

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1680 (BC640) P

April 24, 2000

EMS TRANSMISSION

Instruction Memorandum No. BC-2000-037

Expires 09/30/2001

To: DSDs, CDs, SDs
Attention: Budget Leads

From: Director, National Business Center

Subject: Financial Management Information System (FMIS) User Group DD: 05/01/2000

Purpose: This memorandum is to solicit Headquarters, State Office and Field Office volunteers to participate in a Financial Management Information System (FMIS) User Group.

Background: FMIS is the financial information data warehouse module of the BLM WEB-BASED Management Information System (MIS). FMIS was the first MIS module to be implemented in June 1998. Financial information/reports are accessed by BLM personnel via the BLM Intranet using Brio software. The Brio reports have remained essentially unchanged in spite of a number of changes that have occurred since 1998, such as, how planned dollars are entered (FMIS vs FFS); the level planned cost targets (dollars) are allocated (subactivity vs activity); implementation of Activity Based Costing (leave surcharge is now charged at the field office organization level); and implementation of a major upgrade of the Brio software (6.0.7).

It has been determined that a FMIS user group be established to review existing reports and processes and determine any additions, modifications or deletions needed. It is important that we have a cross-section of participants in the user group that can represent the financial management information interests/needs of the *entire* Bureau from field office to the Headquarters level. Individuals knowledgeable of the financial management information needs in the following areas are needed: construction, reimbursable or contributed project management and tracking; budget planning and tracking of appropriated funds; and field office managers information needs are desired.

Action: Please e-mail the name(s) of proposed FMIS user group representatives for your State or Center to Gary Grimstvedt, BC641, at the National Business Center (NBC) by close of business Monday, May 1, 2000.

A survey of all State/Center offices was recently conducted by the WO Budget Office to identify issues and concerns regarding the current FMIS system capabilities and performance following the implementation of the new Brio software (reference WO IM No. 2000-101). The results of that survey will be used by the FMIS users group to help formulate needed changes to existing reports and processes.

Once the members of the FMIS User Group have been determined, further instructions will be issued regarding meeting place, dates, agenda and location. We would like to meet the second or third week of May if arrangements can be finalized. It is anticipated that the user group will be divided into sub-groups based upon the FMIS User Group participants area of interest and responsibility.

Questions regarding this memorandum or requests for additional information should be directed to Gary Grimstvedt, BC641, at (303) 236-6347.

Signed by:
Dennis Sykes, Director
National Business Center

Authenticated by:
Babette Larson, Staff Assistant

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