

# Hamilton County Facilities Department

Available Support Services - IWMS  
(Integrated Workplace Management System)



## Management

### Departmental Accounting System

This module is used for internal tracking of the Annual Budget. It assists in day-to-day management of our budget, and is used for reporting internally or to outside organizations (BOMA, MAXIMUS, etc.).

### TEAMS - Compliance & Financial Management

This module is part of the overall TEAMS package. This can be used for scheduling tasks, managing contract renewal dates, etc. The system is set to send out email reminders and can work with various modules in Archibus.

### Energy Management

This module is used to track County utilities. It tracks the usage and cost for each bill, pulls down weather data from any location, selected per building, and can run comparisons to show how we are managing our energy consumption.

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## What is the Facilities Accounting System

### Departmental Accounting System

The Facilities Accounting System is an in-house developed system, within Archibus, that allows the accounting division of Facilities to manage the department's budget. Information that is tracked in this system is as follows: all OCA's for departmental funds (including non-general fund OCA's), Sub-Objects per OCA, Encumbrances, Vouchers, and Revenue Receipts (including revenue that does not return to our budget).

The system is setup by first establishing OCA's for current and prior year funds. Then Sub-objects are created for those OCA's, with Appropriated dollars input. All Sub-Objects must be listed in the Base Sub-objects table, with an Expense Type assigned. This does include Sub-Objects used only for Revenue Receipts.

On a day-to-day basis, Vouchers, PO's and Revenue Receipts are entered into the system. This allows Facilities staff to track available funds in real-time. From this data we are able to do budget projections to determine if we are still on-target for the year's budget and manage funds within each OCA. It is also the key tool in monitoring spending and is used to develop future year budgets.

In addition to tracking day-to-day costs and performing the "checks and balances", this system provides us with the necessary data needed for the annual BOMA report, which is the key benchmarking tool for the Facilities Department.

Data is tracked at three levels. Current YTD data, End of Month (EOM) data that reflects a snapshot in time at the end of the previous month, and Archived data. Data is archived at the end of each year, and an action is in place to archive the data, and then rebuild the new budget. It also totals project costs for the year and creates a new entry in the project table to account for that year's spending.

## How does the County use it

## Benefits of ARCHIBUS Fleet Module

### Benefits

- Ability to track day-to-day balance of the budget
- Ability to project if we are on-target for the current year's budget
- Ability to quickly build the BOMA report at the end of the year
- Less room for errors
- Data easily accessible by all employees, with the appropriate authority level
- All data is in one location/file
- Employees can filter reports and change viewed fields to build the reports they need



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## What is the Compliance & Financial Management Activity

### TEAMS - Compliance & Financial Management

The Facilities Department has purchased the Compliance & Financial Management module, as part of TEAMS, to manage the overall effort involved with the other TEAMS module, scheduling tasks for office personnel, and the future task of Contract Management.

This module consolidate and manage your environmental, health and safety (EHS) programs using a web-based application that provides users at all levels with an organization access to up-to-date information.

Never miss another important deadline or permit expiration! Once the EHS programs, requirements and events are entered into the application, an environmental calendar is created along with e-mail notifications set by user specifications.

We change with you. This flexible application allows the user to identify the specific EHS programs applicable to the organization, division, department or location. The programs are then associated with the specific requirements and events related to that program. Entering new locations, programs, requirements or events is made easy and simple.

The ARCHIBUS TEAMS Compliance and Financial Management module tracks permits, orders, and other compliance issues, along with the individual activities required for each. Individual tasks can be scheduled, and completion can be documented. A document library allows uploading of key documents, procedures, photographs, or any other relevant information.

In addition, liabilities can be recorded for individual sites and compliance programs. Supporting documentation can be uploaded for reference and use in future updates. This functionality can help you document the environmental component of your Sarbanes-Oxley reporting.

## Features

### Features

- Calendar view allows easy scheduling.
- Liability projections include user-specified net present worth factors.
- Flexible configuration allows incorporation of new programs and regulations as they arise.
- Links to the Monitoring module to track compliance performance with criteria.
- Provides executive-level roll-up views.



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## What is the Energy Management Module

### Features

## Energy Management

The Facilities Department has purchased the Energy Management Module to replace Energy Watchdog. With high energy costs, mandates to reduce carbon emissions, and sustainable efforts gaining more visibility, effective energy management has become a critical practice for forward-looking organizations.

Archibus Energy Management provides the means to easily aggregate, evaluate, and optimize energy and utility spending decisions to reduce unnecessary consumption and costs. Archibus allows the Facilities department, to correlate and manage extensive cost data with real-time facility and infrastructure portfolio information to track energy expenditures against a business plan or objective benchmark.

### Features

- Can Connect to local utility businesses to have the cost and usage details directly imported - Saving time and cost for manual data entry
- Provides audit capabilities to easily access, aggregate, evaluate consumption patterns as the basis to renegotiate rates and consolidate energy providers
- Improves decision-making by aligning energy spending to business needs
- Gathers weather data for each building, from the appropriately selected weather station
- Utilizes degree day data in usage comparison reporting

