# FMCF 101 Training for Vendors

Financial Management Quality Service Management Office (FM QSMO)

As of: November 2023

# Disclaimer

The purpose of this training is for the U.S. Department of the Treasury's Financial Management Quality Management Service Office (FM QSMO) to provide a general overview of the FM QSMO Marketplace Financial Management Capability Framework (FMCF). The training is not intended to supersede or conflict with the FMCF materials published on the FM QSMO website. The training material may be updated periodically to provide additional clarity or information.

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1. Financial Management Capability Framework (FMCF) Overview
2. Describe each FMCF artifact
   a) Define – what is the artifact
   b) Use – how to use the artifact
   c) Example – visual example of the artifact
   d) Connecting each artifact
   e) Additional considerations
3. Key Takeaways
4. Appendix

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# Learning Objectives

By the end of this training, Vendors will have the information needed to:
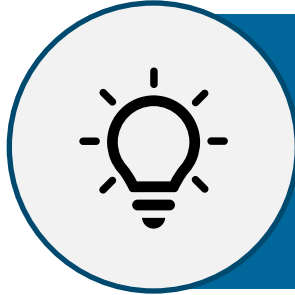
Locate, define and restate the purpose of each FMCF artifact. *(Learning Objective 1: FMCF Purpose)*
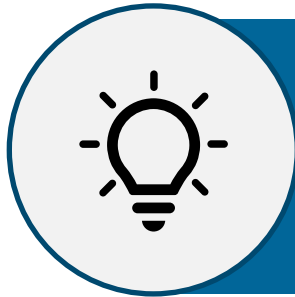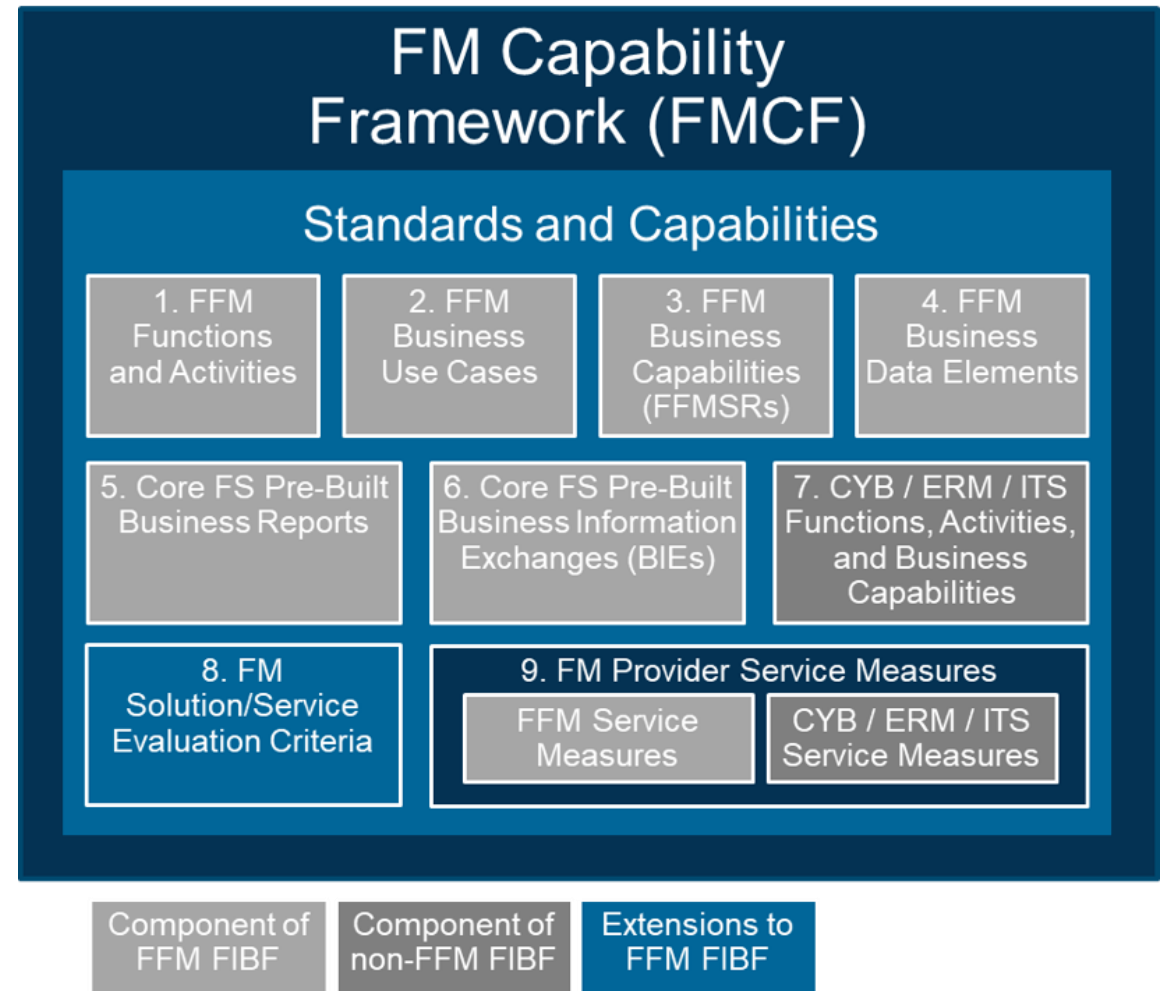
Design FM Solutions/Services that conform to the FMCF. *(Learning Objective 2: Design Solutions)*

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# FMCF Background

# Purpose

- The Financial Management Capability Framework (FMCF) is the set of standards and capabilities that define baseline needs for services and solutions in the FM QSMO Marketplace, including requirements for cloud-based core financial systems (Core FS).

- The FMCF consists of nine (9) sections or components, described in the visual to the right.

- The FMCF artifacts can be found on the [FM QSMO - FMCF Webpage](#).

- The FMCF is used as a basis for evaluating and ensuring that Marketplace solutions and services meet baseline needs.

- Only a subset of FMCF artifacts may apply to a service or solution, depending on the type of vendor offering being delivered.

## FM Capability Framework (FMCF)

### Standards and Capabilities

| | | | |
|---|---|---|---|
| 1. FFM Functions and Activities | 2. FFM Business Use Cases | 3. FFM Business Capabilities (FFMSRs) | 4. FFM Business Data Elements |
| 5. Core FS Pre-Built Business Reports | 6. Core FS Pre-Built Business Information Exchanges (BIEs) | 7. CYB / ERM / ITS Functions, Activities, and Business Capabilities | |

| 8. FM Solution/Service Evaluation Criteria | 9. FM Provider Service Measures | |
|---|---|---|
| | FFM Service Measures | CYB / ERM / ITS Service Measures |

Component of FFM FIBF  Component of non-FFM FIBF  Extensions to FFM FIBF

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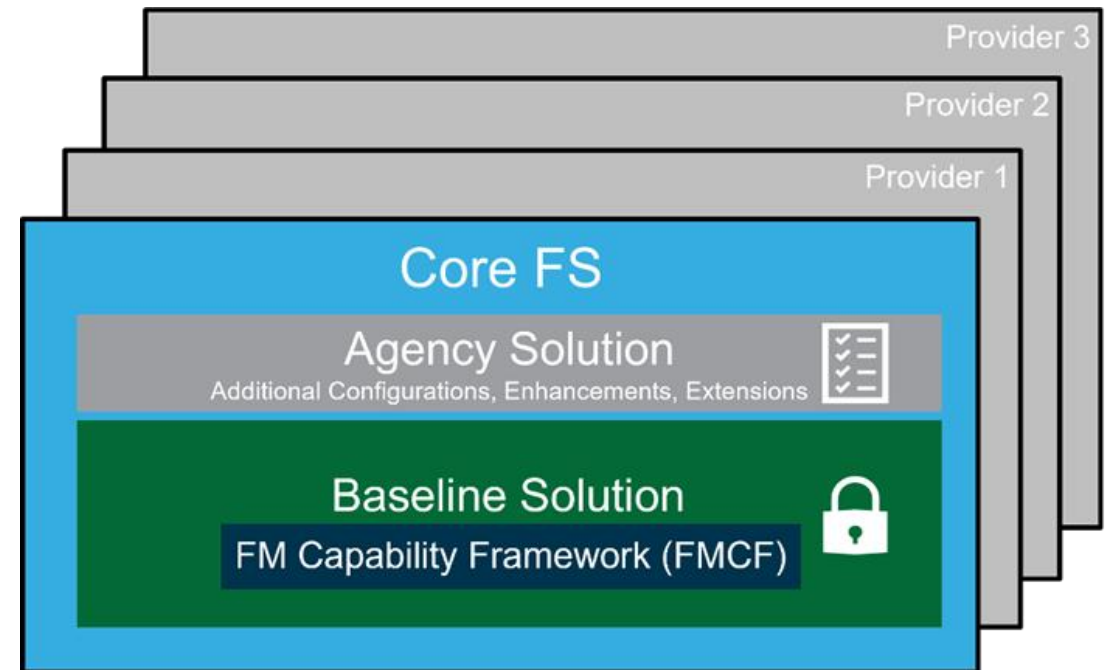
# Core FS Baseline Solution

The FM QSMO Marketplace will offer Core Financial Systems (Core FS) available in a cloud environment, delivered through a platform as a service (PaaS) or software as a service (SaaS) delivery and pricing model. Marketplace Core FS offerings will include a Baseline Solution that standardizes what is common and enables agencies the flexibility to further configure to meet agency needs.

The Core FS consists of the:

- **Baseline Solution**: A combination of configuration, enhancements and extensions designated as the starting point for all Federal agency implementations of the Core FS. The FMCF defines what is included in the Baseline Solution.

- **Agency Solution**: A combination of configurations, enhancements and extensions above and beyond the Baseline Solution, controlled by the customer Agency.

Core FS commercial vendors (i.e., software vendors, integrators, and/or implementers) may determine the specific combination of software configuration, enhancements, and/or extensions needed to meet the FMCF requirements.



*Key Takeaway: Core FS = Baseline Solution (configuration to meet FMCF) + Additional Agency Configurations*

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# Evolution of FM Standards in the Federal Government

The FM QSMO developed the FMCF by utilizing policy and standards as a foundation and then engaging with numerous stakeholders to understand their needs, requirements, capabilities, and pain points.

- The Federal government established mission-support functional service areas to enable service customers (e.g., program offices) to deliver on their mission and accomplish End-to-End Business Processes.
- The Federal Integrated Business Framework (FIBF) strived to create a set of common Business Standards across each Service Area where agencies would coordinate and document common business needs based on authoritative policy across agencies, focusing on outcomes, capabilities, and data.
- The Financial Management Line of Business (FMLoB) Managing Partner oversaw the development of the FIBF standards and continue to manage their maintenance, collaborating with agencies from across the federal government.
- When the FM QSMO was established in 2019, the FM QSMO expanded upon the FFM FIBF standards to define the baseline requirements for services and solutions in the FM QSMO Marketplace. The result was the FMCF.

