THE FBMS EXPRESS

THE FINANCIAL AND BUSINESS MANAGEMENT SYSTEM (FBMS)
AUGUST 2008 NEWSLETTER

Deployment 4 (D4) End User Training Overview

COMING IN September:

September 8 , 2008
Project Management Review (PMR)

September 9, 2008
Executive Steering Committee (ESC) Meeting

We are on the web
http://www.doi.gov/fbms

The Financial and Business Management System (FBMS) is in the final stages of development for this deployment; therefore, the training team is diligently working to create and validate the training curriculum and materials. The D4 training is scheduled from October 20, 2008 through January 9, 2009.

The training assignments are based on the results of the role-to-position mapping. This process links individuals with specific roles within FBMS. The role(s) that an employee is mapped to dictates the type of training the individual must take. Employees will receive automatic notifications from the DOI Learn approximately one month prior to training.

The training will be both computer-based training (CBT) and instructor-led training (ILT) classes. CBT will be self paced training modules accessed through the DOI Learn. For ILT, only end-users who have been mapped to specific roles by their bureaus will be registered for ILT classes. Some ILT will require travel, so we encourage employees to contact their supervisors for additional details. Classes are scheduled to be held in the following cities: Billings, MT; Boise, ID; Herndon, VA; Lakewood, CO; Phoenix, AZ; Portland, OR; Reno, NV; Sacramento, CA; Salt Lake City, UT; Santa Fe, NM.

Prior to training, students will be required to complete online prerequisite training courses, including the Introduction to FBMS Navigation and FBMS Security and Rules of Behavior training. These CBT courses will be on the DOI Learn website.

ILT will consist of classes for the following: Core Financials, Financial Assistance, Fleet Management, Personal Property, and Acquisition for Contracting Officers while CBT will be offered for the following: Charge Card, Contracting Officer's Representatives (COR), Reporting/ Business Warehouse/ Enterprise Management Information System, Labor, Requisitioner, and Requisition Approvers. Depending on the course, the duration of ILT will range from a half day to five days.

If you have any questions regarding FBMS End User Training, please contact your supervisor or your FBMS Bureau Training Lead.

DID YOU KNOW?

Human Resources (HR) Mini-Master

HR Mini-Master functionality will interface with FPPS and have access to information about employee personnel actions, map DOI employees to organizational structures, and support workflow requirements for property management.

HR Mini Master will improve the integration of processes and employee master data which are maintained in the Federal Personnel and Payroll System. It will be used to track and manage the assignment of assets to Accountable Property Officers, Custodial Property Officers, Cognizant Employees, Property Managers, and Fleet Managers in FBMS. It will also be used to track licenses and commercial drivers, and as a central repository of information maintained for FBMS users.

Conversion activities prior to Deployment 4 Go-live will assign all DOI and non-DOI employees to the appropriate position(s) in the HR Mini Master organizational structure. After Go-live, property personnel must manually update position assignments for employees who occupy more than one position and non-DOI employees also must be manually assigned.

Updates or changes in employee status and personal data will post in the system every two weeks through the labor interface. Email address updates or changes will post daily through an interface with Active Directory.

For more information about HR Mini-Master please go to the FBMS Functionality Page at http://www.doi.gov/fbms

Contact us at and let us know how FBMS is affecting you.
FBMS@FBMS.DOI.GOV.

Charge Card Functionality in FBMS

The Department of the Interior forged new ground over the past 10 years with its integrated charge card program with Bank of America. Charge card functionality in FBMS was developed to complement and enhance the business processes that have been developed to support this program.

The basic FBMS charge card functionality is similar to what has been in place for FFS and ABACIS. It allows for charge card invoice files to be posted and paid daily. Charge card transactions are automatically mapped from the original transaction merchant category code to the appropriate expense category. This ensures integrity of initial posting of transactions and enhances the auditability of the charge card accounting updates. Unlike FFS, in FBMS the default or master account codes are maintained within the financial system instead of the bank's electronic access system. Handling the master account codes in FBMS ensures they are valid values for initial transaction posting, improving the ability to post the entire daily invoice without transactions going to a higher level default code.

