

Welcome to the FMCS Users Group

13TH DECEMBER 2018

Agenda

- FMCS Status Update
- Report Builder Demonstration
- Menu Builder Demonstration
- DHS WH&S Case Study
- Agriculture - Custom Applications Implementation Case Study
- New Features Coming Up
- Tips and techniques
- Questions and Feedback

Status Update

- Continue to grow
- Version 5.5 release next week
- New Report Builder
- New Menu System Builder

We continue to gain new clients. In particular we are also now focusing on the many smaller agencies within the Australian Government sector. We believe there is significant potential for many similar organisations, who often do not wish to prioritise dedicated resources to perform governance and assurance activities.

Version 5.5 will be released next week. This version contains numerous improvements across the whole FMCS including;

- More configuration options for the Custom Applications module, surveys/training and contingent liabilities.

These allow significantly more flexibility when configuring for an organisation's specific requirements. Some of these will be discussed in more detail later.

- New report builder

The report builder allows the design of many different types of reports, including pivot style and trend analysis reports. Users can select from predefined report designs or create new reports for their own use. Any user may select or create new report designs. Report designs can be saved, copied and shared. Reports can be viewed on screen or exported to PDF or Excel. The report builder will be demonstrated later.

- New menu system builder

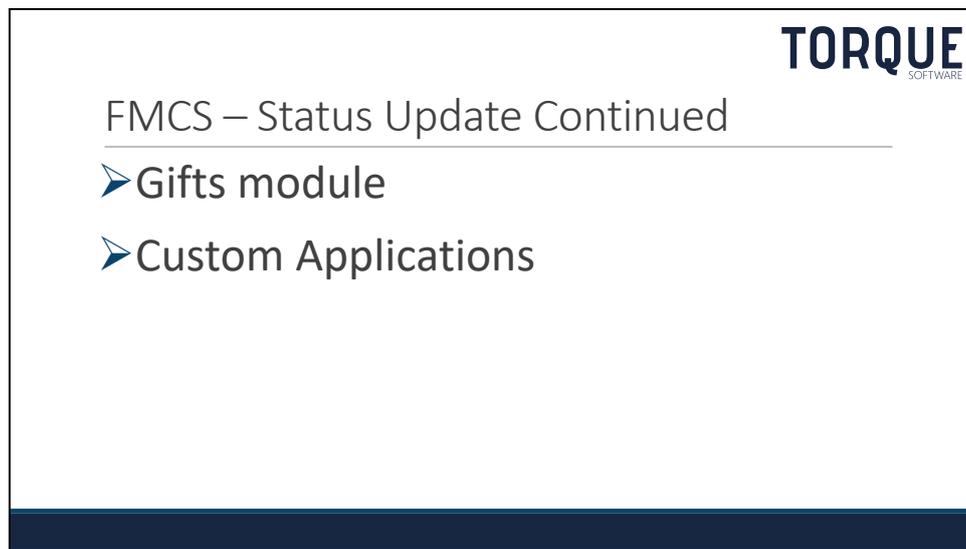
The menu system builder allows system administrators to design their own menu structures. This is particularly important with the proliferation of custom applications and on demand training/surveys. These can be grouped logically into menus and sub menus.

The menu builder will be demonstrated later.

- Many other improvements

There have also been improvements to accountable forms, entertainment, home garaging, vehicle usage and system functions.

Remember release notes are always available from System Settings in the FMCS.



The gifts module has proven to be very popular and we have received good feedback about its use. We would encourage any organisation with a requirement to record and approve receipt of gifts to consider implementing the Gifts module.

The custom applications module is also proving to be very valuable. The custom applications module provides the capability to convert many forms from Word or Excel documents to electronic forms. This provides numerous benefits including;

- Allows collection of almost any type of information in a structured way with strong data integrity
- Provides electronic workflow to any number of reviewers/approvers
- Collected information is fully reportable and available to any authorised user.
- Prevents multiple copies of the document being recorded in email systems
- No need to scan and email forms
- Improves overall efficiency.

Custom Applications

Request to Access DHS Uber Business Account	Request to Transfer DHS Uber Business Account
Assurance Certificate	Contract: Request for Quotation/Order
Declaration of Interests	Driver Registration and Approval
Create a CFO Directive	Request Labour Hire Engagement
Lobbyist Engagement Register	Gifts/Benefits to Staff/External Parties
Conflict of Interest Self Assessment	Credit Card Request/Change Limit/Cancel
Asset Request	Security Pass Request
Cost Centre Request	FlexABLE Work Request
Request for Payment/Purchase by Credit Card	Cabcharge Request
Domestic Travel Request	International Travel Request
Travel Profile	Reimbursement Request

We have performed a quick round up of many of the forms currently in use or soon to be implemented by the FMCS user community. This list contains numerous forms of many different types. It is particularly interesting how many of the forms are outside the realms of the finance team and are across a broad range of areas.