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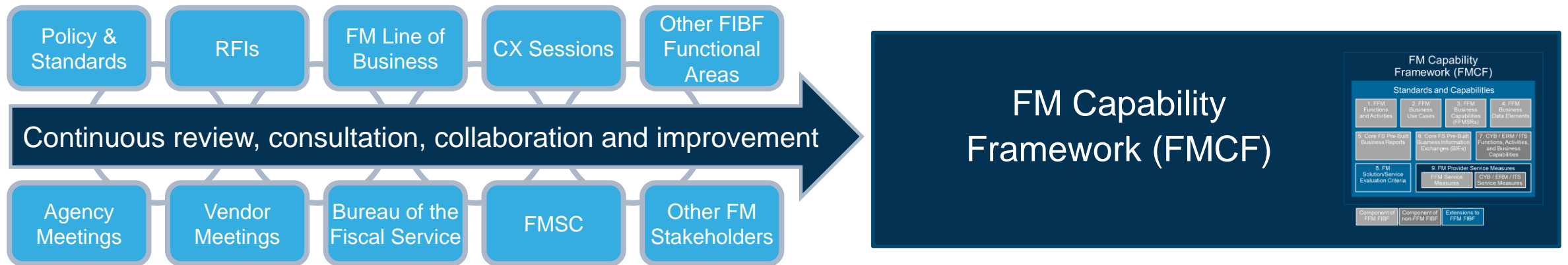
# FMCF and the Federal Integrated Business Framework (FIBF)

# Federal Financial Management Federal Integrated Business Framework

The Federal Financial Management (FFM) Federal Integrated Business Framework (FIBF) artifacts are the foundation of the FMCF.

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# FFM Functions and Activities
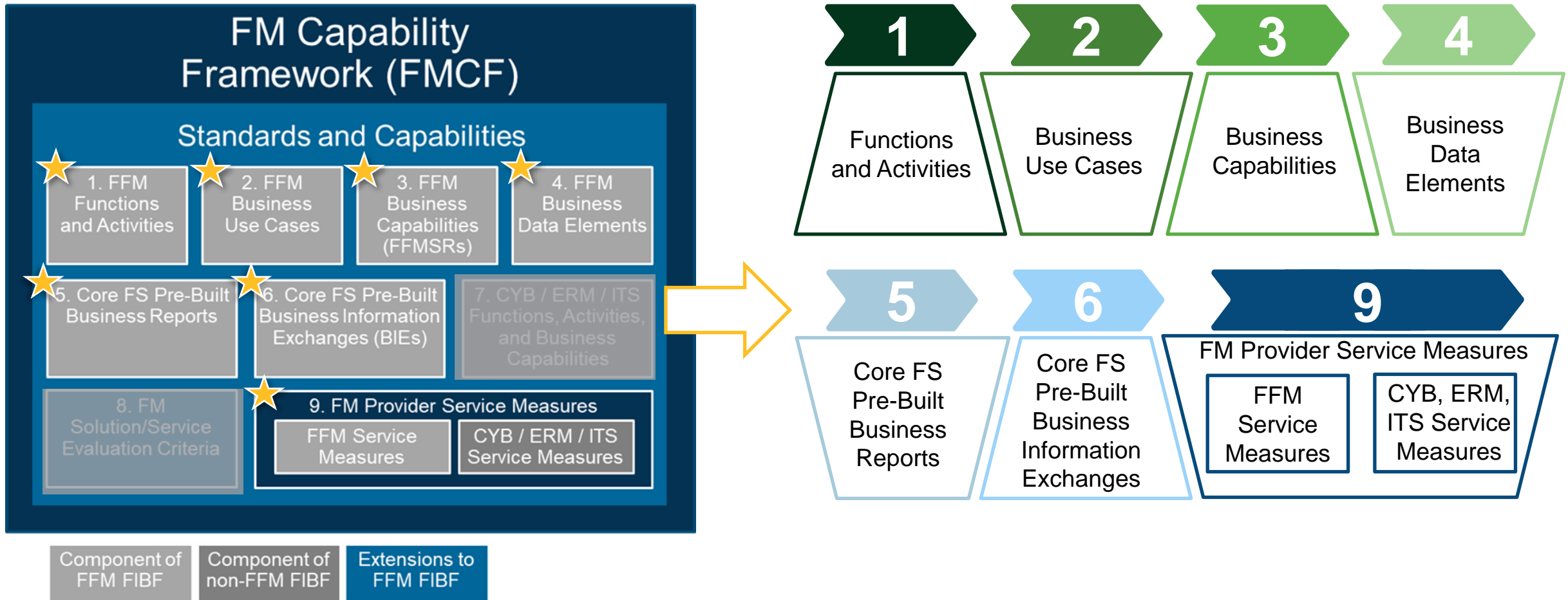
## What are the FFM Functions & Activities?

- The FFM Functions & Activities serve as the basis for a common understanding of the FM services agencies need and solutions that should be offered.

  - **Functions**: Breakdown of a functional area into categories of FM services provided to customers.

  - **Activities**: Within a function, processes that provide identifiable outputs/outcomes to customers are defined as activities.

## How should I use the FFM Functions & Activities?

- FM QSMO Marketplace vendors offering Core FS solutions must address all FFM Functions and Activities.

- FM QSMO Marketplace vendors offering solutions/services outside of the Core FS subgroup may address some FFM Functions and Activities

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# FFM Functions and Activities Example

The images and call out boxes below describe each part of the FFM Functions and Activities.

The derived identifier for an FFM function

Name of the financial management function

| Function ID | Function Name |
|---|---|
| FFM.010 | Budget Execution |
| FFM.020 | Financial Asset Information Management |
| FFM.030 | Payable Management |
| FFM.040 | Revenue Management |
| FFM.050 | [Retired] |
| FFM.060 | Receivable and Collection Management |
| FFM.070 | Delinquent Debt Management |
| FFM.080 | Cost Management |
| FFM.090 | General Ledger Management |
| FFM.100 | Financial Reconciliation |
| FFM.110 | Financial / Performance Reporting |

Process that provides identifiable outputs/outcomes to customers

Full definition and description of the activity along with its applicability

The FFMSR(s) that support the activity

Legislation, regulation, policies, guidance, and standards applicable to the activity

The derived identifier for an FFM activity

| Function ID | Activity ID | Activity Name | Activity Definition | Activity FFMSR Reference | Authoritative and Other References |
|---|---|---|---|---|---|
| FFM.090 | FFM.090.010 | General Ledger Setup and Maintenance | Establish and maintain general ledger account classifications, categories, and subcategories consistent with the USSGL accounts; Establish and maintain proprietary and budgetary account attributes; Establish and maintain attributes to support agency financial performance and operations reporting | FFMSR 1.1.1 Defining GL Accounts and Attributes; … | •(63) OMB Circular A-11, Preparation, Submission and Execution of the Budget, Part 2, Preparation and Submission of Budget Estimates, Section 51, Basic Justification Materials; •(111) USSGL, Section I: Chart of Accounts; … |
| | FFM.090.020 | General Ledger Posting | Receive general ledger account transaction information provided by supporting financial management operations; Prepare manual journal vouchers and route for approval (as needed); Post general ledger proprietary, budgetary, and memorandum account transactions; Includes posting adjustments to the general ledger, discrete and aggregated transactions from subledgers, and transactions funded, obligated, or expended over multiple years to general ledger accounts that do not close | FFMSR 1.1.2 Posting GL Transactions | •(113) USSGL, Section III: Account Transactions; •(114) USSGL, Section IV: USSGL Account Attributes; •(117) USSGL, Section VII: GTAS Validations and Edits, Closing Edit Details. |

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# FFM Business Use Cases

## What are the FFM Business Use Cases?

- The FFM Business Use Cases are a set of agency "stories" that document the key activities, inputs, outputs, and other lines of business intersections to describe how the Federal government operates. They are organized into eleven end-to-end business processes that have a federal financial management impact.

- Each use case explains how federal agencies are to carry out a specific financial management process, starting with a user's goal and goes through the steps to take until the goal is fulfilled.

- In a business use case, you can expect to see interactions and events between FFM and other service areas as well as business information expected to be received, processed, and/or provided.

- Use Cases are agnostic as to whether the events in the business use case are automated, semi-automated, or manually accomplished.

## How should I use the FFM Business Cases?

- Core FS Vendors will use the FFM Business Use Cases to demonstrate the capabilities of their solution offering.

- Vendors may use the FFM Business Use Cases when evaluating the impact of sequential steps, or events, needed to perform a process between multiple Service Areas.

- Vendors may also use the FFM Business Use Cases when evaluating impacts to federal financial management business processes due to changes in legislation, regulation, guidance, and procedures.

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The images and call out boxes below describe each part of the FFM Business Use Cases.

11 End-to-End Business Processes

Typical processing that occurs in within a specific business process

Flow of events, of both FFM and other Service Areas, as well as Inputs and Outputs

Library Document Content

- FFM Business Use Case Library Overview
- 010 Budget Formulation-to-Execution
- 020 Acquire-to-Dispose
- 030 Request-to-Procure
- 040 Procure-to-Pay
- 050 Bill-to-Collect
- 060 Record-to-Report
- 070 Agree-to-Reimburse
- 080 Apply-to-Perform
- 090 Hire-to-Retire
- 100 Book-to-Reimburse
- 110 Apply-to-Repay

| Business Process | Business Use Case | Associated Business Scenario |
|---|---|---|
| 050 Bill-to-Collect<br><br>Service Areas:<br>- Financial Mgmt (FFM)<br>Sales Order and Fulfillment Mgmt (SFM) | 050.FFM.L1.01 Penalties, Interest, and Collections | • Individual Receivables<br>• Disputes<br>• Collectable by Agency<br>• Credit Memo<br>• Penalties, Interest, and Administrative Fees<br>• Non-Treasury Deposits |
| | 050.FFM.L1.02 Delinquent Debt Processing | • Insufficient Funds on Debtor's Payment<br>• Referral to Treasury<br>• Delinquent Collection and Write-off |
| | 050.FFM.L2.01 AR/AP Netting | • AR/AP Netting |
| | 050.FFM.L3.01 Aggregated Receivables for Custodial Revenues | • Unbilled Collections<br>• Aggregated Receivables<br>• Custodial Revenues |
| | 050.FFM.L3.02 Receivable Collection from Third Party Debtor | • Receivables Allocated Among Multiple Payers<br>• Third Party Payers as Responsible Debtors<br>• Installment Agreement |
| | 050.FFM.L3.03 Miscellaneous Receipts | • Miscellaneous Receipts |

