What's Up - What's Coming

The Quarterly Newsletter of the Fiscal Management Information System

July 1, 2009

Business Objects XI Upgrade

On July 27, the current version of Business Objects XI (BO-XI) reporting tool - Release 2 - will be upgraded and replaced with BO-XI Release 3. This issue of *What's Up—What's Coming* contains important information about the FMIS change, how it will affect user documents, where to find more information and what action users should take before the change.

In preparation for the upgrade, BO-XI Release 3 has been installed in the FMIS Test (FMIST) environment. All FMIS users are allowed access to FMIST and the BO-XI application. FMIS users at State Departments of Transportation or FHWA Division Offices should contact their local FMIS Sponsor to be granted access to FMIST. Users at Resource Centers or in Headquarters offices should contact the FMIS Team for access.

To facilitate user acceptance testing, documents which were created in FMIS4 BO-XI Release 2 before June 10th have been copied in FMIST BO-XI Release 3. This will allow users to test the upgraded functions of BO-XI using existing query structures.

With the FMIS4 system upgrade on July 27, all BO-XI Release 2 documents existing in user accounts prior to July 25th will be preserved. This means that every user's documents in their Inbox and Favorites folders will be migrated to the new Release 3. Additionally, documents set to automatically execute on a user-defined schedule and be distributed to other BO-XI users will continue to execute on schedule.

A PowerPoint presentation has been prepared to introduce FMIS users to the new features of Release 3. It is available on the FMIS Users News and Information (FUNI) website on the "User References" page. All BO-XI users are encouraged to view the slide show before using the new release.

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Business Objects XI Upgrade *(continued from page 1)*

Release 3 corrects some shortcomings:

- Saving a report before running it.
- The entire name of each Object appears in the editing panel when building a report, instead of the truncated Object name.
- Confusing icons, such as a padlock which means log out, are replaced by a text button.

Release 3 adds new features:

- Tool Tips: When the user mouses over an Object, its definition appears in a separate onscreen box.

Issues Remaining:

- A "Dashboards" button appears on the menu which is not activated for the FMIS application. It cannot be removed.
- The Help manual customized for FMIS users has not been updated. This is being prepared by the FMIS Team.

FMIS Team Needs You!!

We are in the User Acceptance Testing phase of a change to the FMIS. It's called "User Acceptance" because this is when you, the users of FMIS, get to test out the changes that we have made and let us know if they execute properly. That means that we need you:

To test features of the upgraded application.

To run new queries and refresh old ones from your Favorites or Inbox.

To try out old features to be assured that they function as expected.

To tell us what you find.

July 17: User acceptance testing ends. Comments should be sent to FMISSUPPORT@dot.gov

July 24: FMIS Team completes review of comments and responds to testers.

July 27: Business Objects XI Release 3 replaces Release 2. The older version is no longer available to FMIS users.

FMIS System Updates

The FMIS Team is pleased that the recent modifications to FMIS Projects Information module to accommodate multiple Demo IDs per project were implemented smoothly and have been widely accepted by our users. As with almost any major system change, there will be glitches. Fortunately, there have been only a few. The FMIS IT support team has conducted troubleshooting of all reported problems. They have developed programmed system changes to correct each one.

One problem which has been identified can only be averted by the user. When entering multiple Demo IDs on a project using the same Program Code, each detail line number within a PC must be unique. Here are examples of the right and wrong ways of entering detail lines:

Program Code	Demo ID	Detail Line #	Federal Funds
		INCORRECT	
LY10	TX999	01	1,000
LY10	TX111	01	1,000
		CORRECT	
LY10	TX999	01	1,000
LY10	TX111	02	1,000

FMIS Team Point of Contact Changes

Jatona Hatcher has left the FMIS Team for a position outside of FHWA. Make note of your new contacts for the following functions:

- Free Form Reports: Joy K. Kelly
- Business Objects Reports: Eric Cline
- Inactive Project Reports: Edward Johnson

Funds Control training will restart next FY. See the next issue of *What's Up* for details.

Instructions for generating a Business Objects report to track Pool Funded Projects transfers will be posted on FUNI under "User References."

A supplement to the Deputy Chief Financial Officer's April 10, 2008, memorandum has been released to clarify the treatment and federal share for funds transferred to the CMAQ program under the uniform transferability provision for CMAQ projects carried out in fiscal years 2008 and 2009.

FMIS Team Contacts

For assistance, email the FMIS Team at FMISTEAM@dot.gov

Individual members may be contacted by email or telephone:

Donna L. Jones, Team Leader, 202-366-2924
Eric Cline: 202-366-2864 (*What's Up* Editor)
Keenan Hillary: 202-366-6254
Edward M. Johnson, Jr.: 202-366-2911
Joy K. Kelly: 202-366-2922
Paul D. Smith: 202-366-8761
Mark Tessier: 1-866-758-8565

Successfully Processing Transfer Requests

◈ over 1,500 requests this fiscal year ◈

Movement of Federal-aid Highway Program Funds from one agency to another, one State to another, or one program to another, all require coordination and cooperation of various entities. To help the process run as smoothly as possible, all persons involved in the process should be familiar with the transfer procedures memorandum and request form instructions. See sidebar (right-hand column) for information on where to access the documents online.