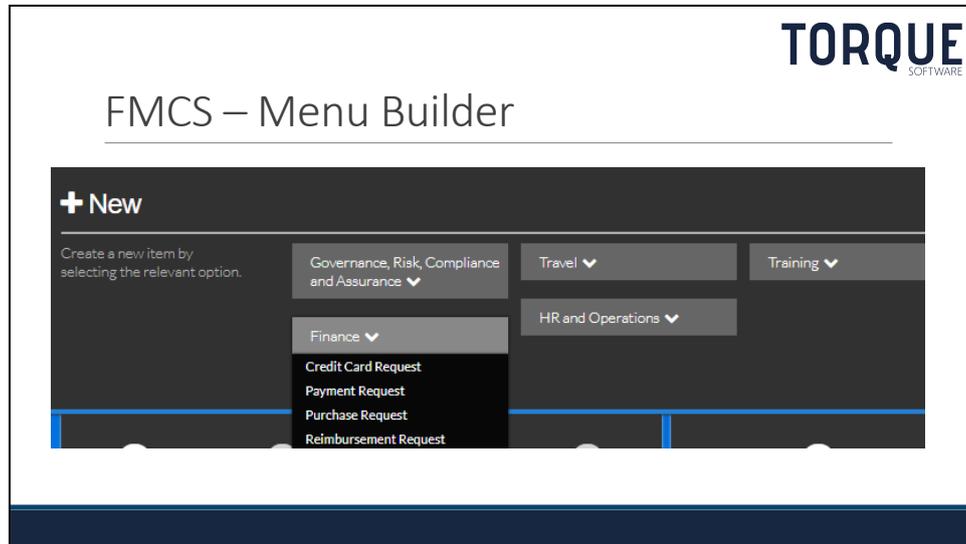
Zane from DHS and Ash from Agriculture will be providing a brief case study of how they have been benefitting from the custom applications module later.

FMCS – Report Builder Demonstration

The reports builder is available from the menu system or by selecting alt M and searching for “Reports Builder”.

There are two types of reports, Tabular and Pivot Grid. Both report types provide sorting, grouping and filtering.

Tabular reports provides a list of records similar to an excel spreadsheet. Pivot grid reports are used to summarise data, similar to a pivot report in Excel.



The menu builder provides system administrators with complete control over the menu design of the FMCS. The menu builder is available from System settings or by selecting alt M and finding "Administration - System Settings"

Also please note, on new demand surveys/training and custom applications no longer appear automatically in the menu system. Menu items for these functions must now be configured via the menu builder. However, menu items for existing on new demand surveys/training and custom applications will be migrated when V5.5 is implemented.

FMCS – Case Studies

- WH&S – Zane Edwards, DHS
- Custom Applications Implementation
– Ash Umasankar, Agriculture

FMCS – New Features V5.6

- Risk Management
- Tasks

FMCS release version 5.6 will include our new risk management module. We are currently working with DHS to develop the risk system to meet strategic and operational risk reporting requirements. We expect to eventually extend the system to project risk management as well.

Of course there are many risk systems available already and the obvious question is why do we need another risk system. The answer is there are significant benefits to including a risk system within the FMCS including;

- Ease of implementation. The basics required for any system such as the workflow engine, reports engine, users, organisation structure and all the other requirements are already in place. There is no need to implement and support a completely new system.
- Can be turned on by a simple license key change – no negotiation required with IT to implement another system.
- Designed specifically for Australian Government requirements.
- Users already have familiarity with the FMCS, again reducing implementation effort.

FMCS release version 5.6 will also include a new task system allowing tasks to be allocated and tracked until completion. These tasks can be created as a result of a custom application or can be created stand alone. Reminders are sent to task facilitators who are able to record information specific to the task, in a similar way to how information is collected in custom applications.

We expect to provide more information about the risk module and tasks at the next user group meeting.