**USE CASE 050.FFM.L1.01 PENALTIES, INTEREST, AND COLLECTIONS**

Typical Flow of Events

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| 1 | | Receive sales order for goods (SFM.010.010 Sales Order Intake) | • Sales order | • Payer information |
| 2 | Establish non-federal payer information (FFM.060.010 Payer Setup and Maintenance) | | • Payer information (FR) | • Updated payer information |
| 3 | | Release for sales order fulfillment, track status, and generate sales order invoice (SFM.010.020 Sales Order Processing) | • Sales order | • Invoice<br>• Payer information<br>• Request to establish receivable |
| 4 | a. Receive and update payer information (FFM.060.010 Payer Setup and Maintenance)<br>b. Receive and process request to establish public receivable (FFM.060.020 Public Receivable Set-up and Invoicing)<br>c. Recognize earned revenue (FFM.040.010 Revenue Processing) | | • Payer information (FR)<br>• Request to establish receivable (FR) | • Updated payer information<br>• Appropriate receivable GL entries created with reference to source information<br>• Appropriate revenue recognition GL entries created with reference to source information |
| 5 | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated (FR) |

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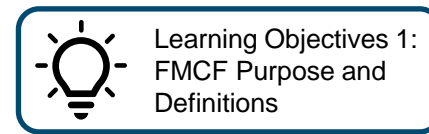
1  2

The FFM Business Use Cases are executed through Service Activities, described in the FFM Functions & Activities artifact.

| Function ID | Activity ID | Activity Name | Activity Definition | Activity FFMSR Reference | Authoritative and Other References |
|---|---|---|---|---|---|
| FFM.090 | FFM.090.020 | General Ledger Posting | Receive general ledger account transaction information provided by supporting financial management operations; Prepare manual journal vouchers and route for approval (as needed); Post general ledger proprietary, budgetary, and memorandum account transactions; Includes posting adjustments to the general ledger, discrete and aggregated transactions from subledgers, and transactions funded, obligated, or expended over multiple years to general ledger accounts that do not close | FFMSR 1.1.2 Posting GL Transactions | •(113) USSGL, Section III: Account Transactions; •(114) USSGL, Section IV: USSGL Account Attributes; •(117) USSGL, Section VII: GTAS Validations and Edits, Closing Edit Details. |

**USE CASE 050.FFM.L1.01 PENALTIES, INTEREST, AND COLLECTIONS**

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| 4 | a. Receive and update payer information (FFM.060.010 Payer Setup and Maintenance) b. Receive and process request to establish public receivable (FFM.060.020 Public Receivable Set-up and Invoicing) c. Recognize earned revenue (FFM.040.010 Revenue Processing) | | • Payer information [FR] • Request to establish receivable [FR] | • Updated payer information • Appropriate receivable GL entries created with reference to source information • Appropriate revenue recognition GL entries created with reference to source information |
| 5 | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated [FR] |

**FFM Functions and Activities**

1 Functions and Activities

2 Business Use Cases

**Business Use Cases**

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# FFM Business Capabilities
## (Federal Financial Management System Requirements)

**What are the FFM Business Capabilities (Federal Financial Management System Requirements)?**

- The FFM Business Capabilities describe outcome-based business needs mapped to Federal government authoritative references, forms, and data standards.

- The *FFM Business Capabilities* artifact is also referred to as the Federal Financial Management System Requirements (FFMSR) which agencies are required to comply with.

- For CFO Act agencies, these requirements determine compliance with the Federal Financial Management Improvement Act of 1996.

- The FFM Business Capabilities (FFMSR) are categorized by Input (I) to capture information, Process (P) to perform the action, or Output (O) to provide information, and when used together, they support the execution of a business process.

**How should I use the FFM Business Capabilities (FFMSR)?**

- System providers must ensure that their financial management system offering capabilities, based on the combined ability of the service/technology and agency manual processes, fully meet the requirements.

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# FFM Business Capabilities (FFMSR) Example

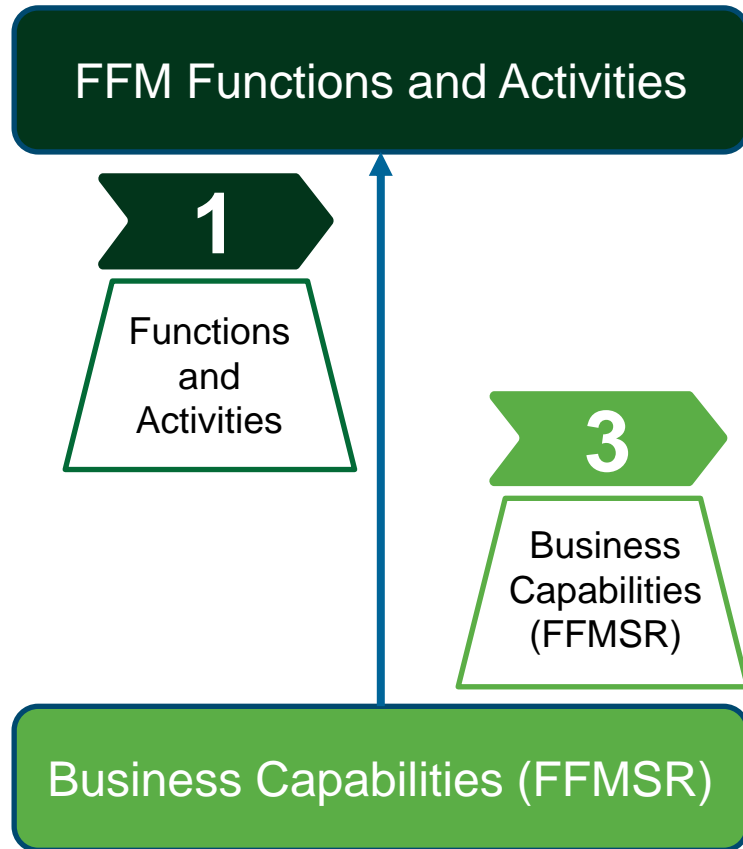The images and call out boxes below describe each part of the FFM Business Capabilities (FFMSR).

Identifies and names an activity that groups requirements

Classify the requirements as a federal government unique data input (DI), process (P), or data output (DO).

Contain the requirement statement.

Provides the current federal regulatory authoritative sources that contain additional clarification of business processes and data specifications.

| Function ID | Federal Financial Management System Function | Requirement ID | DI-Data Input P-Process DO-Data Output | Federal Financial Management System Requirements | Federal Financial Management System Authoritative Reference |
|---|---|---|---|---|---|
| 1.1.2 | Posting GL Transactions | 1.1.2.1 | DI | Capture GL account transaction information provided by supporting financial management operations (for example, payments, receipts, liabilities, assets, and reimbursable/ intragovernmentals) consistent with the USSGL account attributes, account transaction codes, account transaction categories, and account transaction subcategories defined in the TFM. | •TFM Volume I, Supplement: United States Standard General Ledger (USSGL) Section I: Chart of Accounts; Section II: Accounts and Definitions; Section III: Account Transactions; Section IV: USSGL Account Attributes. |
| | | 1.1.2.2 | P | Post GL proprietary, budgetary, and memorandum account transactions consistent with USSGL account attributes, account transaction codes, account transaction categories, and account transaction subcategories as defined in the TFM. | •TFM Volume I, Supplement: United States Standard General Ledger (USSGL) Section I: Chart of Accounts; Section II: Accounts and Definitions; Section III: Account Transactions; Section IV: USSGL Account Attributes. |
| | | 1.1.2.3 | P | Close non-fiduciary and fiduciary accounts consistent with USSGL account closing table rules as defined in the TFM. | •TFM Volume I, Supplement: United States Standard General Ledger (USSGL), Section III: Account Transactions; Section VII: GTAS Validations and Edits, Closing Edit Details. |
| | | 1.1.2.4 | P | Maintain ability to post transactions funded, obligated, or expended over multiple years to GL accounts that do not close (for example, undelivered orders– obligations, unpaid; delivered orders–obligations, unpaid; authority outlayed not yet disbursed) consistent with the TFM. | •TFM Volume I, Supplement: United States Standard General Ledger (USSGL), Section I: Chart of Accounts; Section II: Accounts and Definitions; Section III: Account Transactions; Section VII: GTAS Validations and Edits, Closing Edits Details. |

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The FFM Business Capabilities (FFMSR) provide the authoritative reference for each FFM Function and Activity. They describe the common, baseline business processes and information flows needed to execute a Service Activity.

**FFM Functions and Activities**

**1** Functions and Activities

**3** Business Capabilities (FFMSR)

**Business Capabilities (FFMSR)**

| Function ID | Activity ID | Activity Name | Activity Definition | Activity FFMSR Reference | Authoritative and Other References |
|---|---|---|---|---|---|
| FFM.090 | FFM.090.020 | General Ledger Posting | Receive general ledger account transaction information provided by supporting financial management operations; Prepare manual journal vouchers and route for approval (as needed); Post general ledger proprietary, budgetary, and memorandum account transactions; Includes posting adjustments to the general ledger, discrete and aggregated transactions from subledgers, and transactions funded, obligated, or expended over multiple years to general ledger accounts that do not close | FFMSR 1.1.2 Posting GL Transactions | •(113) USSGL, Section III: Account Transactions; •(114) USSGL, Section IV: USSGL Account Attributes; •(117) USSGL, Section VII: GTAS Validations and Edits, Closing Edit Details. |

| Function ID | Federal Financial Management System Function | Requirement ID | DI-Data Input P-Process DO-Data Output | Federal Financial Management System Requirements | Federal Financial Management System Authoritative Reference |
|---|---|---|---|---|---|
| 1.1.2 | Posting GL Transactions | 1.1.2.1 | DI | Capture GL account transaction information provided by supporting financial management operations (for example, payments, receipts, liabilities, assets, and reimbursable/ intragovernmentals) consistent with the USSGL account attributes, account transaction codes, account transaction categories, and account transaction subcategories defined in the TFM. | •TFM Volume I, Supplement: United States Standard General Ledger (USSGL) Section I: Chart of Accounts; Section II: Accounts and Definitions; Section III: Account Transactions; Section IV: USSGL Account Attributes. |
| | | 1.1.2.2 | P | Post GL proprietary, budgetary, and memorandum account transactions consistent with USSGL account attributes, account transaction codes, account transaction categories, and account transaction subcategories as defined in the TFM. | •TFM Volume I, Supplement: United States Standard General Ledger (USSGL) Section I: Chart of Accounts; Section II: Accounts and Definitions; Section III: Account Transactions; Section IV: USSGL Account Attributes. |

# FFM Business Data Elements

## What are the FFM Business Data Elements?

- The *FFM Business Data Elements* artifact identifies the minimum set of business data elements required to support the inputs and outputs identified in the business use cases, capabilities, business information exchanges and business reports.

