CUPSS Training

Part 2 of 3 Sessions

www.epa.gov/cupss

cupss@epa.gov

Helpful Tips for Today's Session

- **To Ask a Question** – Type your question in the Q&A panel on the right side of your screen. If the panel is hidden, click on the control panel at the top to open Q&A.

- **To Answer a Poll Question** – Choices will be in the poll panel on the right side of the screen. If the panel is hidden, click on the control panel at the top to open the poll.

Cisco webex

For assistance joining or participating in this WebEx session, please **contact WebEx support.**

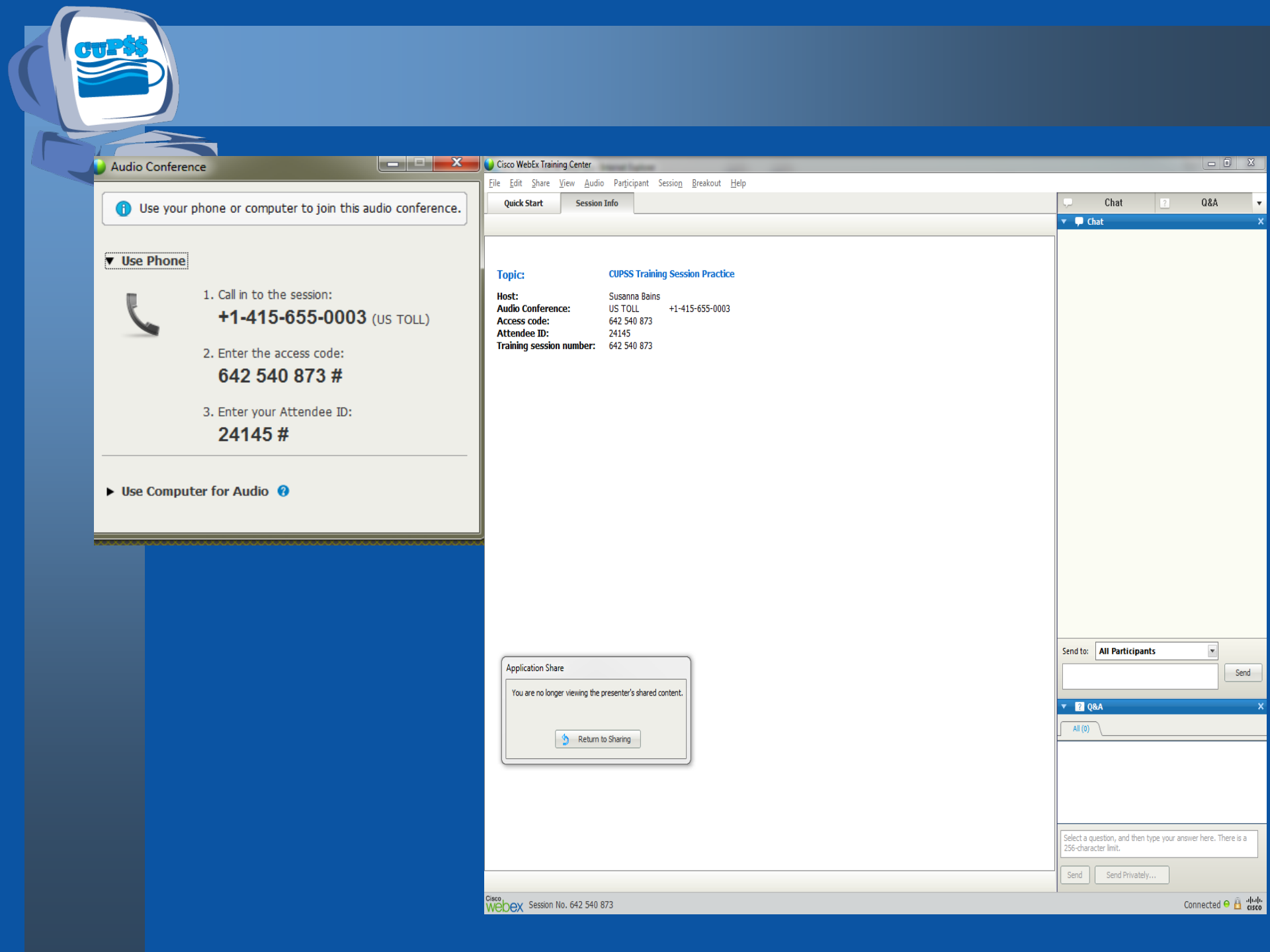
Within the United States: **1-866-229-3239**

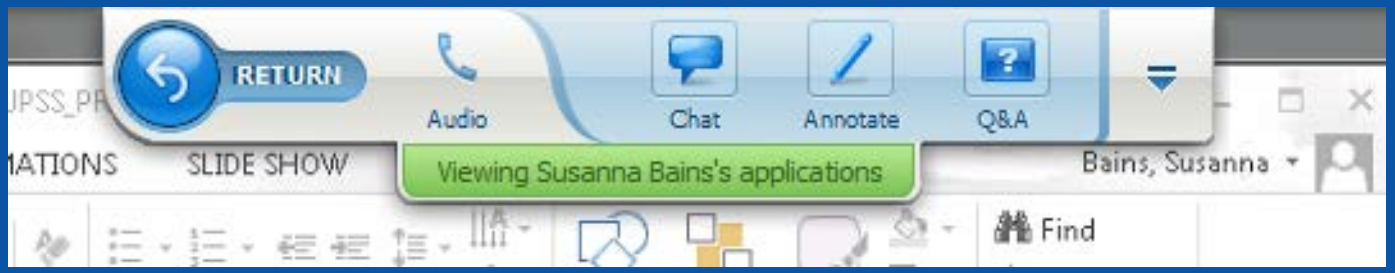
International support numbers can be found here

When you contact WebEx support, you will need to provide the following information:

WebEx Site: **icohere-epa.WebEx.com**

WebEx Session ID: **642 540 873**


Audio Conference
Use your phone or computer to join this audio conference.
Use Phone
1. Call in to the session:
+1-415-655-0003 (US TOLL)
2. Enter the access code:
642 540 873 #
3. Enter your Attendee ID:
24145 #
Use Computer for Audio
Cisco WebEx Training Center
File Edit Share View Audio Participant Session Breakout Help
Quick Start
Session Info
Topic:
CUPSS Training Session Practice
Host:
Susanna Bains
Audio Conference:
US TOLL
+1-415-655-0003
Access code:
642 540 873
Attendee ID:
24145
Training session number:
642 540 873
Application Share
You are no longer viewing the presenter's shared content.
Return to Sharing
Chat
Q&A
Send to:
All Participants
Send
All (0)
Select a question, and then type your answer here. There is a 256-character limit.
Send
Send Privately...
Session No. 642 540 873
Connected


RETURN
Audio
Chat
Annotate
Q&A
SLIDE SHOW
Viewing Susanna Bains's applications
Bains, Susanna
Find

Today's Panel

CUPSS Program Team

Susanna Bains, ORISE Fellow, USEPA

Adrienne Harris, USEPA

Cindi Atwood, TetraTech

Today's Agenda

- Session 1 Summary
- Session 1 Your CUPSS
- Session 1 Quiz
- Session 2
  - My O&M
    - Search/Print
  - My Finances
  - My Financial Check Up Report
- Session 2 Your CUPSS

Asset Management Core Questions

CUPSS Modules

1 Current State of Assets

- My Inventory
- My O&M
- My CUPSS Plan

2 Level of Service

- My CUPSS Plan

3 Critical Assets

- My Inventory
- My Asset Check Up
- My CUPSS Plan

4 Minimum Life Cycle Cost

- My Finances
- My O&M
- My Financial Check Up
- My CUPSS Plan

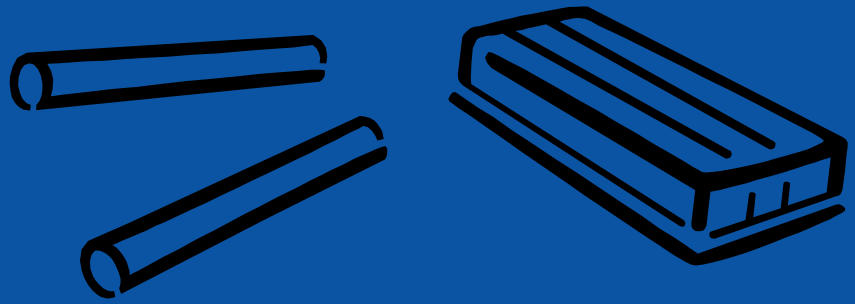
5 Long-term Funding Plan

- My Finances
- My Financial Check Up
- My CUPSS Plan

Asset Management

Session 1 Summary

- Installation
- CUPSS Set Up
- Login & Navigation
- Help
- My Inventory
- My Asset Check Up Report



Session 1 Your CUPSS

1) My Inventory page

Inventory List

1.1) Add two additional assets to the inventory list for 'Beauty View Acres Subdivision – DW' through the Asset Inventory form

1.2) Add two additional assets to the inventory list for 'Beauty View Acres Subdivision – DW' through the Asset Import template

1.3) Change one daily task to a weekly task

Schematic

1.4) Delete one asset in the schematic

1.5) Add two new assets in the schematic

- Link these two assets with the drawing tool

2) Help page

2.1) Search for term 'inventory'

3) My Asset Report page

3.1) Print a report showing your all assets in the drinking water example utility

Session 1 Quiz

1. Which module would you use to add an additional asset?
   A. My Set Up
   B. My Inventory
   C. My Training

Session 1 Quiz

2. What are the names of the different areas where you can add an asset to?

   A. Inventory List

   B. Schematic

   C. Both the Inventory List and the Schematic

Session 1 Quiz

3. What is the name of one of the reports you can view on the My Asset Check Up page?

   A. All Assets

   B. Only Broken Assets

   C. Brand New Assets

Today's Agenda

- Session 1 Summary
- Session 1 Your CUPSS
- Session 1 Quiz
- Session 2
  - My O&M
    - Search/Print
  - My Finances
  - My Financial Check Up Report
- Session 2 Your CUPSS

Goals of Session 2

1

Create your operation and maintenance tasks

2

Learn how to search and print reports on assets and associated tasks

3

Enter your past, current and projected finances

4

Determine your financial forecast and print a custom report for your utility

MY O&M

Benefits to My Utility

CUPSS allows you to track all of the tasks associated with each utility. Since CUPSS allows several users to use CUPSS everyone can manage their tasks in CUPSS. Using the search module in CUPSS you can then extract all of the task information to help develop the O&M section of the My CUPSS Asset Management Plan.