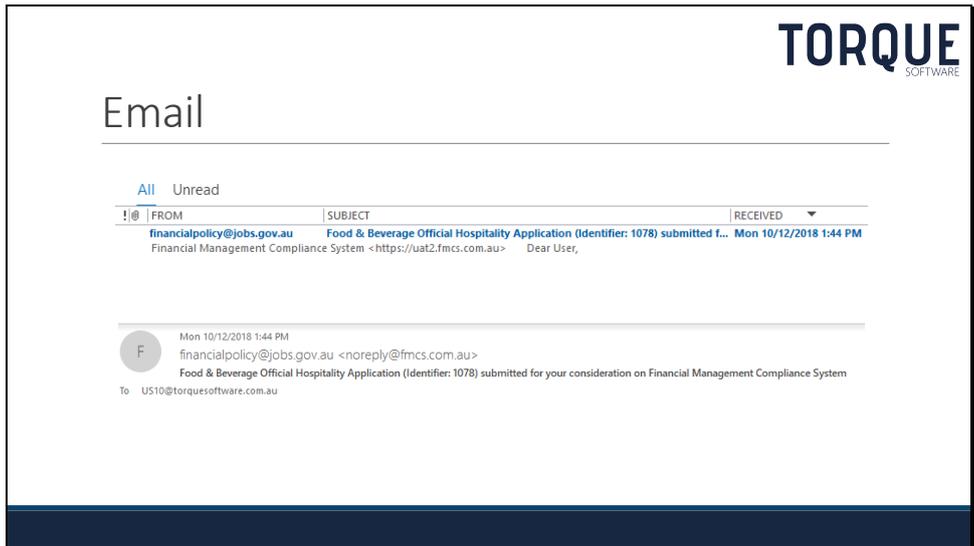
Tips & Techniques

Custom Numeric Fields – Input Mask

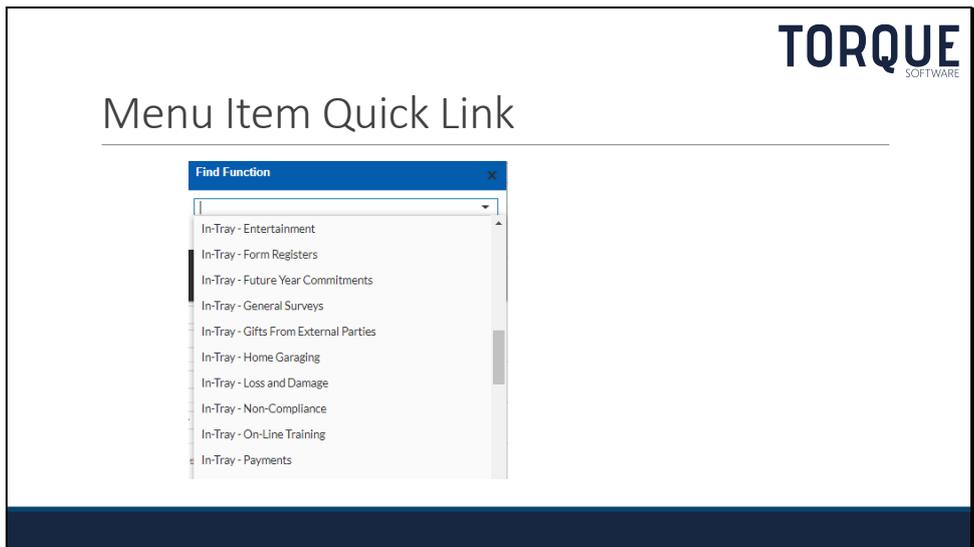
The screenshot shows a configuration window for a custom field. The 'Label' is 'Credit Limit Requested'. The 'Answer Type' is set to 'Numeric'. The 'Input Mask' dropdown menu is open, showing three options: 'Currency', 'General numeric', and 'Fixed decimal (2)'. The 'Currency' option is currently selected. The 'Conditional' and 'Mandatory' checkboxes are also visible.

Field	Help
Label	Credit Limit Requested
Caption	
Application Section	Details
Answer Type	Numeric
Min Value	
Max Value	
Default Value	
Input Mask	Currency
Conditional	
Mandatory	