- The FFM Business Data Elements enable agencies and providers to have a definitive list of agreed-upon data elements to execute federal financial management processes.

- The FFM Business Data Elements were derived using the Government-wide Spending Data Model (formerly known as the DATA Act Information Model Schema), Fiscal Service Data Registry, and other authoritative sources.

- The FM QSMO also designated a subset of FFM Business Data Elements as "Core FS Pre-Loaded Master Reference Data", which indicate the subset of data elements that require pre-loaded domain values in the Core FS Baseline Solution.

## How should I use the FFM Business Data Elements?

- Core FS Providers are expected to capture/provide the information noted in the *FFM Business Data Elements* list, and pre-load the domain values from the *Core FS Pre-Loaded Master Reference Data* list, within their core financial management solution.

- Core FS Providers may augment this list with additional data elements specific to their solution.

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The images and call out boxes below describe each part of the FFM Business Data Elements.

Functional Area establishing and using the data element and standard

Unique label

Business definition

Service Activities supported

Business Capabilities dependent on the element

Policies that provide a source need

Name of logically related business data elements

Acceptable Entry

Established set of valid values

Indicates whether pre-loading the master reference data identified or referenced in the Domain Values column is required

| Functional Area | Functional Area Steward | Data Element Label | Definition | Service Activity Reference | Business Capability Reference | Authoritative and Other Source(s) | Data Group Name | Example Value | Domain Values | Core FS Pre-Loaded Master Reference Data | Related Data Element Reference(s) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| FFM | FFM | ProgramActivity Code | Code of a specific activity or project as listed in the program and financing schedules of the annual budget of the United States Government. | FFM.010.010 Budget Setup and Maintenance; FFM.010.030 Budgetary Reporting; FFM.090.010 General Ledger Setup and Maintenance; FFM.090.020 General Ledger Posting; … | FFMSR 1.1.1.1; FFMSR 1.1.2.2; FFMSR 1.3.1.1; FFMSR 1.3.1.2; FFMSR 1.4.1.1; FFMSR 2.1.1.1; FFMSR 2.1.1.3; FFMSR 2.1.3.1 | (17) OMB Circular A-11, Preparation, Submission, and Execution of the Budget; (33) Government-wide Spending Data Model(GSDM); (48) TFM, Volume I, Part 2, Chapter 6000 Agency Reporting Requirements for USAspending.gov | FFM Transaction Information; FFM Transaction Line Information; FFM Transaction Line of Accounting (LOA) Information; Account Classification Structure (ACS) Information; Program Activity Group Information | 0002 | (131) USASpending.gov, Program Activity File  https://files.usaspending.gov/reference_data/program_activity.csv  Use unique values in PROGRAM_ACTIVITY_CODE | Required | GSDM: ProgramActivity Code;  USASpending.gov: PROGRAM_ACTIVITY_CODE |

Reference to the same/similar Data Element defined in other sources.

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The FFM Business Data Elements are the data fields needed to support the FFM Business Capabilities (FFMSR) and FFM Functions & Activities that are then executed through the FFM Business Use Cases.

### FFM Functions & Activities

| Function ID | Activity ID | Activity Name | Activity Definition | Activity FFMSR Reference | Authoritative and Other References |
|---|---|---|---|---|---|
| FFM.090 | FFM.090.020 | General Ledger Posting | Receive general ledger account transaction information provided by supporting financial management operations; Prepare manual journal vouchers and route for approval (as needed); Post general ledger proprietary, budgetary, and memorandum account transactions; Includes posting adjustments to the general ledger, discrete and aggregated transactions from subledgers, and transactions funded, obligated, or expended over multiple years to general ledger accounts that do not close | FFMSR 1.1.2 Posting GL Transactions | •(113) USSGL, Section III: Account Transactions; •(114) USSGL, Section IV: USSGL Account Attributes; •(117) USSGL, Section VII: GTAS Validations and Edits, Closing Edit Details. |

### FFM Business Capabilities (FFMSR)

| Function ID | Federal Financial Management System Function | Requirement ID | DI-Data Input P-Process DO-Data Output | Federal Financial Management System Requirements | Federal Financial Management System Authoritative Reference |
|---|---|---|---|---|---|
| 1.1.2 | Posting GL Transactions | 1.1.2.2 | P | Post GL proprietary, budgetary, and memorandum account transactions consistent with USSGL account attributes, account transaction codes, account transaction categories, and account transaction subcategories as defined in the TFM. | •TFM Volume I, Supplement: United States Standard General Ledger (USSGL) Section I: Chart of Accounts; Section II: Accounts and Definitions; Section III: Account Transactions; Section IV: USSGL Account Attributes. |

| Functional Area | Functional Area Steward | Data Element Label | Definition | Service Activity Reference | Business Capability Reference | Authoritative and Other Source(s) |
|---|---|---|---|---|---|---|
| FFM | FFM | ProgramActivityCode | Code of a specific activity or project as listed in the program and financing schedules of the annual budget of the United States Government. | FFM.010.010 Budget Setup and Maintenance; FFM.010.030 Budgetary Reporting; FFM.090.010 General Ledger Setup and Maintenance; **FFM.090.020 General Ledger Posting;** … | FFMSR 1.1.1.1; **FFMSR 1.1.2.2;** FFMSR 1.3.1.1; … | (17) OMB Circular A-11, Preparation, Submission, and Execution of the Budget; (33) Government-wide Spending Data Model(GSDM); (48) TFM, Volume I, Part 2, Chapter 6000 Agency Reporting Requirements for USAspending.gov |

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**1**

| Function ID | Activity ID | Activity Name | Activity Definition | Activity FFMSR Reference | Authoritative and Other References |
|---|---|---|---|---|---|
| FFM.090 | FFM.090.020 | General Ledger Posting | Receive general ledger account transaction information provided by supporting financial management operations; Prepare manual journal vouchers and route for approval (as needed); Post general ledger proprietary, budgetary, and memorandum account transactions; Includes posting adjustments to the general ledger, discrete and aggregated transactions from subledgers, and transactions funded, obligated, or expended over multiple years to general ledger accounts that do not close | FFMSR 1.1.2 Posting GL Transactions | •(113) USSGL, Section III: Account Transactions; •(114) USSGL, Section IV: USSGL Account Attributes; •(117) USSGL, Section VII: GTAS Validations and Edits, Closing Edit Details. |

**2**
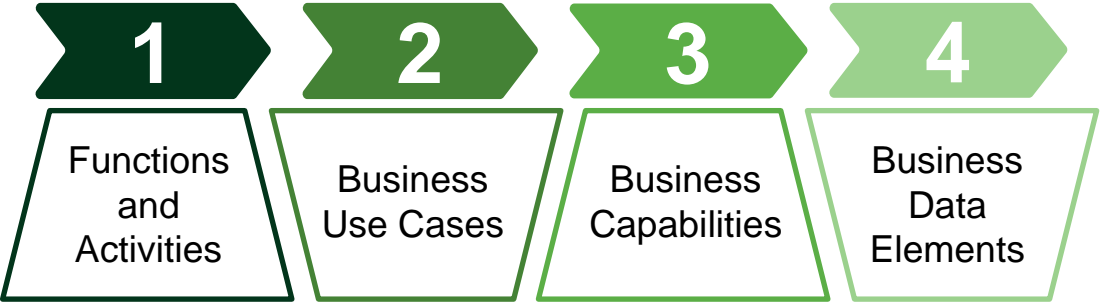
**USE CASE 050.FFM.L1.01 PENALTIES, INTEREST, AND COLLECTIONS**

**Typical Flow of Events**

| | FFM Event | Non-FFM Event | Input(s) | Output(s) / Outcome(s) |
|---|---|---|---|---|
| 5 | Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting) | | • GL entries | • Appropriate GL accounts updated [FR] |

**3**

| Function ID | Federal Financial Management System Function | Requirement ID | DI-Data Input P-Process DO-Data Output | Federal Financial Management System Requirements | Federal Financial Management System Authoritative Reference |
|---|---|---|---|---|---|
| 1.1.2 | Posting GL Transactions | 1.1.2.2 | P | Post GL proprietary, budgetary, and memorandum account transactions consistent with USSGL account attributes, account transaction codes, account transaction categories, and account transaction subcategories as defined in the TFM. | •TFM Volume I, Supplement: United States Standard General Ledger (USSGL) Section I: Chart of Accounts; Section II: Accounts and Definitions; Section III: Account Transactions; Section IV: USSGL Account Attributes. |

**4**

| Functional Area | Functional Area Steward | Data Element Label | Definition | Service Activity Reference | Business Capability Reference | Authoritative and Other Source(s) |
|---|---|---|---|---|---|---|
| FFM | FFM | ProgramActivityCode | Code of a specific activity or project as listed in the program and financing schedules of the annual budget of the United States Government | FFM.010.010 Budget Setup and Maintenance; FFM.010.030 Budgetary Reporting; FFM.090.010 General Ledger Setup and Maintenance; **FFM.090.020 General Ledger Posting;** … | FFMSR 1.1.1.1; **FFMSR 1.1.2.2;** FFMSR 1.3.1.1; … | (17) OMB Circular A-11, Preparation, Submission, and Execution of the Budget; (33) Government-wide Spending Data Model(GSDM); … |

The FFM FIBF Standards establish the first step towards government-wide agreement on outcomes, data, and cross-functional end-to-end processes that will drive economies of scale and leverage the government's buying power.

**1** Functions and Activities

**2** Business Use Cases

**3** Business Capabilities

**4** Business Data Elements

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Which FMCF artifact provides compliance with FFMIA?

*The FFM Business Capabilities (FFMSR)*

# Core FS Pre-Built Business Reports

## What are the Core FS Pre-Built Business Reports?

- The Core FS Pre-Built Business Reports support FFM Functions and Activities and the FFM Business Use Cases. These reports are expected to be included in all Core FS solution offerings.

- The Core FS Pre-Built Business Reports represent the **minimum information** the Government expects to be provided by a core financial management solution in a form users can print or share. **Vendors are free to provide any format or technology as long as the required data elements are included.**

    - Note: Specifications for information to be transferred to another system/solution are provided in the Pre-Built FFM Business Information Exchanges (BIEs).

- The Core FS Pre-Built Business Reports are intended to provide information for a collection of financial transactions/documents based on commonly used data selection parameters.

- The Core FS Baseline Solution should also provide the capability for user-defined reports where the user can select FFM Business Data Elements and specify the presentation format and any calculated report data elements.

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# Core FS Pre-Built Business Reports

## How should I use the Core FS Pre-Built Business Reports?

- Core FS providers are expected to have these reports pre-built and in their Core FS solution offering. These reports support FFM Functions and Activities and FFM Business Use Cases.

- Core FS Baseline Solution providers may determine the optimal source of information and presentation style for each Core FS Pre-Built Business Report as long as all the specified report parameters and report data elements are incorporated into the report design.