Asset Management Core Questions

CUPSS Modules

1 Current State of Assets

- My Inventory
- My O&M
- My CUPSS Plan

5 Long-term Funding Plan

- My Finances
- My Financial Check Up
- My CUPSS Plan

Asset Management

2 Level of Service

- My CUPSS Plan

4 Minimum Life Cycle Cost

- My Finances
- My O&M
- My Financial Check Up
- My CUPSS Plan

3 Critical Assets

- My Inventory
- My Asset Check Up
- My CUPSS Plan

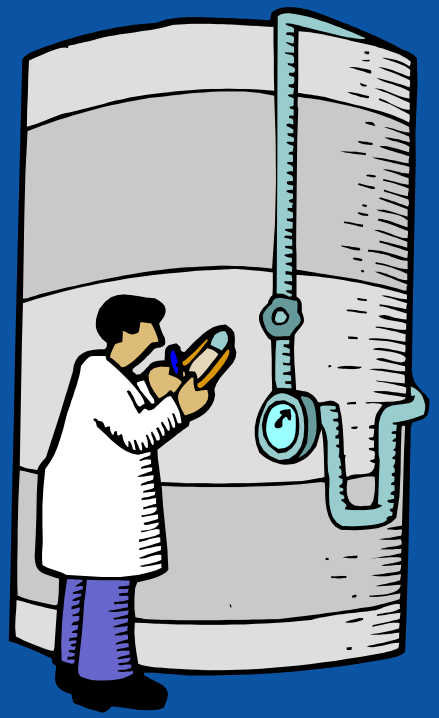
My O&M

In the My O&M module, we will be discussing:

- How to manage your tasks
- What information is important to consider in a task
- How to print customized reports about different tasks

Why Track O&M?

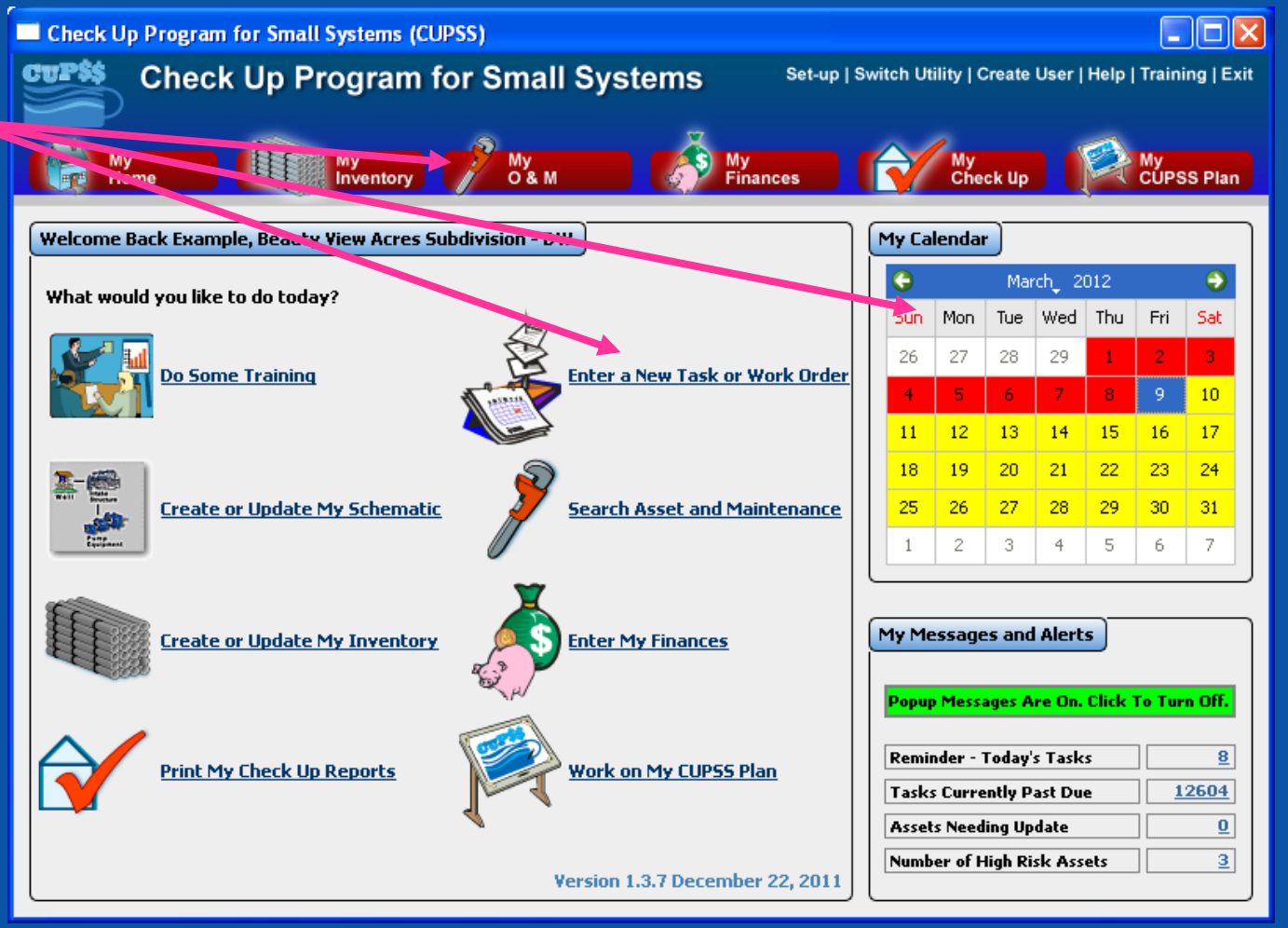
- Develop good recordkeeping habits
- Gain institutional knowledge of your utility
- Optimize your assets



Think about the Asset Management Plan

Tracking your O&M tasks will help you develop an O&M strategy for your asset management plan. CUPSS gives you a template to describe your routine, preventive, and emergency maintenance approaches.

