Good morning,

Today I'm going to spend some time going over IBMS Team Budgeting and the Eforms of Operating Equipment. I've allowed myself about two hours. Please be sure to sign in so that we can monitor the effectiveness of these sessions.

As indicated in earlier emails I have established who is to have what level of access based upon information provided by the various group budget coordinators. If a section or unit has indicated something else you will need to resolve this with your group coordinator as their list is the primary one. The names with their responsibility level are in the system now. The IBMS Team Budgeting system is based upon an Oracle hierarchy, not PeopleSoft. Accordingly, the Western Region Unit for example is 71063, not 01011. 01011 is a posting level code not a reporting level code. The system is based upon an organizational hierarchy with individuals being assigned as having access to an organization. Similarly Budget Notes was mentioned in that email as well As you go into Budget Notes you will notice it is made up of organizational codes, Oracle codes, with the basic organization beginning with a "0" (zero), units with a "7", sections with an "8" and groups with a "9". These do not have any text indicating what they are as that would destroy/corrupt the link for updating. So do not change the value by adding a name or the updating link won't be recognized.

During today's demonstration I will be using what is/was in IBMS Team Budgeting for the current year's budget. As indicated in the draft calendar IBMS Team budgeting is supposed to be available September 21. We are working on making that deadline and hopefully will beat it.

The data you see up here is the data that is currently within BvC/ BvC Revised for the budget. In total some organizational amounts do not agree to what was in the published budget book due to transfers directed through the CFO, however in total the O&M budget is the same. These changes were previously communicated to you so do not be concerned if the total amounts that may be shown are not what you expected.

Everything that will be presented today can also be found on the Intramet – Applications – Application Guides – Budgeting. This is a 109 page guide to goes into the full detail of what I am briefly summarizing today.

Operating Equipment

The operating equipment area of EForms is available for your use. District standard pricing for vehicles has been provided by Fleet.

If you wish to order an item similar to a district standard item it is a non standard item. So if it is like a DS 23 (1.5 ton 4 WD ext cab & chassis w/crane), put it in as a DS 23ns with some additional information indicating what is different. You will be responsible for providing a price

then for this non standard item. This tells fleet that while it is similar to the standard item there is something different. It helps them and you to ensure that you get what you want. As you enter information for any non standard item use the mouse or the tab key to move around, because if you hit the enter key that is what is submitted and the system hates a null value in the price field. Also once a description or a price is entered you cannot change it. If you need to change one of these fields send me an email and I will go behind the scenes and adjust it. Keep in mind the description you enter for a non standard item can only be 50 spaces/characters in length, no exception. Do not include brand or model number in this area, that can be included within the document as a reference, however do include the size or capacity. If, ½ ton, or a pump: 4" or 6".

When you enter a non standard item please try to include some specific information within those 50 characters. For example: a pump, indicate if it is a 4" pump or a 6" pump, generators, what capacity is it, 20Kv or what, or if it is a crane is indicated indicate its capacity: 75 ton, 100 ton. However, DO NOT include a model or brand name within this area. In the form itself where it asks for a description you can indicate similar to a Caterpillar Ford, or whatever specific brand, but not in the short description.

As you go through and complete the form be sure to eventually submit the form to an OE budget coordinator for approval. Keep in mind that while anyone can create a request it must be approved by an OE coordinator to actually have a chance to be included within the budget. This is generally the section coordinator for the area. You may save a request possibly as the day is ending or other matters come up, but if it is never submitted then it's effectively dead. There were some issues with some individuals last budget cycle who wondered why their request wasn't included in the budget. They had saved the request but never submitted it for approval. As it was never approved by an OE coordinator, it effectively died.

IBMS Team Budgeting

As you work your way through into the IBMS Team Budgeting System you must have the Cognos application installed on your computer.   This application is specific to the computer. If you have worked on the budget previously with the computer assigned to you then it is already there, however if you have gotten a new computer in the last year or so you may need to have this installed. You will find out if you need this when you first go into IBMS Team Budgeting, because as you do so if it is not installed you will receive an error massage. Within this error message is the term **Active X**. Should you receive this message it is easy to get it fixed. Just contact the Help Desk (77777, option 2). They have instructions on how to install it. You'll just need to give them the barcode of the computer (so they can take control) and it will take about 10 minutes.

There are several issues that are outstanding and are still being hashed out. While so final decision has been made on these areas you will be kept informed of these changes and what will be required.

- The CFO is discussing with upper management regarding items contained within general district requirements (GDR) and whether those costs will be the responsibility of the various organizations. These include major Memberships and Subscriptions, Property Taxes, Rents and Leases, and such, and are found on page 15 under Other O&M of the current budget book.
- The text component of the budget book is being reviewed for a major change. This really isn't required to be completed until November, but it will impact some of you. This is being spearheaded by Lisa St. Regis and June Skillman. Any questions regarding this should be directed to them.