- Core FS Baseline Solution providers may determine the optimal approach for this "drill down" capability into supporting transaction/document detail information, as long as all the specified report data elements are provided.

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The image and corresponding numbered listing describe each part of the Core FS Pre-Built Business Reports specifications.

1. Report Name
2. Description of the report
3. The list of required and optional data selection parameters available to achieve the needed report content.
4. The name of the data element on the report.
5. A description of the intended content of the report data element.
6. The label of one or more FFM Business Data Elements when the source for the Report Data Element content is within the FFM Functional Area
7. The identifier of another FIBF Functional Area.
8. An indicator of "X" when the content of a Report Data Element is calculated from other Report Data Elements.

**1 — Status of Funding**

| **REPORT DESCRIPTION** (2) | Provides the amounts of budget authority, commitments, unpaid obligations, prepaid obligations, and expenditures as of the end of the specified accounting period for the specified accounting classification(s) (e.g., Agency, TAS, Organization, Program). |
|---|---|
| **REPORT DATA SELECTION PARAMETERS** (3) | * Accounting Period<br>* Agency Identifier<br>* Treasury Account Symbol **OR** Agency Fund Code (Optional)<br>* Budget Fiscal Year (Optional)<br>* Organization Code (Optional)<br>* Program Code (Optional)<br>* Program Activity Code (Optional)<br>* Project Identifier (Optional)<br>* Object Class (Optional) |

| Report Item | Report Data Element Label (4) | Report Data Element Description (5) | FFM Business Data Element Label (6) | Other Functional Area Data Element (7) | Calculated (8) |
|---|---|---|---|---|---|
| 1 | Accounting Period | The fiscal period reported on financial reports. Accounting period includes a four digit fiscal year and two digit fiscal month. In addition to the standard fiscal months of 1-12, the two digit fiscal month may include months 13-15 which represent adjustment periods. | AccountingPeriod | | |
| 2 | Agency Identifier | The agency code identifying the department or agency/bureau that is responsible for the account. | AgencyIdentifier | | |
| 3 | Treasury Account Symbol | The identification code assigned by Treasury, in collaboration with OMB and the owner agency, to an individual appropriation, receipt, or other fund account. | TreasuryAccountSymbol | | |
| 4 | Agency Fund Code | The shorthand code for a fund designated by the agency, entered on transactions, and used to derive the account identification code required for reporting externally to Treasury (the TAS) and OMB (the budget account) and USSGL account attributes. It can be used for segregating funds that have multiple apportionment categories, or that have both discretionary and mandatory authority. | AgencyFundCode | | |

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## What are the Core FS Pre-Built Business Information Exchanges?

- Core FS solutions need to exchange data with other systems. Business rules provide the common exchanges of business information between two Functional Areas or between a Functional Area and a Centralized Service/Solution.

- The Core FS Pre-Built BIEs are specifications that depict the data and transactional relationships and requirements for a given business system that exchanges data with the Core FS.

- Each BIE describes the following for exchanges of data between the non-Core FS business system and the Core FS:

  - Applicable BIE transaction types, e.g., Entity-Payee/Payer Maintenance and Order-Obligation.

  - Data Elements that are mandatory, conditionally required, or optional, using FIBF-based Data Element Labels where a FIBF standard exists.

  - Related BIE logic, i.e., business rules.

- Where a FIBF standard doesn't exist, the *Core FS Pre-Built BIE* artifact incorporates or refers to the existing interface, integration, or data exchange specifications already in use. FM QSMO works in conjunction with other Treasury Centralized Services and Functional Areas to maintain the BIE list.
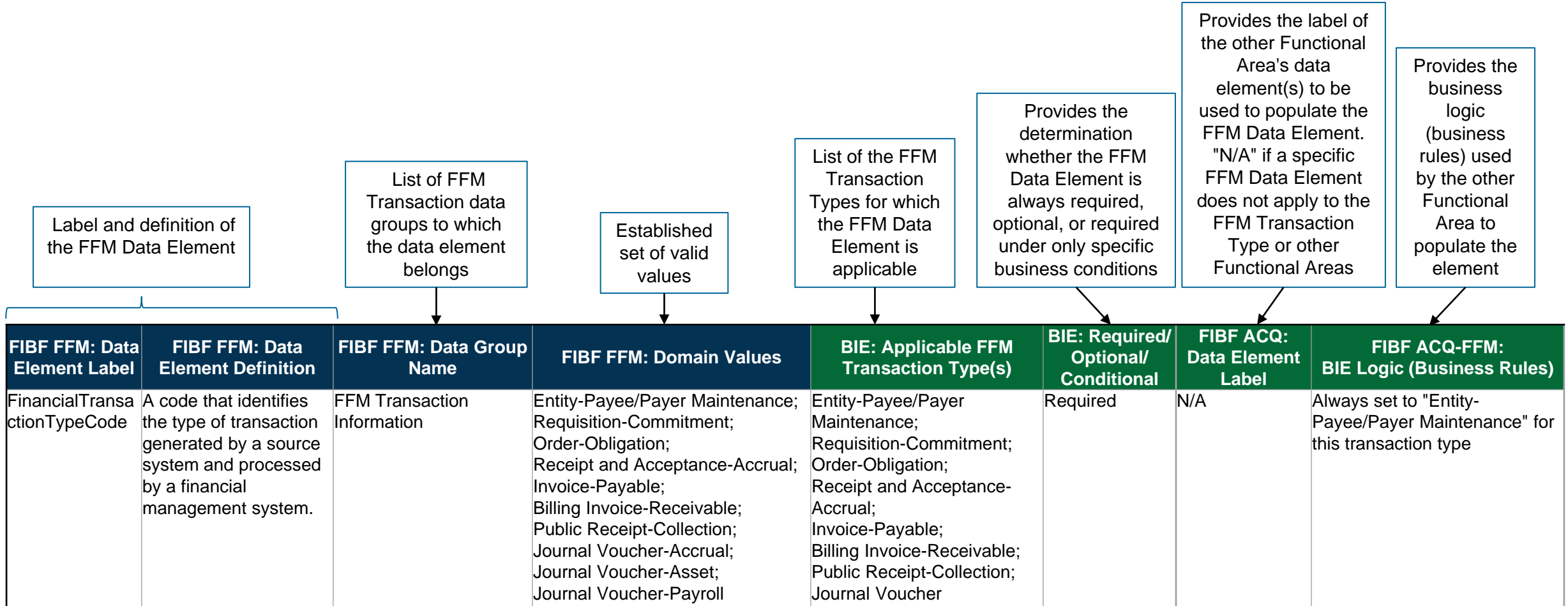
-

## How should I use the Core FS Pre-Built BIEs?

- Core FS Providers must include the Core FS Pre-Built BIEs into the Core FS Baseline Solution using data element labels and definitions consistent with FFM Business Data Elements.

- Core FS Providers may include Business Data Elements from other Functional Areas when the information is critical for transactional processing (e.g., calculation of interest due or optimal payment date).

- Core FS Baseline Solution providers are expected to include in their offering at least one BIE with each of these other Functional Areas: acquisition (ACQ), grants (GRM), human capital management (HCM) payroll, and travel and transportation (TRT) expense management.

- If a provider offering is a cross-Functional Area integrated solution (e.g., ERP solution), the provider is expected to ensure all the specified FFM Transaction data elements can be exchanged with the core financial management component of the integrated solution.

- The FFM BIE List describes the full list of assumptions and validation steps of referenced data.

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The images and call out boxes below describe each part of the Core FS Pre-Built BIEs.

Label and definition of the FFM Data Element

List of FFM Transaction data groups to which the data element belongs

Established set of valid values

List of the FFM Transaction Types for which the FFM Data Element is applicable

Provides the determination whether the FFM Data Element is always required, optional, or required under only specific business conditions

Provides the label of the other Functional Area's data element(s) to be used to populate the FFM Data Element. "N/A" if a specific FFM Data Element does not apply to the FFM Transaction Type or other Functional Areas

Provides the business logic (business rules) used by the other Functional Area to populate the element

| FIBF FFM: Data Element Label | FIBF FFM: Data Element Definition | FIBF FFM: Data Group Name | FIBF FFM: Domain Values | BIE: Applicable FFM Transaction Type(s) | BIE: Required/ Optional/ Conditional | FIBF ACQ: Data Element Label | FIBF ACQ-FFM: BIE Logic (Business Rules) |
|---|---|---|---|---|---|---|---|
| FinancialTransactionTypeCode | A code that identifies the type of transaction generated by a source system and processed by a financial management system. | FFM Transaction Information | Entity-Payee/Payer Maintenance; Requisition-Commitment; Order-Obligation; Receipt and Acceptance-Accrual; Invoice-Payable; Billing Invoice-Receivable; Public Receipt-Collection; Journal Voucher-Accrual; Journal Voucher-Asset; Journal Voucher-Payroll | Entity-Payee/Payer Maintenance; Requisition-Commitment; Order-Obligation; Receipt and Acceptance-Accrual; Invoice-Payable; Billing Invoice-Receivable; Public Receipt-Collection; Journal Voucher | Required | N/A | Always set to "Entity-Payee/Payer Maintenance" for this transaction type |

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The FFM Business Data Elements provide the data fields needed to develop the FFM Core FS Pre-Built Business Reports and FFM Core FS Pre-Built Business Information Exchanges.