Deployment 4 (D4) charge card functionality will be modified to support the transition from Bank of America to the Department's new SmartPay2 contractor, JPMorgan Chase. This is a significant transition for Interior, as it affects more than 55,000 employees who travel and more than 30,000 employees who use a charge card for purchases below $3,000.

FBMS D4 will introduce several enhancements to the system's charge card functionality. New functionality will enhance the ability to reallocate charge card transactions to an asset, work order or miscellaneous obligation, and allow vendors who are required to report payments to the IRS to be flagged in the system. The daily invoice program will also provide the ability to receive Level 3 transactional data into FBMS. When available, this Level 3 data provides additional information with the charge card transactions that can be used to identify the items and quantities purchased, and other characteristics, such as recycled content. This will help the Department improve its reporting under RCRA and other programs.

The Charge Card Team, which includes staff from the Office of Acquisition and Property Management, Office of Financial Management, the National Business Center's Charge Card Support Center, representatives from the FBMS Program Management Office and the Federal Financial System support team, charge card Bureau Leads and agency/organization program coordinators are working hard to make the FBMS D4 charge card functionality and the November 29, 2008 SmartPay2 transition seamless and successful.

NEWS & NOTES

D4 Test Readiness Review–User Acceptance (TRR-UA) : On August 25, 2008, the FBMS Project Sponsor, co-system owners, and senior representatives from the FBMS Program Management Office (PMO), BLM, OSM, NBC, and the Departmental Policy Offices determined that the integrated test results of FBMS's new functions indicates it is ready for final testing. Therefore, D4 User Acceptance Testing will be conducted August 25 to September 12, 2008.

D4 Pilot Training: Pilot training will be conducted September 15 – 26, 2008, and is intended for D4 DOI bureau trainers who will be assisting the IBM instructors in the D4 classroom training. Some of the topics that will be discussed during pilot training are: the logistics of training, the responsibilities of the DOI trainers vs. IBM trainers, the training environment, the learning plans in DOI Learn, and training material organization. Pilot training will also provide instructor team members an opportunity to practice their training delivery skills and test the training facilities and software.

D4 Cutover Conversion Testing: Cutover conversion testing will be conducted September 11 - October 21, 2008. During cutover conversion testing, the cutover plan will be executed in order to work out all timing and dependencies associated with the actual deployment cutover.

Information on FBMS: Do you have any questions about FBMS? Would you like additional information on the program? Please send any and all questions or requests to *FBMS@FBMS.DOI.GOV*.

EMPLOYEE SPOTLIGHT

LARRY KELLER - BLM FBMS TRAINING LEAD

Larry Keller came out of retirement in January 2005 to become the FBMS training lead for the Bureau of Land Management (BLM). After a full 29 year career at BLM working in areas such as federal contracting, IDEAS implementation, and as the charge card program lead, Larry brings a wealth of knowledge and experience to his new role. As training lead, he is responsible for coordinating all aspects of training necessary for BLM employees who will be working in the Financial and Business Management System (FBMS).

Larry was instrumental in the role-to-position mapping workshops that occurred in Spring 2008. This process mapped approximately 7,000 BLM employees to one or more roles within FBMS. In addition to maintaining and updating the role mapping database, Larry is currently working to assign approximately 1,100 employees to the over 70 instructor-lead training (ILT) courses being offered in various cities across the US between October 20, 2008 and January 9, 2009.

Larry cautions people to not have "unrealistic expectations" regarding the smoothness of the transition to the new system. Anytime you are learning a new system you need to realize that things are not "black or white" and the learning process will continue beyond the formal training. His advice to end users is to "be very patient".

We appreciate all that Larry has done to help prepare BLM end users for FBMS.

FEEDBACK

We want and value your feedback on our newsletter. Please send your suggestions and comments to: *FBMS@FBMS.DOI.GOV*.

Please note that all responses are confidential.