

# THE FBMS EXPRESS

MARCH 2008  
THE FINANCIAL AND BUSINESS MANAGEMENT SYSTEM (FBMS)

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## BUSINESS WAREHOUSE REPORTING WORKSHOP FOR FUNDS MANAGEMENT

The FBMS Project Management Office's (PMO) Enterprise Management Information System (EMIS) Team conducted a Funds Management (FM) Reporting Workshop on March 11<sup>th</sup> and 12<sup>th</sup>. The objectives of the workshop were to identify FM reporting requirements, document technical information about FM reports, and to ensure the information needed for FM reports is available in the current system, and it can be displayed in efficient and effective ways. Approximately 40 representatives from the Office of Surface Mining, the Minerals Management Service, the Bureau of Land Management, the Department of Interior's (DOI) Office of Financial Management, and the Office of Budget participated in the workshop.



This was the second workshop in a series of sessions conducted by the PMO to refine EMIS / Business Warehouse (BW) and SAP R/3 queries and to improve the delivery of management information needed at various reporting levels within DOI. EMIS serves as a "business warehouse" system that stores select FBMS transactional data and executes queries for multiple functions. Each FBMS functional area has specific pre-built queries. An FBMS query is a predefined report definition that selects and outputs data for specified report characteristics and key figures. EMIS / BW delivers business intelligence data to desktop computers, allowing decision makers and analysts to make informed decisions at their convenience.

The knowledge, experience, and active participation of the workshop attendees resulted in the session objectives being achieved in two days rather than three days. Upon the completion of the workshop agenda, several budget view and accounting view queries were refined, several new queries were defined, and two current queries were identified as candidates for deletion from EMIS/BW. Coordination is ongoing among the FBMS Project Office, the bureaus, and Office of the Secretary's Departmental Offices to prioritize and schedule future reporting workshop topics. Future reporting workshops will be conducted on the following topics: Charge Card, Accounts Payable, Travel, and Permanent Change of Station, Accounts Receivable, Labor, Sales and Distribution, Acquisition, Personal Property, and Financial Assistance.

## COMING IN April:

- April 7:**  
Project Management Review (PMR)
- April 8:**  
Executive Steering Committee (ESC) Meeting



# FBMS EVENTS—DOI 2008 BUSINESS INTEGRATION



The 2008 Department of Interior (DOI) Business Integration Conference will be held March 31<sup>st</sup> – April 3<sup>rd</sup>, at the Hyatt Regency Chesapeake Bay in Cambridge, Maryland. The theme of the conference is “Making the Grade”. The conference will provide an opportunity for DOI and bureau staffs to become familiar with and help implement important initiatives that will

improve DOI’s internal operations and services to the public. The conference will also provide training in subjects matters related to finance, property, budget and performance, human resources, information technology, acquisition, and financial management.

Nina Rose Hatfield, Deputy Assistant Secretary - Business Management and Wildland Fire will be the conference host. Jim Cason, Associate Deputy Secretary, and many other senior DOI leaders will be participating in the conference. The Bureau of Reclamation did the planning and coordination for the conference. The conference will

consist of a welcome reception, presentations, breakout sessions, panel discussions, networking sessions, demonstrations, and end of the day questions and answers sessions hosted by Nina Rose Hatfield.



The Financial and Business Management System (FBMS) will be one of the initiatives showcased at the conference. On March 31<sup>st</sup>, Debra Sonderman Co-System Owner (Acquisition, Property, and Grants) and Dan Fletcher, Co-System Owner (Financial Management, and eGov Travel) will present an FBMS Overview presentation. April 1<sup>st</sup> – 3<sup>rd</sup>, the FBMS Project Team will conduct breakout sessions on a variety of topics, and sponsor a FBMS Computer Based Training (CBT) room. The CBT room will offer conference attendees an opportunity to see demonstrations of FBMS training programs. Additional information on FBMS events during the conference is below.

For more information please visit: [www.usbr.gov/doiconference](http://www.usbr.gov/doiconference).

Day	Time	Session
Monday, Mar. 31	2:45 p.m.	FBMS Overview Presentation  (Presenters: Debra Sonderman, Co-System Owner Acquisition & Dan Fletcher, Co-System Owner Financial Management)
Tuesday, Apr. 1	10 a.m.	Year-End Breakout Session  FBMS Computer Based Training Room Opens
	11 a.m.	Production Status Breakout Session
Wednesday, Apr. 2	10 a.m.	Master Data / Account Assignments Breakout Session  FBMS Computer Based Training Room Open
	11 a.m.	Purchase Requisitions Breakout Session
	2 p.m.	PRISM Awards Breakout Session
	3 p.m.	Goods Receipt/Invoices Breakout Session
Thursday, Apr. 3	9:45 p.m.	Master Data / Account Assignments Breakout Session  FBMS Computer Based Training Room Open
	1:15 p.m.	Purchase Requisitions Breakout Session
	2:15 p.m.	PRISM Awards Breakout Session
	3:15 p.m.	Goods Receipts / Invoices Breakout Session

Where are we today on the road to Go-Live ?