## Core FS Pre-Built BIE

| FIBF FFM: Data Element Label | FIBF FFM: Data Element Definition | FIBF FFM: Data Group Name | FIBF FFM: Domain Values | BIE: Applicable FFM Transaction Type(s) | BIE: Required/ Optional/ Conditional |
|---|---|---|---|---|---|
| AgencyIdentifier | The Treasury Account Symbol (TAS) component that identifies the department, agency or establishment of the U.S. Government that is responsible for the TAS. Agency Identifier is also used apart from the TAS to identify a major department or independent agency of the Federal government. | FFM Transaction Information; FFM Transaction Line Information; FFM Transaction Line of Accounting (LOA) Information; Account Classification Structure (ACS) Information; Treasury Account Symbol (TAS) Information; Program Activity Group Information; Reimbursable Organization Information | Use Treasury Bureau of Fiscal Service Shared Accounting Module (SAM) Service: Treasury Account Symbol (TAS-BETC) https://www.fiscal.treasury.gov/sam/ | Requisition-Commitment; Order-Obligation; Receipt and Acceptance-Accrual; Invoice-Payable; Billing Invoice-Receivable; Public Receipt-Collection; Journal Voucher | Conditional: Required when AgencyFundCode is not provided |

## Core FS Pre-Built Business Reports

### Status of Funding

| REPORT DATA SELECTION PARAMETERS | • Accounting Period<br>• Agency Identifier<br>• Treasury Account Symbol **OR** Agency Fund Code (Optional)<br>… | | |
|---|---|---|---|
| **Report Item** | **Report Data Element Label** | **Report Data Element Description** | **FFM Business Data Element Label** |
| 1 | Accounting Period | The fiscal period reported on financial reports. Accounting period includes a four digit fiscal year and two digit fiscal month. In addition to the standard fiscal months of 1-12, the two digit fiscal month may include months 13-15 which represent adjustment periods. | AccountingPeriod |
| 2 | Agency Identifier | The agency code identifying the department or agency/bureau that is responsible for the account. | AgencyIdentifier |
| 3 | Treasury Account Symbol | The identification code assigned by Treasury, in collaboration with OMB and the owner agency, to an individual appropriation, receipt, or other fund account. | TreasuryAccountSymbol |

### FFM Business Data Elements

| Data Element Label | Definition | Service Activity Reference | Business Capability Reference | Business Information Exchange (BIE) | Core FS Pre-Loaded Master Reference Data |
|---|---|---|---|---|---|
| AgencyIdentifier | The Treasury Account Symbol (TAS) component that identifies the department, agency or establishment of the U.S. Government that is responsible for the TAS. Agency Identifier is also used apart from the TAS to identify a major department or independent agency of the Federal government. | FFM.010.010 Budget Setup and Maintenance; FFM.010.030 Budgetary Reporting; FFM.090.010 General Ledger Setup and Maintenance; … | FFMSR 1.1.1.1; FFMSR 1.1.2.2; FFMSR 1.3.1.1; FFMSR 1.3.1.2; … | ACQ-FFM BIE; FFM-DATA Act Files BIE; GRM-FFM BIE; RPM-FFM BIE; TRT-FFM BIE | Required |

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Which FMCF artifact provides the data fields needed to develop the FFM Core FS Pre-Built Business Reports and FFM Core FS Pre-Built Business Information Exchanges?

*The FFM Business Data Elements.*

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# FM Provider Service Measures

## What are the FM Provider Service Measures?

- The FM Provider Service Measures define how the government measures successful delivery of outcomes based on timeliness, efficiency, and accuracy targets.

  - **Service Activity Level** – a measure that identifies the anticipated work to be accomplished or resources needed and contains a unit volume (e.g., volume, amount, count).

  - **Service Performance Level –** A measure that identifies an outcome to be achieved by the responsible party and contains a unit value (e.g., percent, time, etc.).

- The FM Provider Service Measures:

  - Define how the government measures successful delivery of FFM outcomes, as well as the Cyber (CYB), Electronic Records Management (ERM), and IT Services (ITS) priorities that support FFM activities.

  - Include both provider measures and service customer measures (e.g., approval timeliness).

  - Establish measure targets, reporting frequencies, and measurement methods/sources/formulas applicable to all Federal agency implementations.

  - Defer establishing measure targets, reporting frequencies, and measurement methods/sources/formulas where it is more appropriate for each Federal agency to do so (e.g., workload volume) or for the Federal agency customer to discuss with its FM solution/service provider during the Federal agency acquisition process (e.g., service desk response time).

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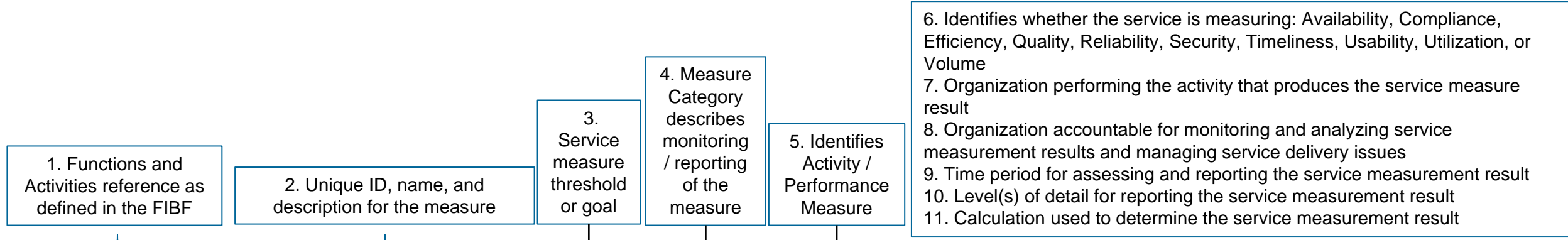# FM Provider Service Measures

## How should I use the FM Provider Service Measures?

- Vendors may report their results to the government based on their **Measure Category**:

    - **Oversight Reporting** results may be reported to the Federal agency customer, FM QSMO, and FM QSMO Marketplace oversight organizations.

    - **Customer Facing** results may be reported to the Federal agency customer and FM QSMO.

    - **QSMO Monitoring** results may be reported only to the FM QSMO.

    - **Provider Operations** results should be monitored by the provider and results made available to the Federal agency customer and/or FM QSMO if requested to address an issue.

- For entrance into the FM QSMO Marketplace, Vendors should prepare for the **three** Service Measures that the FM QSMO requires (QSMO Monitoring Measure Category) and plan to report those directly to the FM QSMO and to any customer agencies after onboarding.

- All other Service Measures are optional for use by customer agencies:

    - Agencies may select Service Measures from the standard portfolio of FM Service Measures, as well as agency-specific required Service Measures. These may be part of the agency's acquisition requirements.

    - Agencies and vendors may develop Customer Service Agreements that specify the agency's required service level targets, measures, and reporting.

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# FM Provider Service Measures Example

The images and call out boxes below describe each part of the FFM Provider Service Measures.

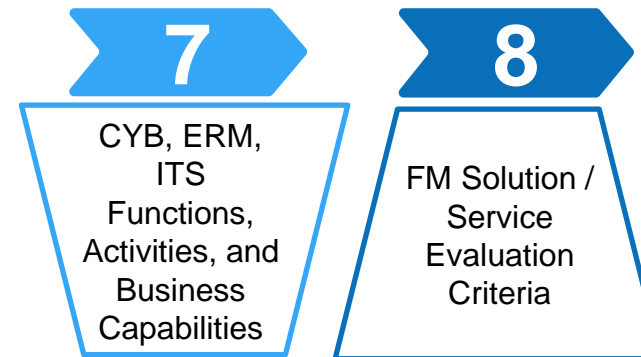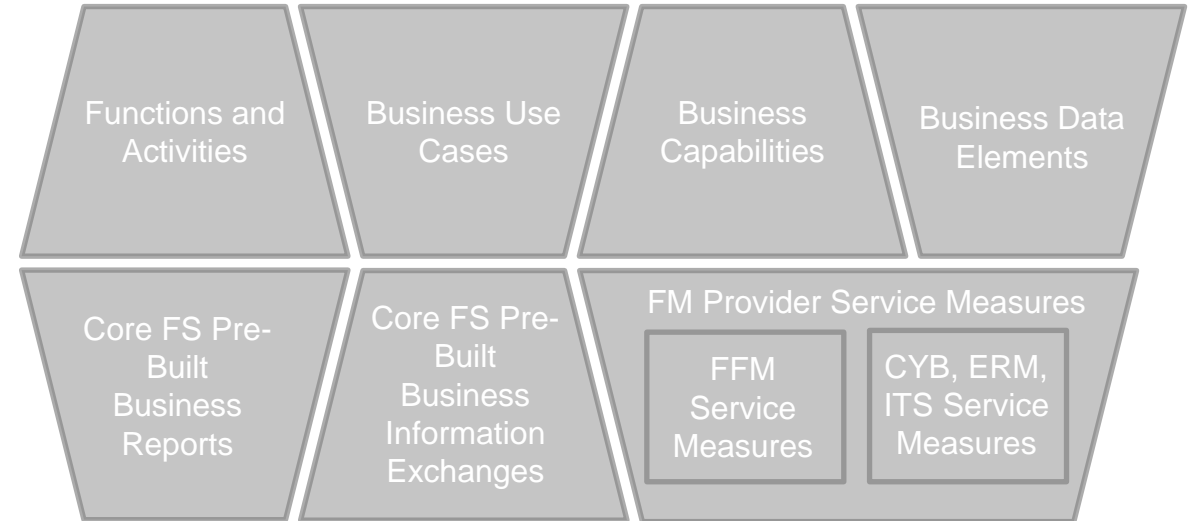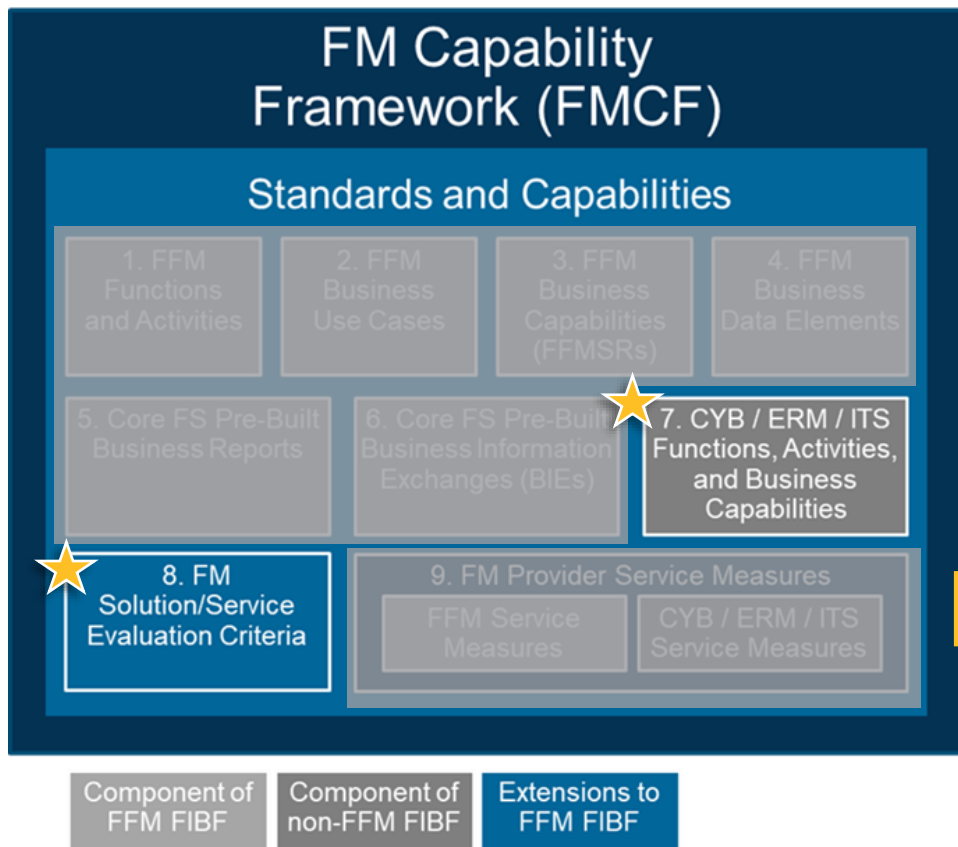1. Functions and Activities reference as defined in the FIBF

