



# **FMS**

## **Information Meeting**

April 13, 2007

# FMS Update Topics

---

- Welcome
- Since October
- Awareness Video
- Ordermania
- Training
- Key Dates
- Support

# **FMS Update Since October**

---

## Conference Room Pilots and Sneak Peek Sessions

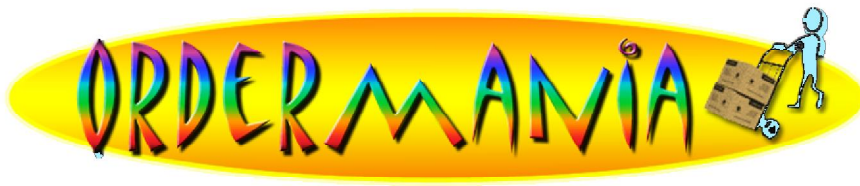
- 87 Elementary Schools
- 31 Middle Schools
- 24 High Schools

Bulletin Articles

Awareness Video for Principals

# FMS Update

## Ordermania



- ✓ Mark your calendar with your school's two assigned ordering dates!
- ✓ Place all remaining FY07 warehouse orders before May 1<sup>st</sup>!
- ✓ Plan to attend FMS training!
- ✓ Look through your ORDERMANIA notebook for important details, tips and shopping lists!
- ✓ Reserve your spot at CTI if you'd like the FMS Project Team to assist you while you place your order!

Hi! My name is Joe Shopper! I'm here to help you learn about ORDERMANIA! May Madness is gone (I know it's sad) but ORDERMANIA is a better way to place your supply order using the brand new Financial Management System! Here's a list of the things you'll need to do to get ready!



# FMS Update Training - WHO

---

## Requisitioners

-  High School Business Managers
-  Middle School Financial Assistants
-  Elementary Administrative Secretaries
-  Non-school based office fiscal staff
-  Non-school based office Administrative Secretaries
-  Media Specialists
-  Building services staff

## Approvers/Account Owners

-  School Leaders
-  Department Directors
-  Other authorized approvers

Accounting, Budget, and Warehouse personnel

# **FMS Update Training – How, When, and Where**

---

## **HOW**

- Users are notified by email
- Users sign-up for classes using PDO

## **WHEN**

- Formal training will occur between May 1 and July 30

## **WHERE**

- Center for Technology Innovation (CTI)
- FMS project site (Muddy Branch Road)
- School locations

# FMS Update

## Key Dates

---

- April 10 – email invitation to attend training for school based personnel
- April 10 – courses available to register on PDO
- May 1 – last day for authorized orders to warehouse & OfficeMax
- May 1, 3, 8, 9 – iProcurement Training for all Media Specialists
- May 14 – last day for “Paper” purchase orders
- May 14 - May 28 – iProcurement training for all staff involved in Ordermania

# **FMS Update**

## **Key Dates**

---

- May 30 – based on schedule, schools begin using FMS to place orders for FY 2008 (at CTI or own work location)
- June 11 – July 26 FMS training for school and non-school based personnel
- July 2 – begin using FMS for all financial transactions
- August – additional voluntary iProcurement training
- Classes for iProcurement will be available at CTI as part of ongoing curriculum

# **FMS Update Support**

---

Email MCPS help desk  
'[Help\\_Desk@mcpsmd.org](mailto:Help_Desk@mcpsmd.org)'

Call MCPS help desk (301) 517-5800  
Monday thru Friday 7 am thru 5 pm

Issue logged in tracking system

Issue routed to FMS project team

**FMS Project Team will support you!**

## **FMS Update Questions**

---

**How will FMS change what I do  
with my Independent Activity  
Fund (IAF)?**

## **FMS Update Questions**

---

**How will I get my ID and  
password for FMS?**

## **FMS Update Questions**

---

**When an item isn't found in the  
online search, can I still order it?**

## **FMS Update Questions**

---

**You say FMS will be paper-less.  
Will I still be able to print  
reports?**

# **FMS Update Questions**

---

**Other Questions?**