Completed, approved (signed) and dated transfer requests (including supplementary information in the form's comments section or attached) should be sent via email to the distribution list HCF-10 (or HCF-10@dot.gov). This email address deposits the mail in the inbox of each member of the Office of the Chief Financial Officer (OCFO), Budget Division. A common mistake in sending the requests to Headquarters is forgetting to notify additional parties. The email from the FHWA Division Office to the OCFO should be sent to all other persons, locally or in Headquarters who should be informed about the request to move program funds. Only the persons on the original email will be sent notification from the FMIS Team when the funds have been removed from FMIS.

All requests should originate with the State and be signed by an official delegated authority to transfer funds. Refer to the instructions for information on when other State entities, specifically Metropolitan Planning Organizations, must approve of the transfer of funds.

What happens in Headquarters

The Budget Office receives the transfer request form

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Many FMIS users are still using the obsolete Test Version of the Transfer Request Form. The correct versions of the forms are available through the FMIS Help menu - FMIS Users News and Information (FUNI) website.

They are also available on the web at:

Form FHWA-1575 (Within State or Other State): http://www.fhwa.dot.gov/legsregs/directives/policy/att1b.xls.

Form FHWA-1576 (State to FHWA, FLH, or Agency): http://www.fhwa.dot.gov/legsregs/directives/policy/att1c.xls.

The full text of the memorandum detailing funds eligibility and correct procedures for transfers under SAFETEA-LU is available at http://www.fhwa.dot.gov/legsregs/directives/policy/fundtrans20070719.htm

Deadlines for Submitting Transfers for Fiscal Year 2009

Transfers to/from FTA and other agencies	August 27, 2009
Pooled Fund Project Transfers	August 27, 2009
Transfers to/from Demonstration Projects	September 10, 2009
Transfers from State to State	September 17, 2009
Transfers between apportioned funds	September 17, 2009

Successfully Processing Transfer Requests

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and determines what action is needed. A form may be returned to the requestors if it is incomplete or does not provide all pertinent information. Requests are separated by the type of fund movement; after which, the details of the request are logged into a spreadsheet (line by line). Requests to move earmarked project funds require concurrence by the Program Office. The one exception is when funds are moved from a special limitation program code to a program code which draws from formula limitation, or in other words, to program codes Q930 or L930. Similarly, transfer of Highway Bridge Program funds from formula limitation to special limitation requires the concurrence of the Bridge Office.

Some transfers require that a new Program Code is established. The Financial Services Division initiates this process with the cooperation of the Budget Division, and concurrence of the FMIS Team.

No change in fund balances in FMIS is begun by the FMIS Team until the request appears on the Transfers Tracking Log.

Approval and Execution - The FMIS Team reviews each request for strict adherence to transfer guidance by program fund; State and Division Office approvals; proper completion of the transfer form; and submission of supplementary documents. Once approved, the funds are moved from fund-to-fund or removed from the State's records in FMIS. When the transaction is complete in FMIS, an email is sent out to all addressees on the original email from the Division Office. The email will advise that the transfer is complete or that the funds have been removed from FMIS in preparation for transfer by the Budget Division. The latter message is sent out when further action will be taken by the Budget Division. This action may be issuing an allotment to Federal Lands Highway or movement of funds through the Department of the Treasury to another DOT agency or federal department.

Common Errors - Here are some common reasons that transfer requests are not executed and forms are returned to the sender:

- Form not signed and/or title of approving official is not provided.
- Request to move funds which were allocated to the State by a Program Office. Discretionary funds, with the exception of Ferry Boat, are not eligible for transfer using forms 1575 or 1576.
- Fiscal year and program code do not reconcile. That is, the fiscal year provided may be for a year that the State was not apportioned funds under the program code provided on the form. For example, FY2003 for Program Code L010 would be incorrect because funds were apportioned using L010 for fiscal years 2006 through 2009.
- The transfer amount is greater than the amount apportioned for the fiscal year.
- Insufficient unobligated balance.
- Demo ID or pooled fund project study number and description not provided in the comments section.
- Illegible print due to copying or faxing.
- For pooled fund projects or any State-to-State transfer, an acceptance letter from the receiving State must accompany the transfer request.
- Pooled fund transfers to a office in Headquarters not adequately identified. That is, the program office must be identified, either by: routing symbol; Budget, Program, Accounting Code (BPAC); or office name. "FHWA" is not specific enough.

If Something Needs to be Corrected - If the transfer request is returned for any reason by any member of the OCFO, make the correction as indicated, and resubmit the revised form. By adding "REVISED" to the form and retaining the log number on the subject line of the email, the request can bypass some steps in the logging process and move more quickly to the next step.

Where to find help - Questions about the log in process, allotments or Treasury movements can be answered by the Budget Division. For all other questions concerning funds in or transferred from FMIS, contact a member of the FMIS Team (see contacts on page 3) or send an email addressed to FMISTEAM@dot.gov.