Navigate to My O&M



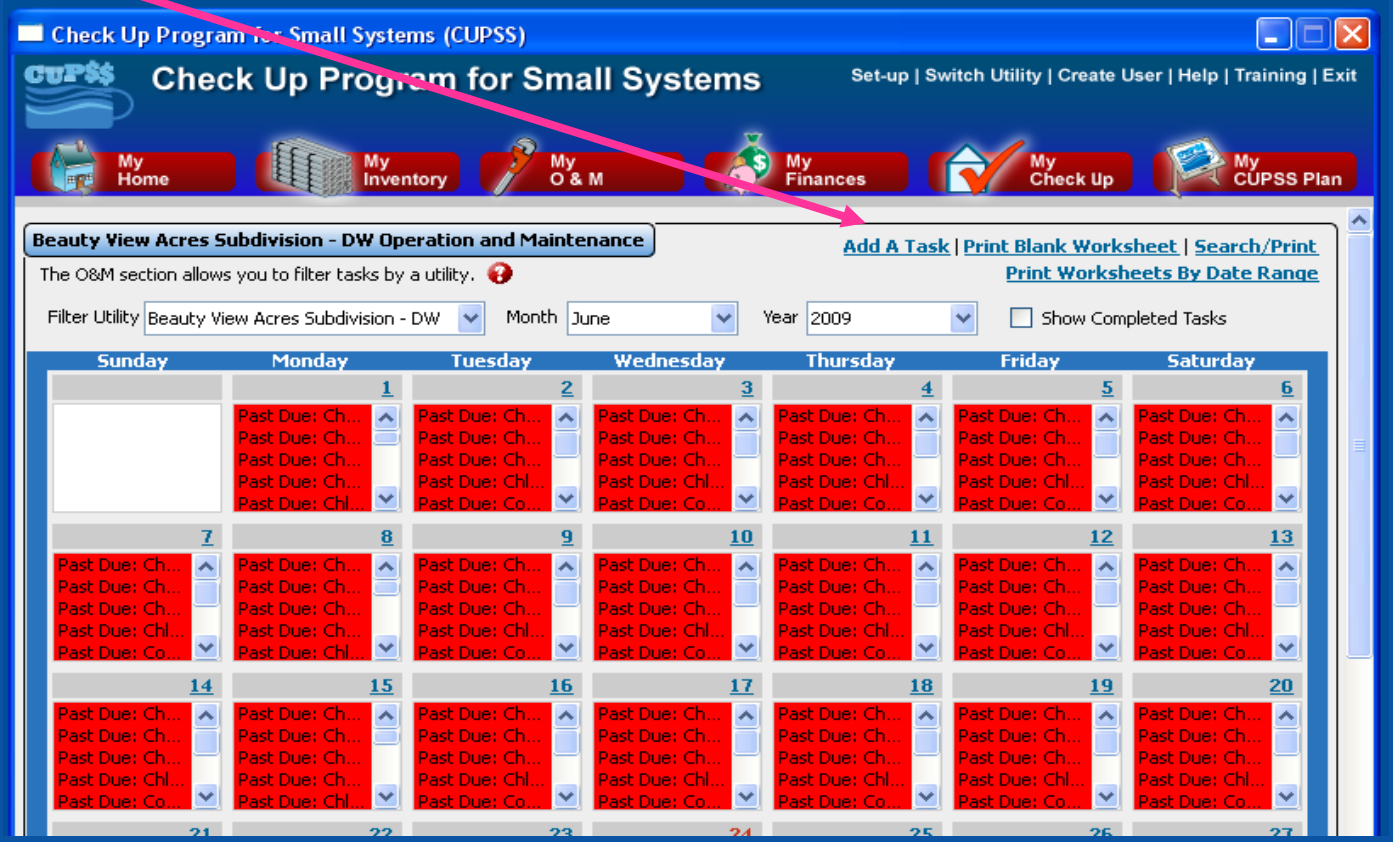
CUPSS Example

My O&M

Add a Task

Benefits to My Utility

CUPSS allows you to complete and print your work orders. By keeping all of your work orders in one place you can track all tasks through completion easily and quickly.



Task Form

Task

Asset Information

Monitoring or Chemical Added

Schedule

Optional Parts Information

Task

Task

* Task Name

* Task Type: Select Type

Enter Other

Task Details/Notes

Cost of the Task: 0.00

* Staff Name: Select Staff

Task

* Task Name

* Task Type: Select Type

Task Details/Notes

Cost of the Task

* Staff Name

Cost of the Task

* Staff Name

- Select Type
- Planned - Monitoring
- Planned - Routine Maintenance
- Planned - Repair
- Planned - Rehabilitation
- Planned - Replacement
- Planned - Other
- Unscheduled - Monitoring
- Unscheduled - R...ine Maintenance
- Unscheduled - Repair
- Unscheduled - Repair
- Unscheduled - Rehabilitation
- Unscheduled - Replacement
- Unscheduled - Other

Asset Information

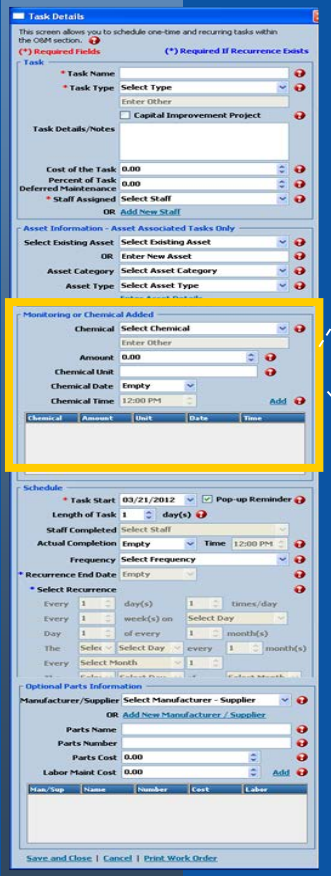
Asset Information - Asset Associated Tasks Only

Select Existing Asset	Select Existing Asset
OR	Enter New Asset
Asset Category	Select Asset Category
Asset Type	Select Asset Type

Enter Asset Details

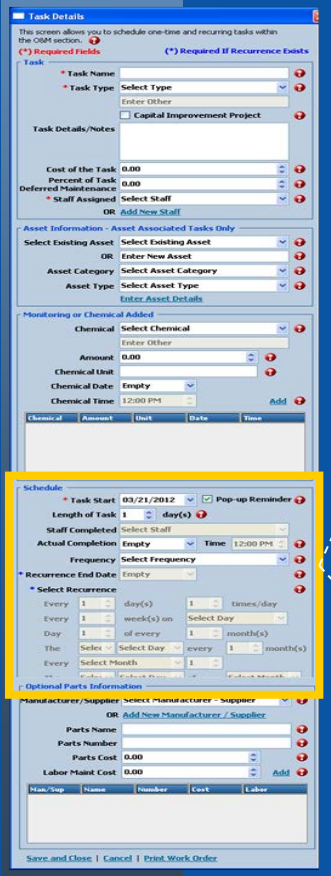
Select an asset that you've already entered into the My Inventory module, or enter a new asset. If you enter a new asset, it will automatically appear in your Inventory list!

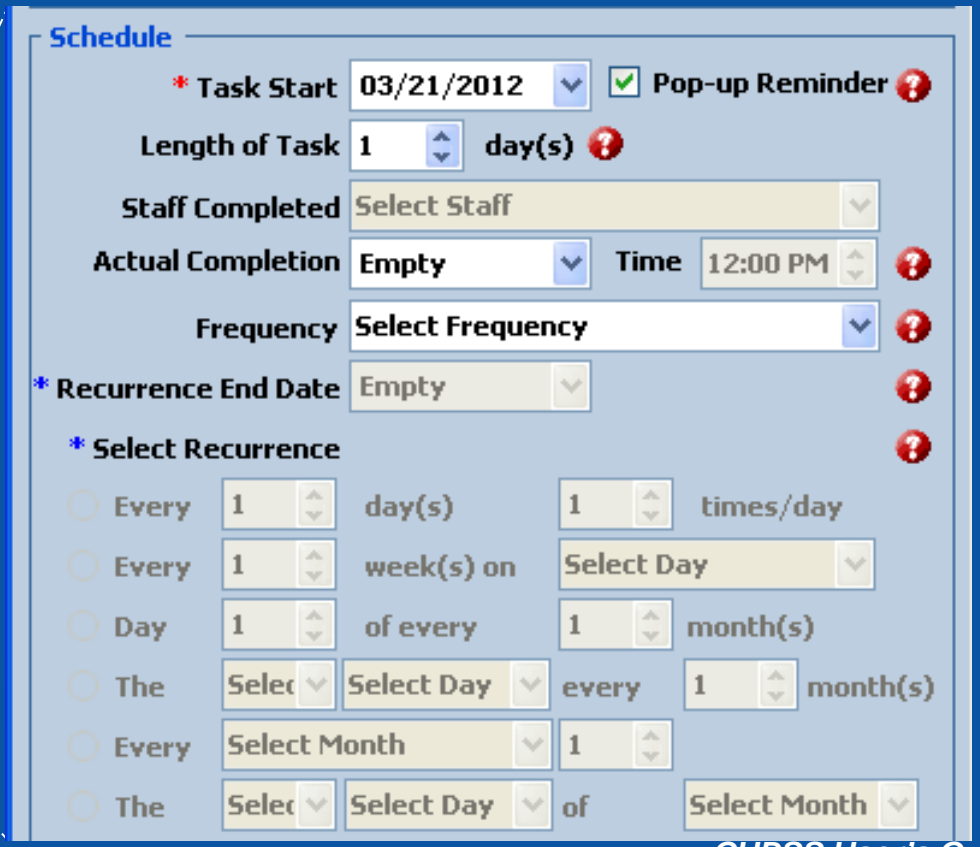
Monitoring or Chemical Added



Schedule

The Completion Date and Time is the actual date and time that you finish a task – do not enter a date until the task is completed





Parts Information

Optional Parts Information

Manufacturer/Supplier: Select Manufacturer - Supplier

OR Add New Manufacturer / Supplier

Parts Name

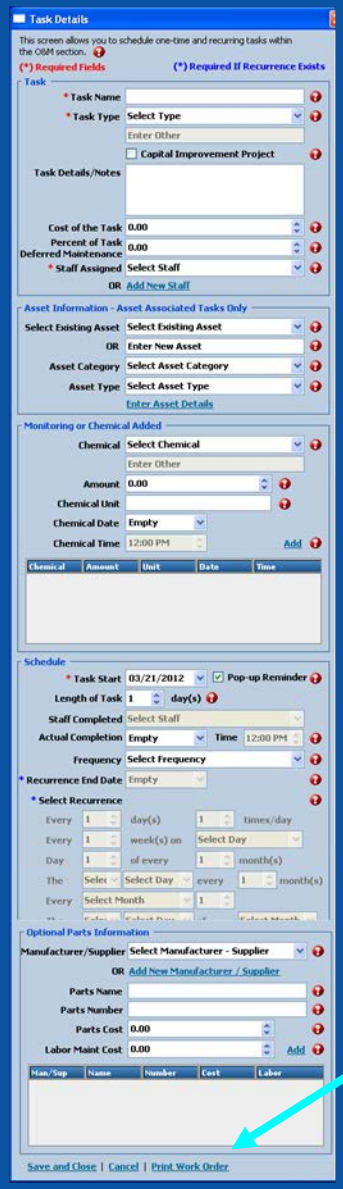
Parts Number

Parts Cost: 0.00

Labor Maint Cost: 0.00 Add

Man/Sup	Name	Number	Cost	Labor

Print Completed Work Order



Print Work Order

Completed Work Order Form

Work Order

Staff Assigned	Task Name
Howard, Helen	Check and record chlorine residual at the point of application.