2. Unique ID, name, and description for the measure

3. Service measure threshold or goal

4. Measure Category describes monitoring / reporting of the measure

5. Identifies Activity / Performance Measure

6. Identifies whether the service is measuring: Availability, Compliance, Efficiency, Quality, Reliability, Security, Timeliness, Usability, Utilization, or Volume

7. Organization performing the activity that produces the service measure result

8. Organization accountable for monitoring and analyzing service measurement results and managing service delivery issues

9. Time period for assessing and reporting the service measurement result

10. Level(s) of detail for reporting the service measurement result

11. Calculation used to determine the service measurement result

| Function | Activity | Service Measure ID | Service Measure Name | Service Measure Description | Service Measure Target | Service Measure Category | Service Level Type | Service Measure Type | Performing Organization | Accountable Organization | Service Measurement Frequency | Service Measurement Reporting Level | Service Measurement Formula |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FFM.000 All Functions | FFM.000.000 All Activities | FFM.000.000.0032 | Solution/service Performance Issue Resolution Timeliness | Percentage (%) of solution/service performance issues resolved by due date | 98% | Provider Operations | Performance Level | Timeliness | Service Provider | Service Management Office | Monthly | Marketplace; Service Provider; Service Customer | Count of solution/service performance issues resolved by due date / Total count of solution/service performance issues resolved |

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# Additions to the FFM FIBF

# Adding on to the FFM FIBF Standards

The FM QSMO added requirements from the Cyber (CYB), Electronic Records Management (ERM), and IT FIBF standards, and created the FM Solution/Service Evaluation Criteria as an extension to the FFM FIBF standards. The combination of the FFM FIBF standards, non-FFM FIBF standards, and the extensions to the FFM FIBF resulted in the FMCF.

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# CYB, ERM, ITS Functions, Activities, and Business Capabilities

## What are the CYB, ERM, ITS Functions, Activities, and Business Capabilities?

- The CYB, ERM, and ITS artifacts establish expectations for FM solutions and services in the Marketplace.

- These include the functions, activities, and capabilities from federal cybersecurity, ITS, and ERM which must be incorporated into FM solutions and services.

## How should I use the CYB, ERM, ITS Functions, Activities, and Business Capabilities?

- Core FS Providers must ensure that their technology offerings adhere to the IT capabilities described in the CYB, ERM, ITS Functions, Activities, and Business Capabilities artifacts.

- The CYB, ERM, ITS Functions, Activities, and Business Capabilities are listed on ussm.gov.

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# FM Solution/Service Evaluation Criteria

## What are the FM Solution/Service Evaluation Criteria?

- The FM Solution/Service Evaluation Criteria are used by the FM QSMO when evaluating potential offerings for the FM QSMO Marketplace and during Federal Agency Acquisition. This includes business, technology design, and technology operation criteria for evaluating FM solutions/services and programmatic, economic, and organizational criteria for evaluating the providers of FM solutions/services. The purpose of each evaluation criteria is as follows:
  - Business – evaluates the ability to achieve FM business outputs and outcomes using the FM solution/service; also evaluates conformance with FMCF business standards and requirements and usability of an FM solution.
  - Technology Design – evaluates the FM solution/service technical architecture and design for servicing customers; also evaluates conformance with FMCF technical requirements and capabilities.
  - Technology Operation – evaluate the FM solutions/service's ability to respond to user demand and changes needed in the FM solution/service; also evaluates conformance with FMCF operational requirements and capabilities
  - Programmatic – evaluates a provider's strategy and management of FM solution/service offerings and delivery.
  - Organizational – evaluates a provider's organizational ability to deliver quality FM solutions/services and ensure customer satisfaction.
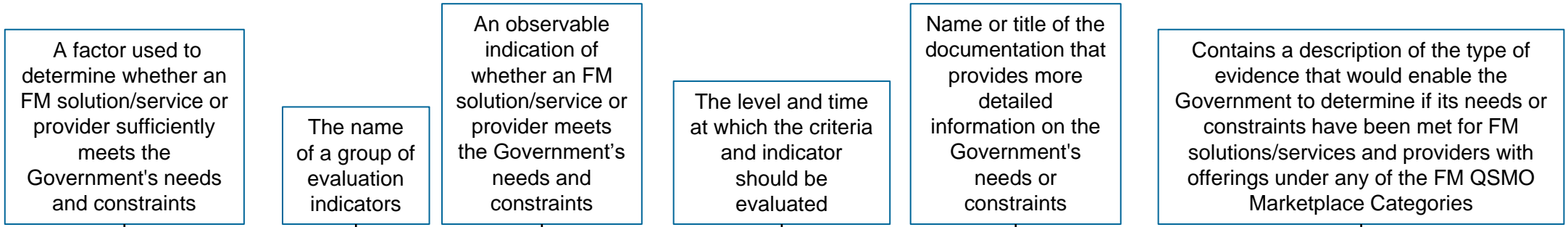
## How should I use the FM  Solution/Service Evaluation Criteria?

- FM QSMO Marketplace offerors will be required to demonstrate evidence of their ability to determine if each criteria constraint has been met, based on the evaluation criteria, indicators, and specifications/standard references provided.

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# FM Solution/Service Evaluation Criteria Example

The images and call out boxes below describe each part of the FM Solution/Service Evaluation Criteria.

A factor used to determine whether an FM solution/service or provider sufficiently meets the Government's needs and constraints

The name of a group of evaluation indicators

An observable indication of whether an FM solution/service or provider meets the Government's needs and constraints

The level and time at which the criteria and indicator should be evaluated

Name or title of the documentation that provides more detailed information on the Government's needs or constraints

Contains a description of the type of evidence that would enable the Government to determine if its needs or constraints have been met for FM solutions/services and providers with offerings under any of the FM QSMO Marketplace Categories

| Evaluation Criteria | Indicator Category | Indicator | Evaluation Level(s) / Timeframe(s) | Specification(s) / Reference(s) | All FM QSMO Marketplace Categories (when offering incudes technology) |
|---|---|---|---|---|---|
| TD2: Resiliency - Extent to which the solution/service prevents, mitigates, and recovers from failures. | TD2.A: Monitoring and Preventing Failures | TD2.A1: The solution/service is monitored including impacts to business operations and implements strategies to avoid and recover from common failures. | QSMO - Marketplace Entry; QSMO - Periodic Review; Customer - Order | ITS Business Capabilities: ITS.340.020.021 ITS.340.030.011 | Documentation of solution/service monitoring capabilities and how they ensure verification of performance against reliability measures. |
| | TD2.B: Restoration After Critical Failure | TD2.B2: The solution/service protects data and quickly recovers from critical failures to prevent disruption to business operations. | QSMO - Periodic Review; Customer - Order | ITS Business Capabilities: ITS.340.030.021 ITS.340.080.011 ITS.340.080.021 ITS.340.080.031 | Documentation the solution/service can perform a fast recovery from a complete solution/service failure including backup and COOP capabilities according to standards in NIST SP 800-34. |

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# Additional Considerations

Core FS Baseline Solution providers are expected to maintain a version of the Core FS Pre-Built Business Reports as specified in this document. Core FS Solution Providers may add additional fields, but the fields listed in this document are the minimum required for acceptance.

As updates are made to the FMCF (e.g., new specifications for Core FS Pre-Built Business Reports), Core FS providers are expected to **incorporate the new specifications** into their Core FS Baseline Solution.

**The FM QSMO will continue to collaborate with agencies and industry partners on changes to the FMCF.**
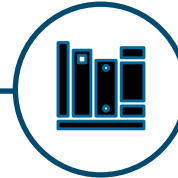
Other relevant FM QSMO resources:

- **Guide to the FM QSMO Marketplace:** This document explains the scope of the Marketplace and how the FMCF will be used.
- **FM Solution/Service Definition Template**: This template is used to document provider offerings in the Marketplace, using the FIBF FFM Functions and Activities and Federal Service Delivery Layers and Resources. These are used when evaluating FM solutions/service offerings and to populate the FM QSMO Marketplace Service Catalog.

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# FM Solution/Service Definition Template

## What is the FM Solution/Service Definition Template?

- The FM Solution/Service Definition Template is used to document provider offerings in the Marketplace, using the FIBF FFM Functions and Activities and Federal Service Delivery Layers and Resources.

- The FM Solution/Service Definition Template helps to define a Vendor's "Service Package". Service Packages are the specific combination of Service Delivery Layers/Types (Asset View) and FIBF FM Functions and Activities (Business View) that make up each service/solution in the Marketplace.

- Service Packages define what a service/solution does and how it is delivered.

- Service Packages reflect the reality that agencies may have different needs and vendors may have different approaches to addressing those needs.

- The FM QSMO will use the FM Solution/Service Definition Template to determine the subset of the FM Solution/Service Evaluation Criteria and FM Provider Service Measures that apply to a specific FM solution/service.

## How should I use the FM Solution/Service Definition Template?

- Vendors will complete the FM Solution/Service Definition Template for each of their offerings as part of the submission package to the FM QSMO SIN (SIN 518210FM).

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# FM Solution/Service Definition Template Example

The images and call out boxes below describe each part of the FM Solution/Service Definition Template.

| Call out box | Template field | Value |
|---|---|---|
| Provides the name of the provider of the FM solution/service | **Provider Name:** | ABC Company |
| Identifies the FM QSMO Marketplace Category applicable to the provider's FM solution/service: Core FS, Additional FM Solutions, FM Technology Operations Support Services, FM Solution/Service Adoption and Transition Services" | **FM QSMO Marketplace Category:** | Core FS |
| Provides the name of the FM solution/service offering. The term "package" is used because a single provider may offer multiple variations of their FM solution/service offering (e.g., Core FS using commercial IaaS subservices and Core FS using classified government cloud IaaS subservices) | **FM Solution/Service Package Name:** | Core FS Software-as-a-Service (SaaS) |
| Short description of the FM solution/service offering, including the general scope and the intended use by the Service Customer | **FM Solution/Service Package Short Description:** | ABC Core FS SaaS provides capabilities that enable customers to perform all FIBF FFM Functions, is fully compliant with Core FS Baseline Solution standards, and provides a full set of technical and operational support services, including Tier 1 service desk support. |

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# FM Solution/Service Definition Template Example – Business View

The Business View, or service user view, uses the FIBF FM Functions and Activities to show customers the scope of FM activities covered by each package. The following example represents a Business Intelligence Platform-as-a-Service (PaaS) offering. Label descriptions are on the next slide.

