

January 2007

**What is FMS?**

FMS is the new financial management system for MCPS that will track and manage financial business functions from within one centralized application.

**What's Ahead?**

- **February 14, 2007**—Second conference room pilot begins
- **April 12, 2007**—User acceptance testing begins
- **May 1, 2007**—Last day to order from the MCPS warehouse using FY 2007 accounts, including cash accounts and grants
- **May 14, 2007**—Training for Early Ordering begins
- **May 30, 2007**—Deadline in the current warehouse inventory system for processing all authorized orders, conducting a thorough physical inventory, and converting all data into FMS
- **May 30, 2007**—Tentative start date for May Madness Early Ordering (details to follow)
- **June 18, 2007**—General FMS training begins
- **July 2, 2007**—Go live for rest of FMS, except Advanced Procurement
- **August 1, 2007**—Go live for Advanced Procurement



**FMS Team Conducts First Conference Room Pilot**

During November and December, the FMS team conducted a conference room pilot (CRP). The CRP's main objective was to validate the configuration of FMS from the end user perspective. Targeted end users got a first look at FMS and how they would be using it to process financial transactions. In all, 205 participants attended one of the 17 individual sessions. During these sessions, the FMS team stepped through business process scenarios using FMS.

*In a conference room pilot, end users get a first look at FMS and how they would be using it to process financial transactions.*

**Participants Provide Valuable Feedback**

The team received useful feedback on how FMS had been configured correctly and how it could be improved to more closely model MCPS business processes. Using this feedback, the team is making adjustments to the configuration and will preview the changes at the next CRP, which is planned for mid February. The team is confident that, by getting end user feedback early, we are on the right path to making FMS a valuable system for MCPS.

The team received other positive feedback on the CRP:

*"The pilot was well explained, and the new ordering system looks amazing."*

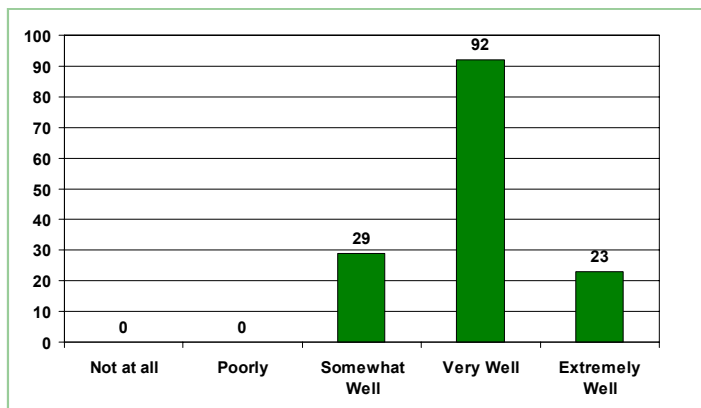
*"Some detail without being overwhelming; also flexibility to bring up a variety of questions and concerns."*

*"It was good to see what the new system is going to look like."*

*"Well done! I feel some apprehension (change, you know), but all in all I see this as a positive and long-overdue step for MCPS."*

**Participant Survey Shows Positive Results**

When the CRP participants were surveyed, 100 percent of them responded positively that they believe that FMS will meet the needs of their school or office.



**CRP participants believe that FMS will meet their needs.**



### Principal's Corner

As our team is hard at work on the new financial system, our focus is on your needs as a manager of resources. The system is being configured to give you easy access to the information you need most—available resources to use to accomplish the educational mission of your school. In the coming months, you will see more details.

### Registration

Registration for training will be through PDO. More information will follow in the next newsletter, which is scheduled to be published at the end of March 2007.

## FMS Preview

FMS will automate and enhance current MCPS business processes and will introduce new terminology. Read on for a preview of what to expect in FMS.

### Budget Preview

FMS will automate the process for submitting budgets and approving budget submissions, and will include a feature for attaching budget submissions documents such as Microsoft Excel spreadsheets and Microsoft Word documents. FMS will also automate the current paper-based 210 process for budget revision. In addition, FMS will provide real-time actual and budget data on your desktop via “dashboard,”

which is a multi-view display of your budget data as reports, charts, and graphs.

### Finance Preview

“Drilldown” is a new and exciting feature we will see in FMS. Drilldown allows you to quickly move from one layer of information to a related supporting layer of information. For example, you can drill down from an account balance amount to view all the transactions comprising that amount, simply by clicking on the account balance field in a report or query.

### Supply Chain Preview

“Deliver to” location is a new term that you will see in FMS. It is used in procurement and warehouse (inventory) business processes to indicate where ordered items are delivered within a location, similar to the attention line of an address. The deliver to location is known as a cost center in the current ordering system, MMS.



## Frequently Asked Questions

**Will there still be early ordering in the new financial system?**

Yes, but the start date for early ordering will be delayed until the end of May 2007. Details and school schedules will be communicated later.

**Will I be able to search more easily than in the current system?**

Yes, searching will be very easy using the Quick Search method. Also, preloaded shopping lists will make it easy to order groups of items quickly.

**Will the school have control over naming deliver to locations within the school?**

No, deliver to locations will be controlled centrally. The FMS team worked with school representatives to identify the most commonly used school deliver to locations. If needed, the Department of Materials Management can add to and change the pre-loaded locations.

**How will I see my account balances and reports in the new system?**

FMS will come with a “dashboard” specially designed to

support your work needs. The dashboard will include reports, charts, and graphs displaying financial information for your operations. The information is automatically updated for you periodically. The dashboard will also contain “live” links to other reports that have been designed to support your operational needs. These reports may present account information or may present transaction information.

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### Financial Management System

MCPS is improving the management of our financial systems. School and office-based staff spent more than a year gathering requirements and evaluating software solutions for a new Financial Management System (FMS). Once implemented, FMS will track and manage MCPS financial business functions from within one centralized application. The implementation of FMS will allow financial data to be more readily available to the people who need it, when they need it.

We're on the Web

[www.montgomeryschoolsmd.org/departments/fms](http://www.montgomeryschoolsmd.org/departments/fms)