Task Type

☐ Monitoring ☑ Routine Maintenance ☐ Repair ☐ Rehabilitation ☐ Replacement ☐ Other:

Is this task planned? ☑ Yes ☐ No | Is this a Capital Improvement Project? ☐ Yes ☑ No

Task Details/Notes

Cost of the Task	$0.0
Percent of Task Deferred Maintenance	0.0%

For Asset Related Tasks

Asset Name	

Condition

☐ Excellent ☐ Good ☐ Fair (Average) ☐ Poor ☐ Very Poor

Is the asset maintained according to manufacturer's recommendations? ☐ Yes ☐ No

For Monitoring Tasks

Chemicals	Amount	Units	Date	Time

Schedule

Task Start Date	Completed Date \ Time	Staff Completed
03/21/2012		

Frequency	Length (days)
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually	1

Recurs every

1 day(s) 1 time(s) / day	_____ week(s) on _____ (Day of week)
Day _____ day of every _____ months(s)	___ (Week of month) _____ (Day of week) every ___ month(s)
_____ (Month) ___ (Day of month)	___ (Week of month) _____ (Day of week) of _____ (Month)
Recurrence End Date	03/28/2013

Optional Parts Information

Manufacturer / Supplier	
Part Name	
Part Number	
Part Cost	$
Labor Maintenance Cost	$

Print Blank Work Order

Blank New Task Worksheet

New Task

Staff Assigned	Task Name

Task Type

❑ Monitoring ❑ Routine Maintenance ❑ Repair ❑ Rehabilitation ❑ Replacement ❑ Other

Is this task planned? ❑ Yes ❑ No	Is this a Capital Improvement Project? ❑ Yes ❑ No

Task Details/Notes

Cost of the Task	$
Percent of Task Deferred Maintenance	%

For Asset-related Tasks

Asset Name	

Condition

❑ Excellent ❑ Good ❑ Fair (Average) ❑ Poor ❑ Very Poor

Is the asset maintained according to manufacturer's recommendations? ❑ Yes ❑ No

For Monitoring Tasks

Chemicals	Amount	Unit	Date	Time

Schedule

Task Start-End Date	Completed Date \ Time	Staff Completed

Frequency				Length (days)
❑ Daily	❑ Weekly	❑Monthly	❑ Annually	

Recurs every

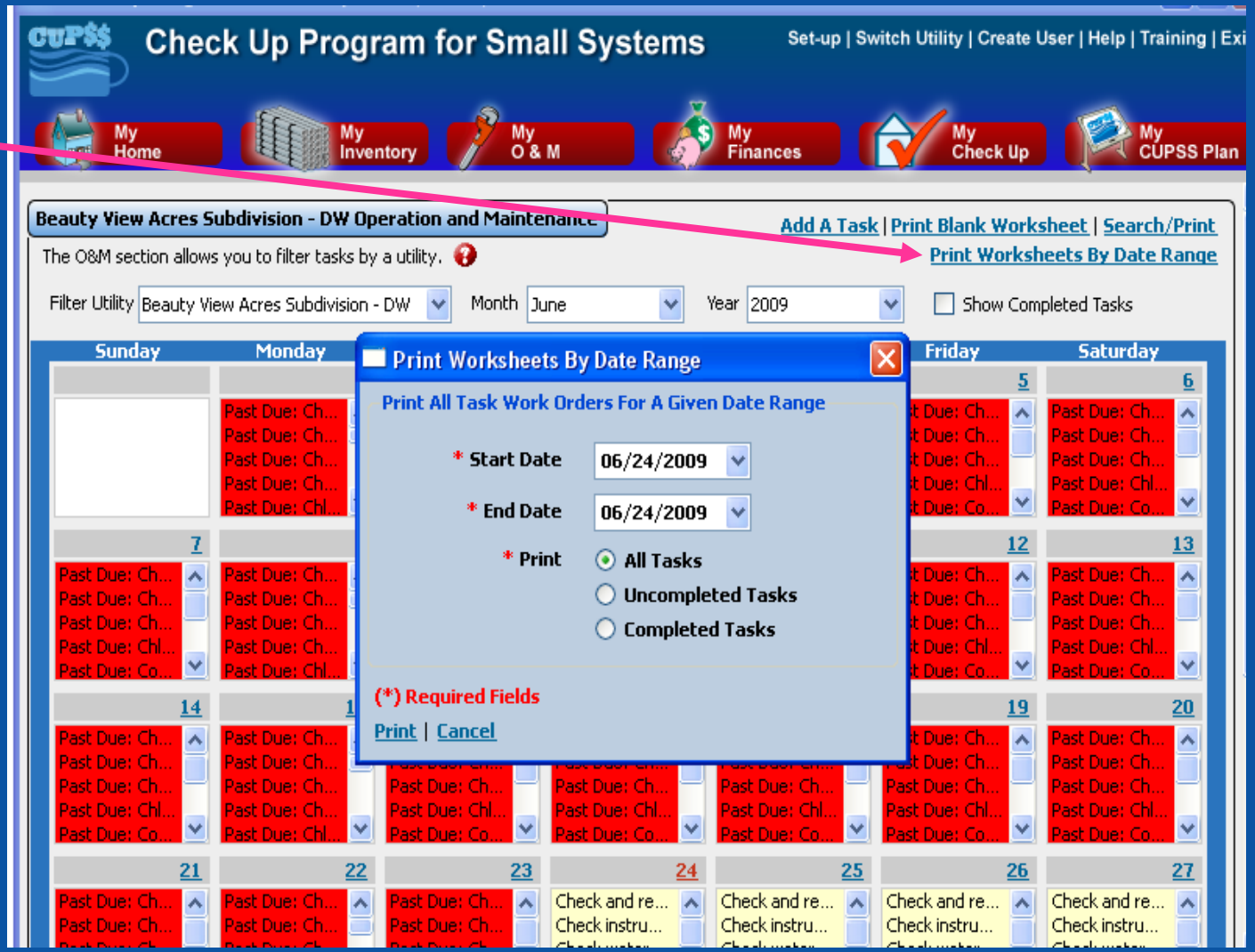
_____ day(s) ___ time(s) / day	_____ week(s) on _____ (Day of week)
Day _____ of every ____ month(s)	___ (Week of month) _____ (Day of week) every ___ month(s)
_____ (Month) ___ (Day of month)	___ (Week of month) _____ (Day of week) of _____ (Month)

Recurrence End Date	

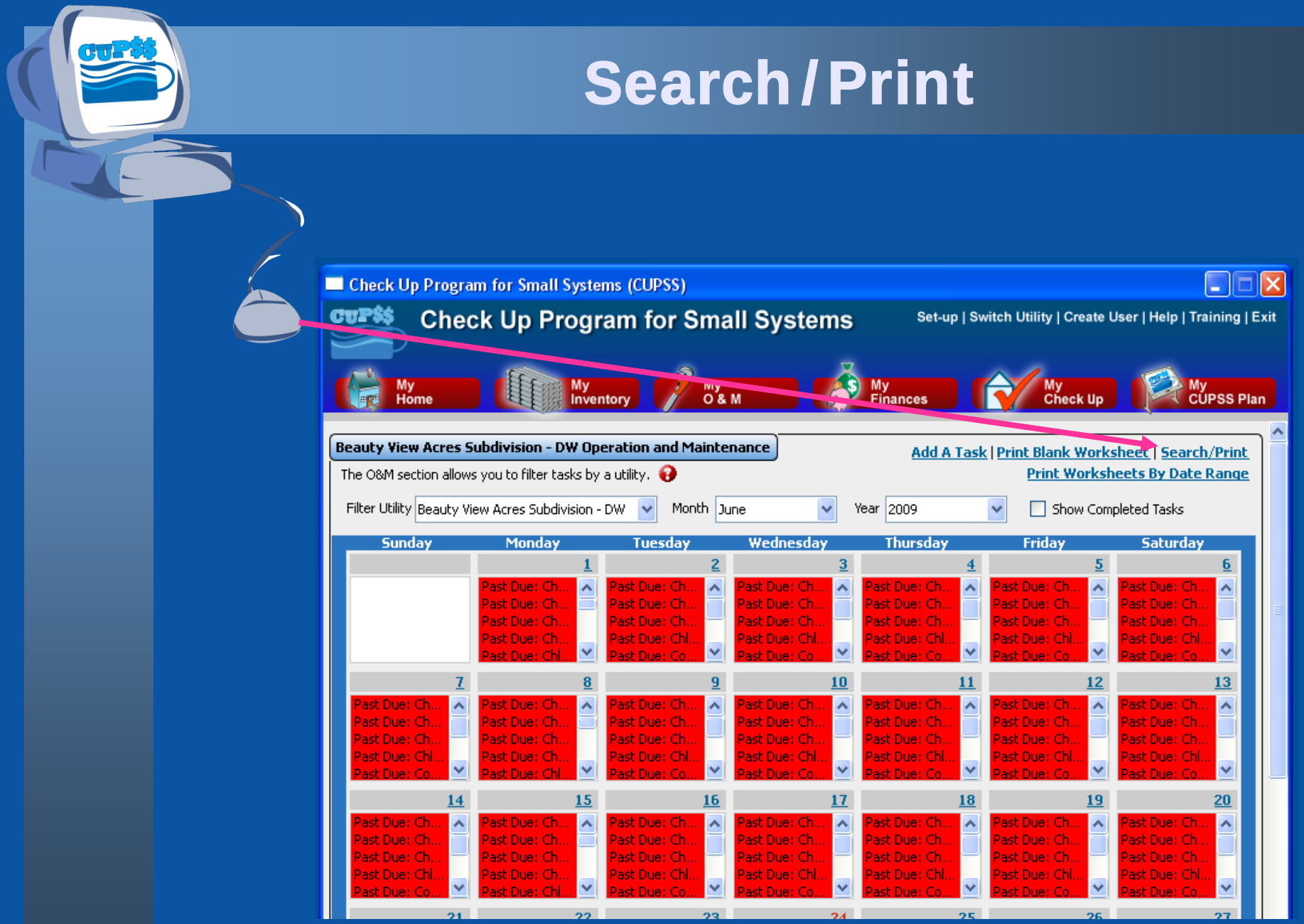
Optional Parts Information

Manufacturer/Supplier	
Parts Name	
Parts Number	
Parts Cost	$
Labor Maintenance Costs	$

Print Work Order By Date Range



Search / Print



Search and Report

Beauty View Acres Subdivision - DW Search And Report

This screen allows you to query your data for a particular utility and generate an Asset Service Report or a Work Order Report. The ? next to "Select Report Type" displays the type of information included in each report.