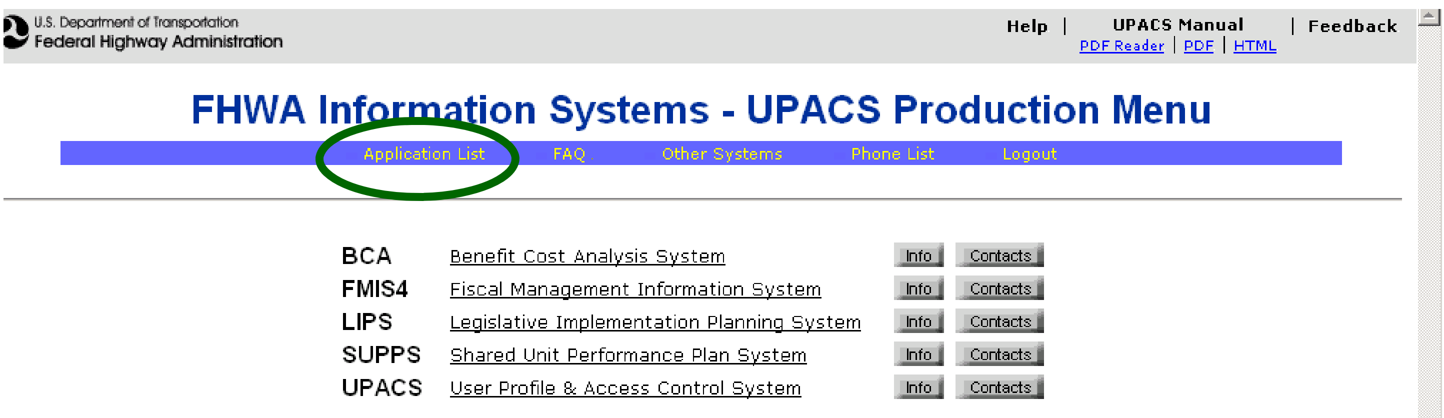
The Secret for Finding Contact Info for All UPACS Systems

Question: What do BCA and RASPS have in common?
Answer: They are not FMIS.

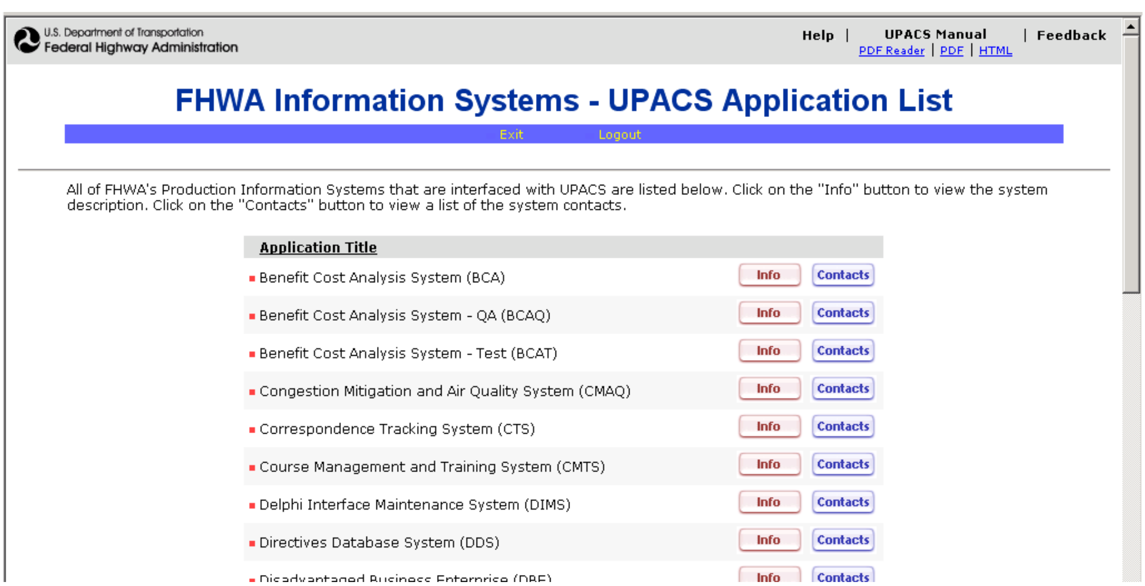
The FMIS Team is flattered when we are contacted by people needing assistance. However, frequently we are asked to grant access to or explain functions of systems other than FMIS. Our only recourse is to refer the requestor to a contact person for the system in question. Rather than wait to be redirected by a FMIS Team member, users can quickly find contact information online.

The confusion may arise from the fact that FMIS 4.0 is an application accessed through UPACS. UPACS serves as the gateway to many FHWA systems. Each application is independent.

Here is how to find the contact information related to an application. On the UPACS Production Menu ("FHWA Information Systems - UPACS Production Menu"), click on "Application List."



That will bring up a page showing 35 different applications:



Click on "Contacts" next to an application to get the names of administrators of the application.

Click on "Info" to get a description of the application and the owner's name.