses submitted to USDA – 2
 - Total courses still to be submitted to USDA – 5
 - Percent submitted – 29%
- ❖ E-Learning courses:
 - Total courses submitted to USDA – 5
 - Total courses still to be submitted to USDA – 1
 - Percent submitted – 83%

New to WBSCM?

If you are new to the WBSCM team, you can go online and view the [WBSCM Overview Course](#). This course is available by selecting the link above or on your agency specified site. Topics include WBSCM overview, technologies, basics of the SAP order process, and the program timeline.



DID YOU KNOW?

... USDA Announces [Food Safety Initiatives for School Lunch and Other Food and Nutrition Assistance Programs](#)

... Agriculture Secretary Vilsack [Announces Food Purchases for Domestic Nutrition Programs](#)



ASK US

We'd appreciate your thoughts and feedback! Please email any WBSCM questions or suggestions you have to: WBSCM@kcc.usda.gov

You can find more WBSCM information on the [WBSCM Program Web site](#).

ED CORNER

WBSCM Terminology

Concept Slides: A series of PowerPoint presentation slides that introduces the topics and content to be covered in the course.

Exercise Guide: A training tool that provides the procedure to complete a transaction, along with required data. Questions are included for some exercises to assess comprehension.

Simulation – Auto Playback Tutorial: Plays a recording of the actual procedure that can be watched with no user input.

Simulation – Standard Tutorial: Guide yourself through the simulation by clicking certain areas when prompted.

Work Instruction: A document that provides step-by-step instructions on how to complete a task using explicit directions in addition to contextual information such as screenshots and field descriptions.