Search Criteria

Select Utility: Beauty View Acres Subdivision - DW

Select Report Type: Asset Service Report

Filter By:

Asset Category	Source Pumping Facility Treatment Storage	**Asset Type**	Buildings Computer Equipment / Software Concrete & Metal Storage Tanks Disinfection Equipment	**Asset Status**	Active Not in Use - Abandoned Not in Use - Back Up Future Investment
Asset	Chlorinator Chlorine testing Distribution Main valve	**Recurrence Frequency**	Daily Weekly Monthly Annual		
Person Assigned to Tasks	Helen Howard	**Task Type**	Planned - Monitoring Planned - Routine Maintenance Planned - Repair Planned - Rehabilitation	**Task Status**	Active Completed Past Due

Task Date Range _ **Keyword**

<< Return | View Results

Search Results

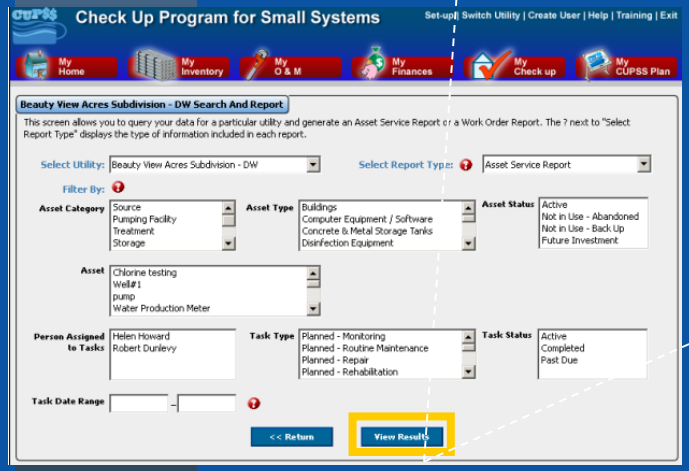
Beauty View Acres Subdivision - DW Search Results

The following are the results of your search. Click the column headings to sort the information. A page of results is limited to 300 records. If necessary, click "Next" to see the additional sets of 300 records. Click "Print Report" to view the additional information associated with the tasks and/or assets.

Asset Service Report

Asset	Asset Type	ID	Size	Work Order/Ta	Person	Risk	Condition	Replacement Date
Chlorine testing	Lab / Monitori...	None	None	None	None	Low Risk – R...	Excellent	2008-02-01
Well#1	Wells and Spr...	None	None	None	None	High Risk – I...	Poor	2009-02-01
pump	Pumping Equi...	None	None	None	None	High Risk – I...	Good	2011-02-01
Water Produ...	Distribution / ...	None	None	None	None	Low Risk – R...	Fair (Average)	2035-02-01
Tank	Distribution / ...	None	None	None	None	Medium Risk ...	Good	2036-02-01
Distribution	Distribution / ...	None	None	None	None	Medium Risk ...	Good	2038-02-01
Main valve	Pumping Equi...	None	None	None	None	High Risk – I...	Fair (Average)	2011-02-01
Wellhouse	Buildings	None	None	None	None	Low Risk – R...	Good	2036-02-01
Security	Security Equi...	None	None	None	None	Medium Risk ...	Good	2009-02-01
well property	Land	None	None	None	None	Low Risk – R...	Excellent	2088-02-01
Chlorinator	Disinfection E...	None	None	None	None	Medium Risk ...	Fair (Average)	2008-02-01
Storage Tank	Concrete & M...	None	None	None	None	Medium Risk ...	Good	2055-02-01

<< Return | Print Report



CUPSS Example

Q&A on My O&M

MY FINANCES

Benefits to My Utility

CUPSS includes your financial information in the My CUPSS Asset Management Plan and uses it in helping develop the 10 year projections. This information will also be useful in developing the Financial Strategy section of the My CUPSS Asset Management Plan.

Asset Management Core Questions

CUPSS Modules

1 Current State of Assets

- My Inventory
- My O&M
- My CUPSS Plan

2 Level of Service

- My CUPSS Plan

3 Critical Assets

- My Inventory
- My Asset Check Up
- My CUPSS Plan

4 Minimum Life Cycle Cost

- My Finances
- My O&M
- My Financial Check Up
- My CUPSS Plan

5 Long-term Funding Plan

- My Finances
- My Financial Check Up
- My CUPSS Plan

Asset Management

My Finances

In the My Finances module, we will be discussing:

- How to track your annual revenues and expenses
- How to plan for the future by looking at your past financial history

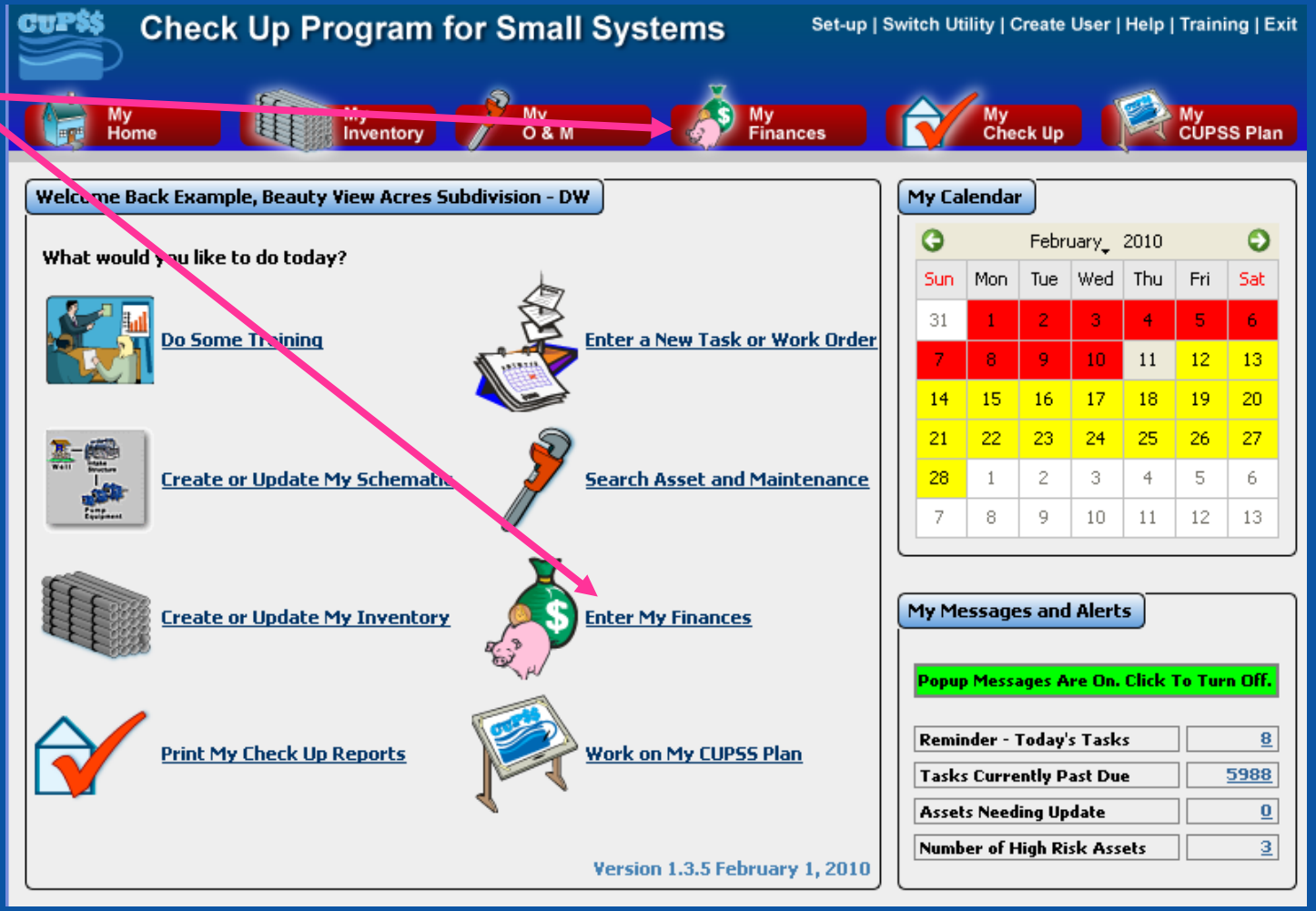
Why Manage Your Finances?

- See where your money is going
- Identify your priorities for this year and what can wait
- Determine the appropriate costs of doing business

Think about the Asset Management Plan

Tracking your finances will help you predict your yearly revenues and expenses. Your asset management plan can help you analyze these annual financial trends.