## EMPLOYEE SPOTLIGHT ARTICLE: FRANK TISBY, BLM



Time is not something Frank Tisby, Chief of Property Operations at the National Operations Center (NOC) in Denver, has a lot of these days. When he's not managing assets for BLM's more than 130 field offices, he is serving as the lead Property Subject Matter Expert (SME) where he is helping to ensure that FBMS contains all of BLM's property-related

requirements.

With more than 15 years of DOI service under his belt, Frank has seen a lot of changes take place during his career. But he believes few initiatives will have the fundamental impact on the way the Department handles property and fleet management as FBMS.

"Currently, we use a couple of different systems to manage our property and fleet assets, but they don't interface with each other," Frank explained. "With FBMS, we will have a totally integrated system. All of the transactions and all of the processes we do now with our automated fleet management system and our property management system will be in one system. There won't be any stove-piping of these processes."

In his position at the NOC, Frank oversees daily operations for personal property (e.g., computers and office equipment), real property (e.g., land and buildings), and fleet management (everything related

to BLM-owned and GSA vehicles). This involves every aspect in the lifecycle of these assets, including acquisition, deployment, tracking, and eventually retirement or disposal. In a bureau as large and dispersed as BLM, accurate information is critical. And that's where Frank believes FBMS's major impact will be to the property area.

"With FBMS, we will have a one-entry system," he said. "This will eliminate a lot of repetitive data entry and allow us to see how the information we put in the system impacts other property aspects in the overall management of assets and dollars. The bottom-line is, we'll get the whole property and fleet management picture within one system."

However, Frank recognizes working on FBMS is not without its share of challenges. It is intense trying to manage these responsibilities and timelines along with his "regular job." But Frank also says it is has been rewarding.

"This has allowed us to take a meaningful look at our processes and hopefully tailor them to meet our current and new requirements," Frank said. "We're learning a lot about our current processes...which ones are the most critical and which ones are outdated."

Finally, his advice for out-year bureaus is simple: make sure you do your homework on your requirements and know your current processes backwards and forwards.



### NEWS & NOTES



✦ **Mock Conversion Testing:** This spring, we will begin mock conversion testing activities to ensure that employees will have access to the data they need when FBMS goes live. The testing team will conduct tests using sample files to make sure the data is accurate and in the right format when we convert it from the old to the new system. Bureaus will help with data anomalies, data reconciliation, and data cleansing tasks where necessary.

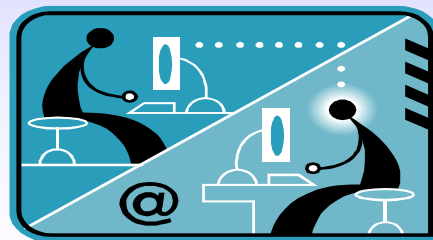
✦ **Role to Position Mapping:** This summer, the FBMS Organizational Change Management (OCM) team will work with select individuals at all three Deployment 4 (D4) bureaus to determine how the roles within FBMS map to current job positions at BLM, OSM, and MMS. This information will be used to ensure that the right people get assigned to the right training courses this fall. Look for more information about this effort in the coming months.

✦ **Change Agent Network:** Each D4 bureau is organizing a group of employees called Change Agents to help make sure you get the information you need about FBMS. This group is well-connected to the project and will help to distribute FBMS materials, as well as funnel questions and feedback from you back to the project management office. Contact your bureau lead to learn more about the Change Agent Network at your location. If you do not know who your bureau lead is, please contact Melvin\_Hunter or Diane\_Knaut @fbms.doi.gov for more information.

### HOW WILL FBMS IMPACT ME?: CORE FINANCIAL USERS

**Before FBMS...**Trading partner information is not readily available on all transactions. This makes it difficult to reconcile reimbursements from across bureaus.

**After FBMS...**FBMS will store a standard list of trading partners, provided by the Department of Treasury, using a standard numeric naming convention. This information will be integrated with accounting transactions and vendor/customer data and will enable employees to better reconcile transactions between bureaus.



Where are we today on the road to Go-Live ?