| FM Solution/Service - Business View | | |
|---|---|---|
| **FFM Function: Activity** | **Indicator** [2] | **Additional Explanation** [3] |
| Budget Execution: Budget Setup and Maintenance | N/A | |
| Budget Execution: Fund Allocation and Control | N/A | |
| Budget Execution: Budgetary Reporting | INCL | Budgetary analytics templates based on FFM Standard Data Elements are included |
| Financial Asset Information Management: Financial Asset Information Reporting | EXCL/O | Financial asset analytics templates based on FFM Standard Data Elements can be developed for an additional cost |
| Payable Management: Payment Reporting | INCL | Payment and improper payment analytics templates based on FFM Standard Data Elements are included |
| Revenue Management: Revenue Processing | N/A | |
| Revenue Management: Revenue Reporting | EXCL/O | Revenue analytics templates based on FFM Standard Data Elements can be developed for an additional cost |
| Receivable and Collection Management: Public Receivable and Collection Reporting | INCL | Public receivable and collection analytics templates based on FFM Standard Data Elements are included |
| Delinquent Debt Management: Delinquent Debt Reporting | INCL | Delinquent debt analytics templates based on FFM Standard Data Elements are included |
| Cost Management: Cost Management Setup and Maintenance | N/A | |
| Cost Management: Cost Accumulation and Allocation | N/A | |
| Cost Management: Cost Reporting | EXCL/O | Cost analytics templates based on FFM Standard Data Elements can be developed for an additional cost |
| Financial / Performance Reporting: Treasury Reporting | N/A | |
| Financial / Performance Reporting: Financial Statement Preparation | N/A | See Financial Performance and Operational Reporting |
| Financial / Performance Reporting: Cash Forecasting and Reporting | EXCL/O | Cash forecasting analytics templates based on FFM Standard Data Elements can be developed for an additional cost |
| Financial / Performance Reporting: Financial Performance and Operational Reporting | EXCL/O | Financial performance and operations analytics templates based on FFM Standard Data Elements can be developed for an additional cost |
| Financial / Performance Reporting: Internal Control/Compliance Reviews | EXCL/O | Audit analytics templates based on FFM Standard Data Elements can be developed for an additional cost |

[1]

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# FM Solution/Service Definition Template Example – Business View (cont.)

1. **FFM Function and Activity:** For each FFM Function/Activity listed, the associated Indicator identifies whether the component is included in (enabled or performed) or excluded from the FM solution/service package. This is referred to as the "Business View" of the FM solution/service package being offered.

2. **Indicator**: N/A = None of the components are applicable to delivering the service or using the solution.
   INCL = All applicable components are included in delivering the service or using the solution
   EXCL/R* = Components are not included in solution/service offering, but are required when delivering the service or using the solution
   EXCL/O* = Components are not included in solution/service offering, but can be optional when delivering the service or using the solution
   PRTL/NA* = Some components are not included in solution/service offering  because they are not applicable when delivering the service or using the solution
   PRTL/R* = Some components are not included in solution/service offering, but are required when delivering the service or using the solution
   PRTL/O* = Some components are not included in solution/service offering, but can be optional when delivering the service or using the solution
   * = Explanation required e.g., the specific components or resources excluded and/or to be provided by Service Customer (e.g., GFE)

3. **Additional Explanation**: This field provides a further explanation of what is included or excluded in an FM solution/service package and expectations of assets to be provided by Service Customers.

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# FM Solution/Service Definition Template Example – Asset View

The Asset View, or service buyer view, defines what is included in each service package based on the service delivery asset framework. The following example represents a Core FS SaaS solution. Label descriptions are on the next slide.

**FM Solution/Service - Asset View**

| Service Delivery Resource: Cost Pool: Service Delivery Layer and Tower: Sub-Tower | Technology | | | | | | | Workforce | | Advisory | | Additional Explanation |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Facilities | Telecom-Network | Hardware | Software | Internal Services | Outside Services | Other | Internal Labor | External Labor | Internal Labor | External Labor | |
| **SL3: Software Management** | | | | | | | | | | | | |
| Platform: Middleware | N/A | N/A | N/A | N/A | N/A | INCL | N/A | N/A | N/A | N/A | INCL | Outside (sub) services include xxxxxx PaaS |
| Application: Application Development | N/A | N/A | N/A | INCL | N/A | INCL | N/A | INCL | INCL | N/A | N/A | Outside (sub) services include xxxxxx PaaS; Agency-specific extensions/enhancements can be provided for an additional cost |
| Application: Application Support | N/A | N/A | N/A | INCL | N/A | INCL | N/A | INCL | INCL | N/A | N/A | Outside (sub) services include xxxxxx PaaS; Includes providing Tier 2 service desk support for Core FS Baseline Solution; Service desk support for agency-specific extensions/enhancements can be provided for an additional cost |
| End User: End User Software | N/A | N/A | N/A | PRTL/R | N/A | N/A | N/A | N/A | N/A | N/A | N/A | Provided for Service Provider staff only; Service Customer to provide end user software and configuration required for their staff to access Core FS SaaS (e.g., browser, security application). |
| **SL5: Business Application Support** | | | | | | | | | | | | |
| Application: Application Operations | N/A | N/A | N/A | INCL | N/A | INCL | N/A | INCL | INCL | N/A | INCL | Outside (sub) services include xxxxxx PaaS; Outside (sub) services include e-learning PaaS; Includes providing Core FS Baseline Solution operations and training; Operations and training for agency-specific extensions/enhancements can be provided for an additional cost |
| End User: IT Help Desk | N/A | N/A | N/A | INCL | N/A | INCL | N/A | INCL | INCL | N/A | N/A | Outside (sub) services include xxxxxx PaaS; Includes providing Tier 1 service desk support for Core FS Baseline Solution; Service desk support for agency-specific extensions/enhancements can be provided for an additional cost |
| End User: Deskside Support | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | |

*Labels: 1, 2, 3, 4*

# FM Solution/Service Definition Template Example – Asset View (cont.)

1. **Service Delivery Layer and Tower and Sub Tower:** For each Sub Tower within a Tower within a Service Delivery Layer, the associated Indicator identifies whether the component is included in or excluded from the FM solution/service package. This is referred to as the "Asset View" of the FM solution/service package being offered. Note that indication of inclusion/exclusion does not imply the requirement to report costs at this level of detail.

2. **Service Delivery Resource and Cost Pool:** For each Cost Pool within a Service Delivery Resource category, the associated Indicator identifies whether the component is included in or excluded from the FM solution/service package. This is also part of the "Asset View" of the FM solution/service package being offered. Note that "external labor" and "outside service" refer to sub-contractors or sub-services the Service Provider manages and integrates into the FM solution/service offering or to which the Service Provider needs access. Note that indication of inclusion/exclusion does not imply the requirement to report costs at this level of detail.

3. **Indicator**: N/A = None of the components are applicable to delivering the service or using the solution.
   INCL = All applicable components are included in delivering the service or using the solution
   EXCL/R* = Components are not included in solution/service offering, but are required when delivering the service or using the solution
   EXCL/O* = Components are not included in solution/service offering, but can be optional when delivering the service or using the solution
   PRTL/NA* = Some components are not included in solution/service offering because they are not applicable when delivering the service or using the solution
   PRTL/R* = Some components are not included in solution/service offering, but are required when delivering the service or using the solution
   PRTL/O* = Some components are not included in solution/service offering, but can be optional when delivering the service or using the solution
   * = Explanation required e.g., the specific components or resources excluded and/or to be provided by Service Customer (e.g., GFE)

4. **Additional Explanation**: This field provides a further explanation of what is included or excluded in an FM solution/service package and expectations of assets to be provided by Service Customers.

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# FM Solution/Service Definition Template Example – Service Provider and Service Customer Key Responsibilities

These fields provide a list of key responsibilities of the Service Provider delivering and the Service Customer using the FM solution/service package, organized by Information Technology Infrastructure Library (ITIL) Practice.

- The intent of this section is to highlight responsibilities that are crucial to the effective use of and/or customer satisfaction with the FM solution/service.
- Enter the Service Provider and Service Customer key responsibilities for the identifiers listed. Use "N/A" when key responsibilities are not defined for the Service Provider or Service Customer within an ITIL Practice.
- Add responsibilities where there are more than one set of Service Provider/Service Customer key responsibilities for an ITIL Practice.
- If there are Service Customer key responsibilities defined for an ITIL Practice, then Service Provider key responsibilities must also be defined to clarify the distinction between Service Customer and Service Provider responsibilities.

| FM Solution/Service - Service Provider and Service Customer Key Responsibilities | | |
|---|---|---|
| ITIL Practice Area and Practice | Service Provider (SP) Key Responsibilities | Service Customer (SC) Key Responsibilities |
| **General Management (GM)** | | |
| Architecture Management (AM) | N/A | N/A |
| Continual Improvement (CI) | GM-CI.SP.01 Execute and maintain a continuous service improvement process to identify opportunities for improvement and to measure the impact of improvement efforts. | GM-CI.SC.01 Review and provide feedback on Service Provider continuous service improvement activities. |
| Information Security Management (IS) | GM-IS.SP.01 Appoint information systems security officers (ISSO). | GM-IS.SC.01 Appoint Information Security SME, Access Control Officers and Data Officers or individuals accountable for these responsibilities. |
| Knowledge Management (KM) | N/A | N/A |
| Measurement and Reporting (MR) | GM-MR.SP.01 Collect and monitor the FM Provider Service Measures applicable to the FM solution/service. | GM-MR.SC.01 Monitor the FM Provider Service Measures applicable to the FM solution/service where the Performing Organization is designated as "Service Customer". |
| | GM-MR.SP.02 Periodically report and review with the Service Customer the FM Provider Service Measures applicable to the FM solution/service and designated as "Customer Facing" or "Oversight Reporting". | GM-MR.SC.02 Periodically review with the Service Provider the FM Provider Service Measures applicable to the FM solution/service and designated as "Customer Facing" or "Oversight Reporting". |
| Organizational Change Management (OC) | N/A | N/A |
| Portfolio Management (PT) | N/A | N/A |
| Project Management (PM) | N/A | N/A |
| Relationship Management (RL) | GM-RL.SP.01 Notify the Service Customer of any changes to the points of contact within one government workday. | GM-RL.SC.01 Notify the Service Provider of any changes to the points of contact within one government workday |

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# Key Takeaways

# Key Takeaways

**1** The FMCF is the set of standards and capabilities that define baseline needs for services and solutions in the FM QSMO Marketplace, including cloud-based core financial systems (Core FS). More information can be found on the <u>Financial Management Capability Framework</u> website. *(Learning Objective 1: FMCF Purpose)*

**2** Vendors and offerings are required to adhere to the FMCF. *(Learning Objective 2: Design Solutions)*

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# Thank You

Email the FM QSMO at FMQSMO@fiscal.treasury.gov

Visit us at www.fiscal.treasury.gov/fmqsmo

# Appendix

# Glossary

Readers can find a glossary of terms referenced in the FM QSMO FMCF 101 Training within the [Guide to the FM QSMO Marketplace](#).

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