Navigate to My Finances

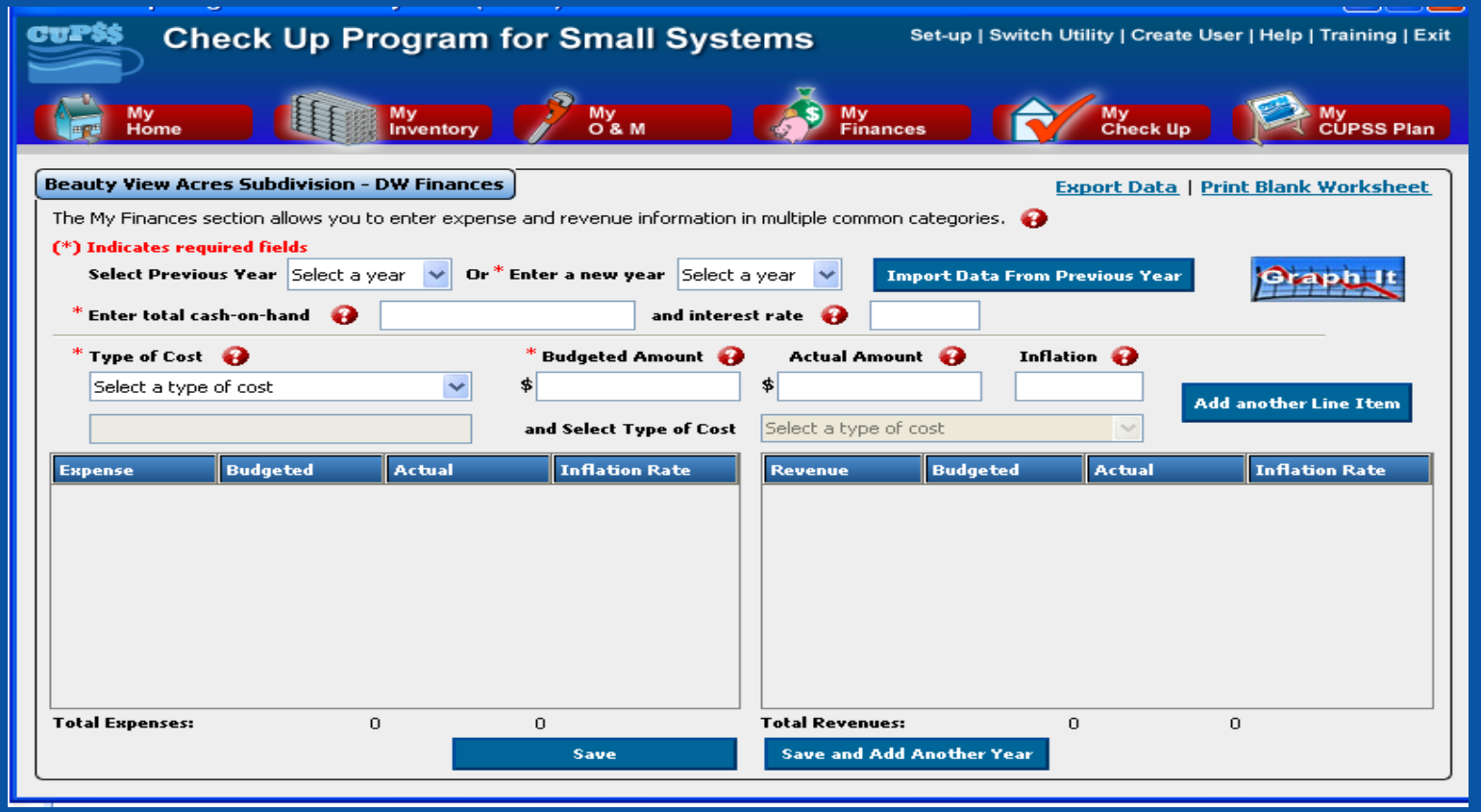


CUPSS Example

My Finances

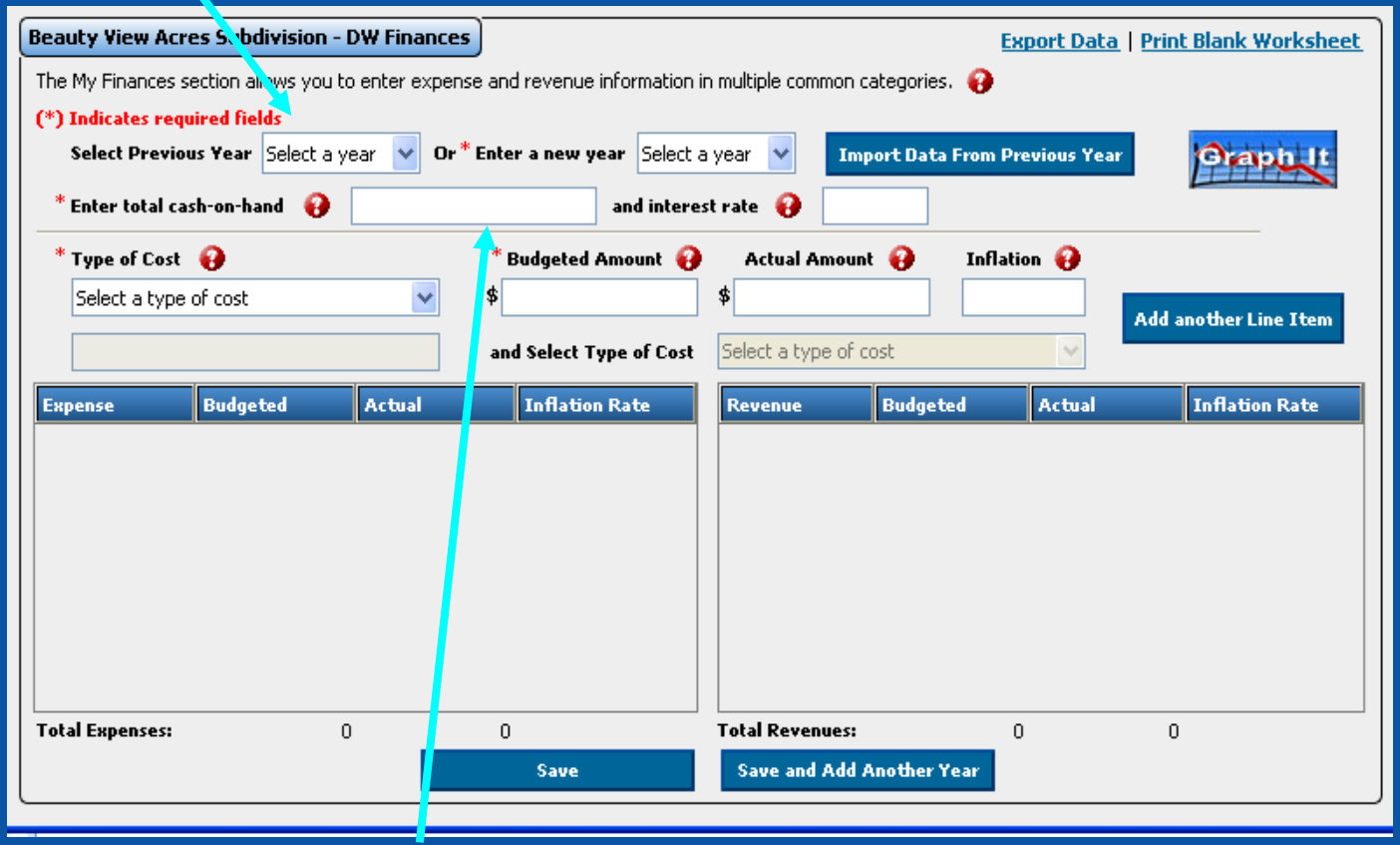
My Finances

Enter your expenses and revenues as line items for each year!