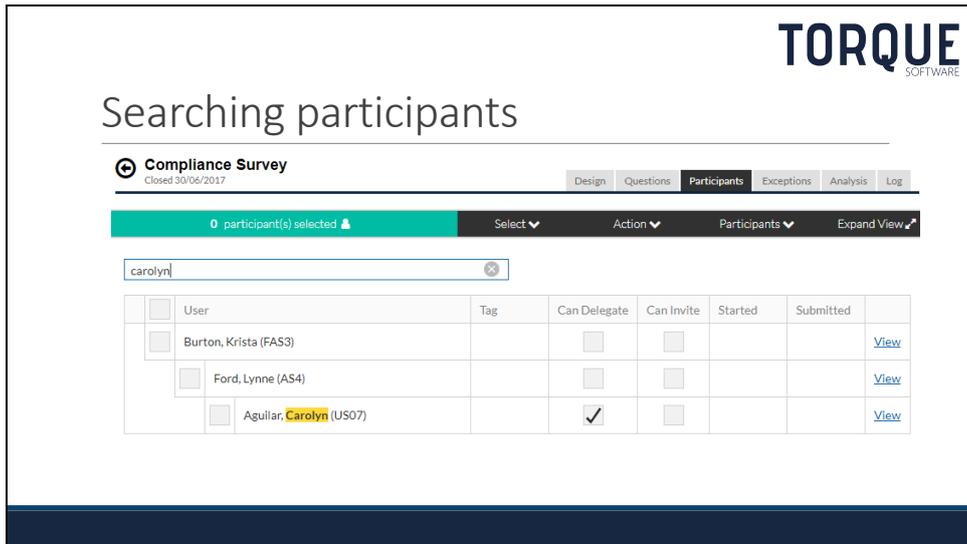
Numeric custom fields now contain the option to include an input mask, allowing for currency, general numbers or fixed decimal numbers.



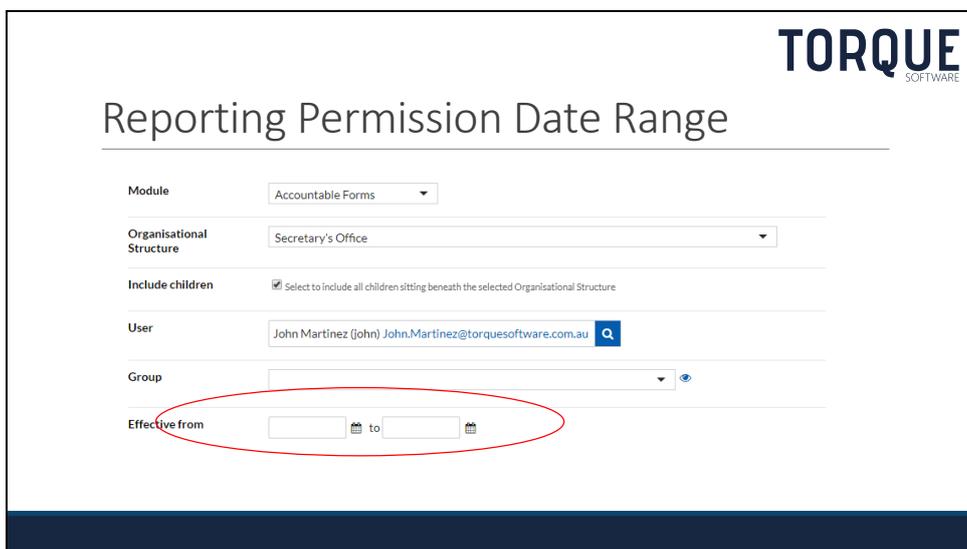
As the FMCS reaches a broader community of users who may not be familiar with the email notifications the FMCS sends, we find sometimes FMCS system generated emails are mistaken as spam. There are a few ways to reduce this effect such as ensuring email templates are designed to be concise and professional and appropriate user training. However, we have also noted some of our clients have been using the "From mask", available in system settings. By including an appropriate group email as the from address, emails look much more official and less likely to be mistaken for spam.



Menu items are now available by selecting alt M. This provides a lookup list of all available menu options.



Searching for participants in surveys has been improved to provide better searching when there are large numbers of participants. Use the search input field on the participants screen.



Reporting permission can be limited by date range. This allows reporting permission to be limited in time without having to remember to remove a permission at a certain time.

Delegation Types

Delegation Type Management

Delegation Types Delegate Questions - Master

	Name	Specify Limits	Default To Supervisor	Workflow Step	No. of Questions
▶	Alcohol	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	1
▶	Approval to access Uber business account	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	2
▶	Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	1
▶	Executive Decision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	0
▶	Forward Year Commitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	1
▶	Capital Purchase	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	2

Those familiar with custom applications would know that applications can be configured to require workflow to a delegate for approval. The required delegations are configured via the delegation type maintenance function. However, it should be noted that these delegations can be viewed really as any form of review workflow step, rather than a formal delegation. That is, while the terminology is about delegations, any form or review step can be configured. Examples, include review by a supervisor or perhaps an administrative review team.

Questions