Enter Data for Years

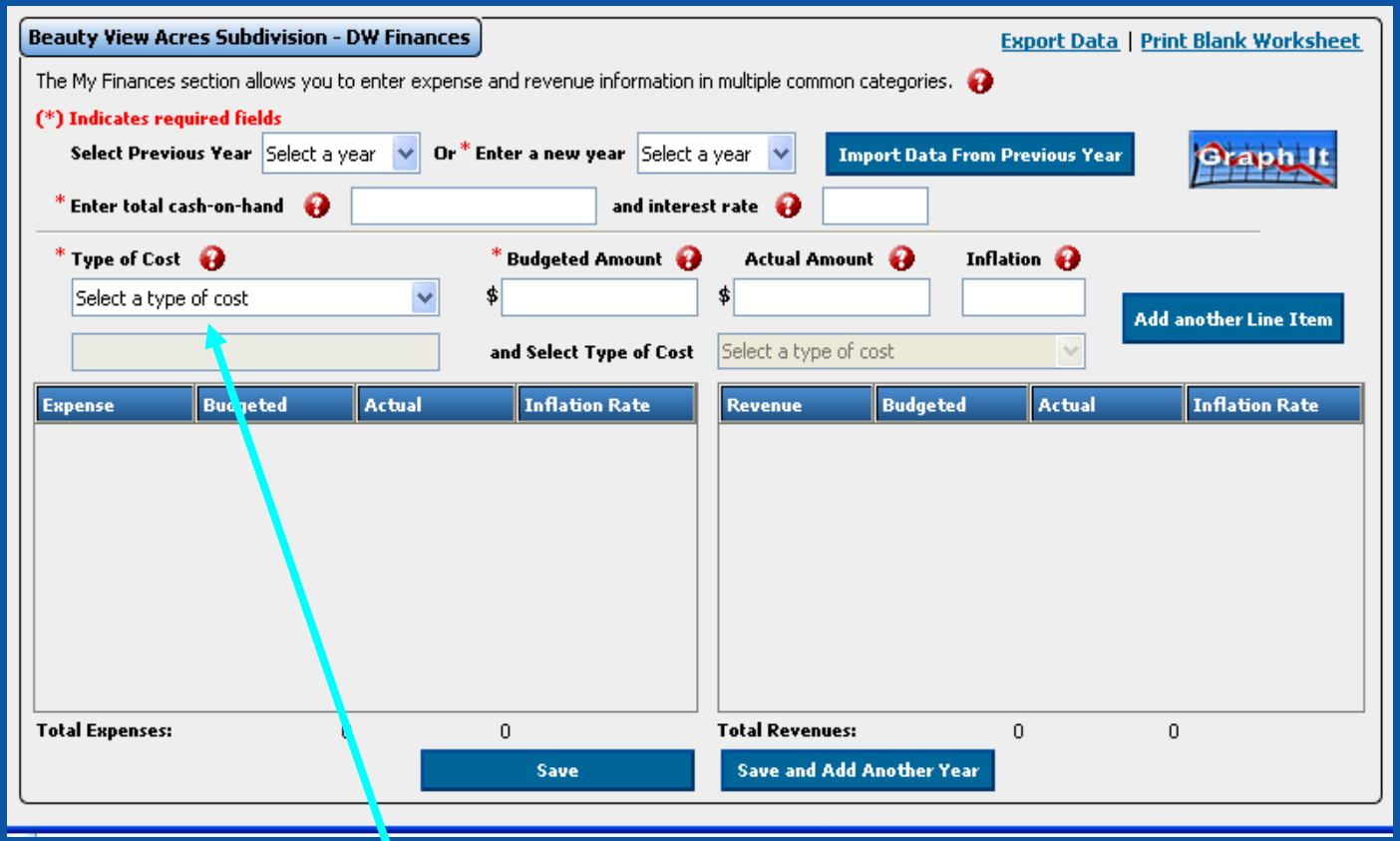
Enter Data for Past or Current Year



Data Entry Fields

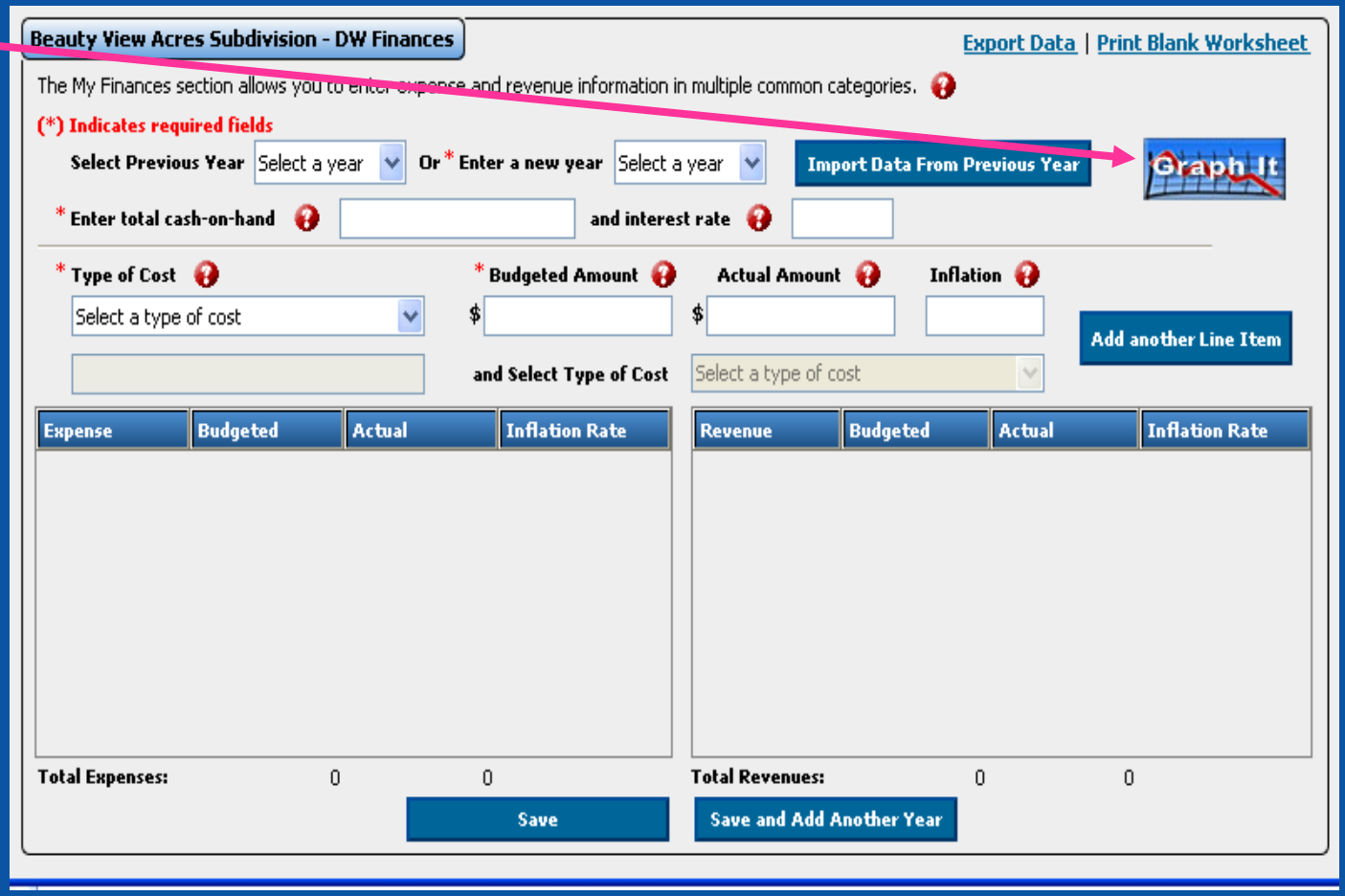
Enter Type of Cost

Organize your annual accounting system by revenues and expenses

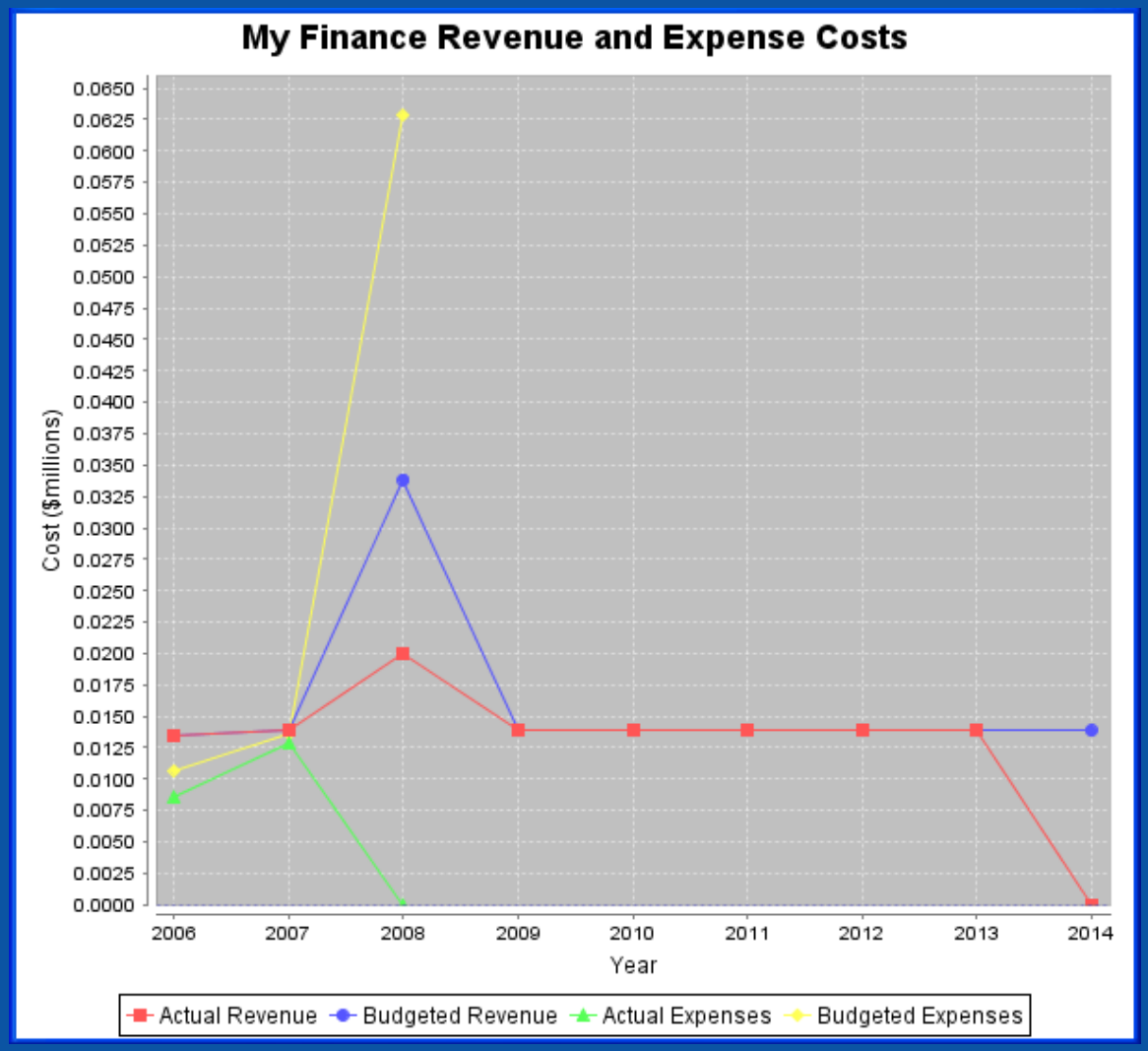


Type of Cost

Graph Your Financial Data



My Finances Graph



Print Finances Worksheet

Beauty View Acres Subdivision - DW Finances

Export Data | Print Blank Worksheet

The My Finances section allows you to enter expense and revenue information in multiple common categories.

(*) Indicates required fields

Select Previous Year: Select a year | Or * Enter a new year: Select a year | Import Data From Previous Year | Graph It

* Enter total cash-on-hand: | and interest rate:

* Type of Cost: Select a type of cost | * Budgeted Amount: $ | Actual Amount: $ | Inflation: | Add another Line Item

and Select Type of Cost: Select a type of cost

Expense	Budgeted	Actual	Inflation Rate

Revenue	Budgeted	Actual	Inflation Rate

Total Expenses: 0 0

Total Revenues: 0 0

Save | Save and Add Another Year

Blank Finances Worksheet

Finances

Year	Cash on Hand	Interest Rate
	$	

Revenue

Revenue from user rates		$	
Revenue from grants		$	
Revenue from loans/bonds		$	
Transfer from reserve fund		$	
Interest		$	
Other Revenues (Total)		$	
❑ One-time fees	$	❑ Contract sales	$
❑ Bulk sales	$	❑ Product sales	$
❑ Other	$		
Other		$	
Total Revenue		**$**	

Expenses

Operating Expenses (Total)		$	
❑ Maintenance	$	❑ Equipment	$
❑ Salaries, Wages, Benefits	$	❑ Supplies	$
❑ Chemicals	$	❑ Contracts	$
❑ Utilities	$	❑ Monitoring & Testing	$
❑ Emergency	$	❑ Lease and Mortgage	$
❑ Insurance	$	❑ Services	$
❑ Training Costs	$	❑ Billing Costs	$
❑ Fees	$	❑ Security	$
❑ Other	$		
Capital Improvements		$	
❑ Other Capital Improvements		$	
Debt Payment		$	
❑ Other Debt Payments		$	
Capital Reserve Contribution		$	
❑ Other Capital Reserve Contributions		$	
Emergency Reserve Contribution		$	
❑ Other Emergency Reserve Contributions		$	
Total Expenses		**$**	

CUPSS Example

Q&A on My Finances Exercise

MY FINANCIAL CHECK UP REPORT

Benefits to My Utility

CUPSS reports can be used to present your financial information entered in CUPSS in an organized fashion to your community decision makers and stakeholders.

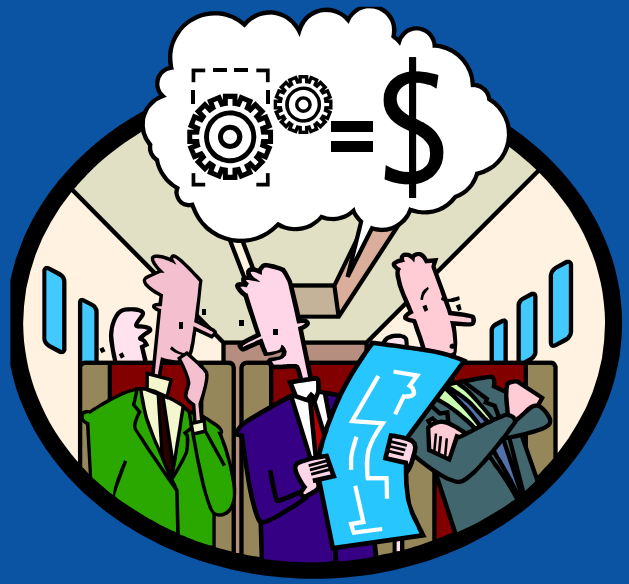
My Financial Check Up Report

In the My Financial Check Up Report module, we will be discussing:

- How to understand the current and future financial situation of your utility
- What long-term financial planning means

Why Prepare Your Financial Report?

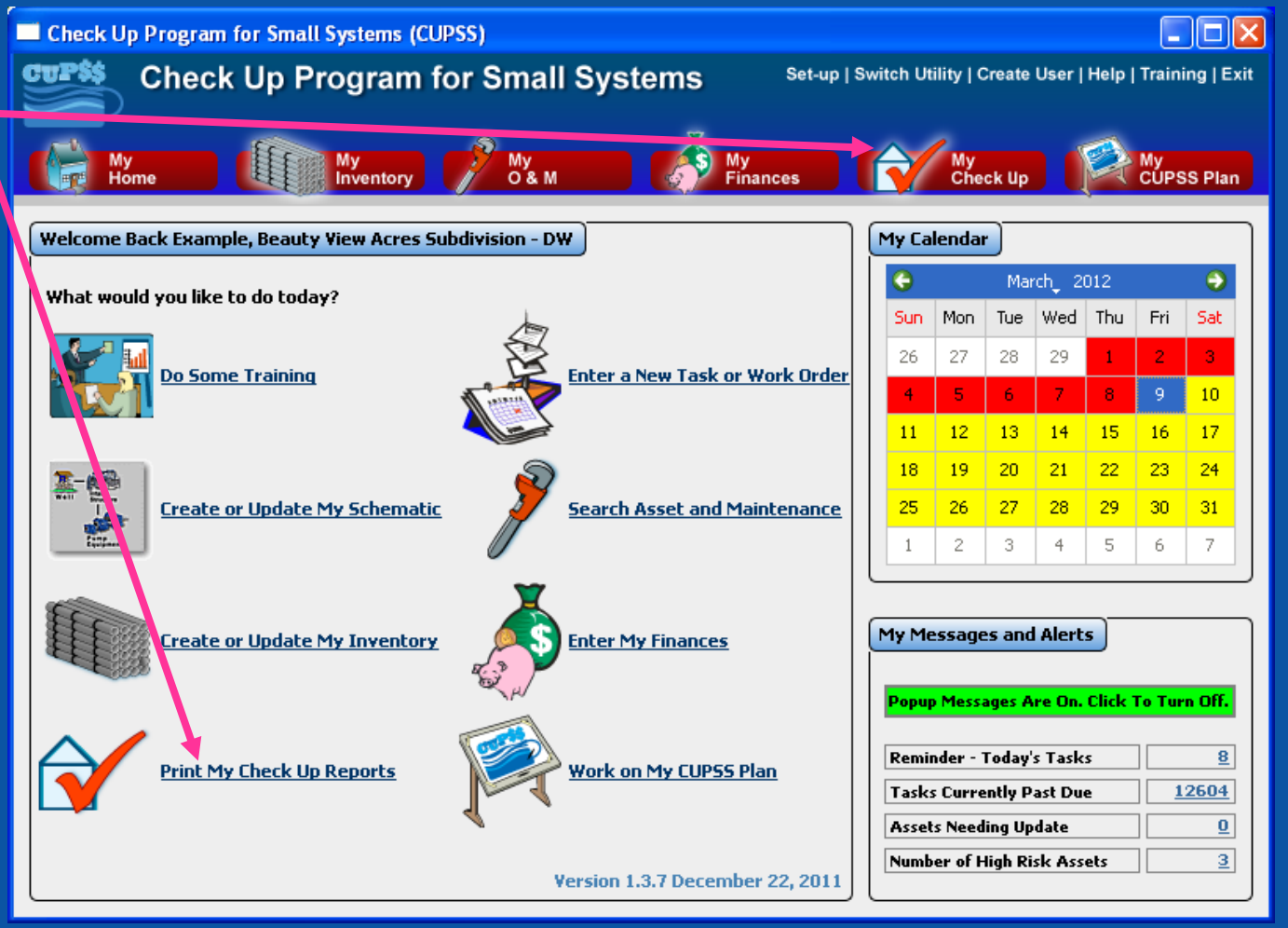
- Determine how much $ is needed for improvement projects
- Understand and communicate your revenue needs
- Work toward a balanced budget



Think about the Asset Management Plan

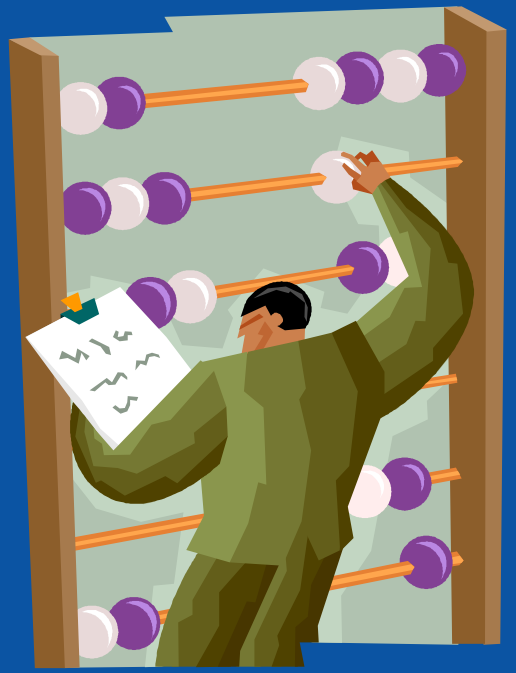
Preparing annual financial reports will help your asset management plan tell a story of your current financial condition and what goals need to be established for future financing.

Navigate to My Financial Check Up

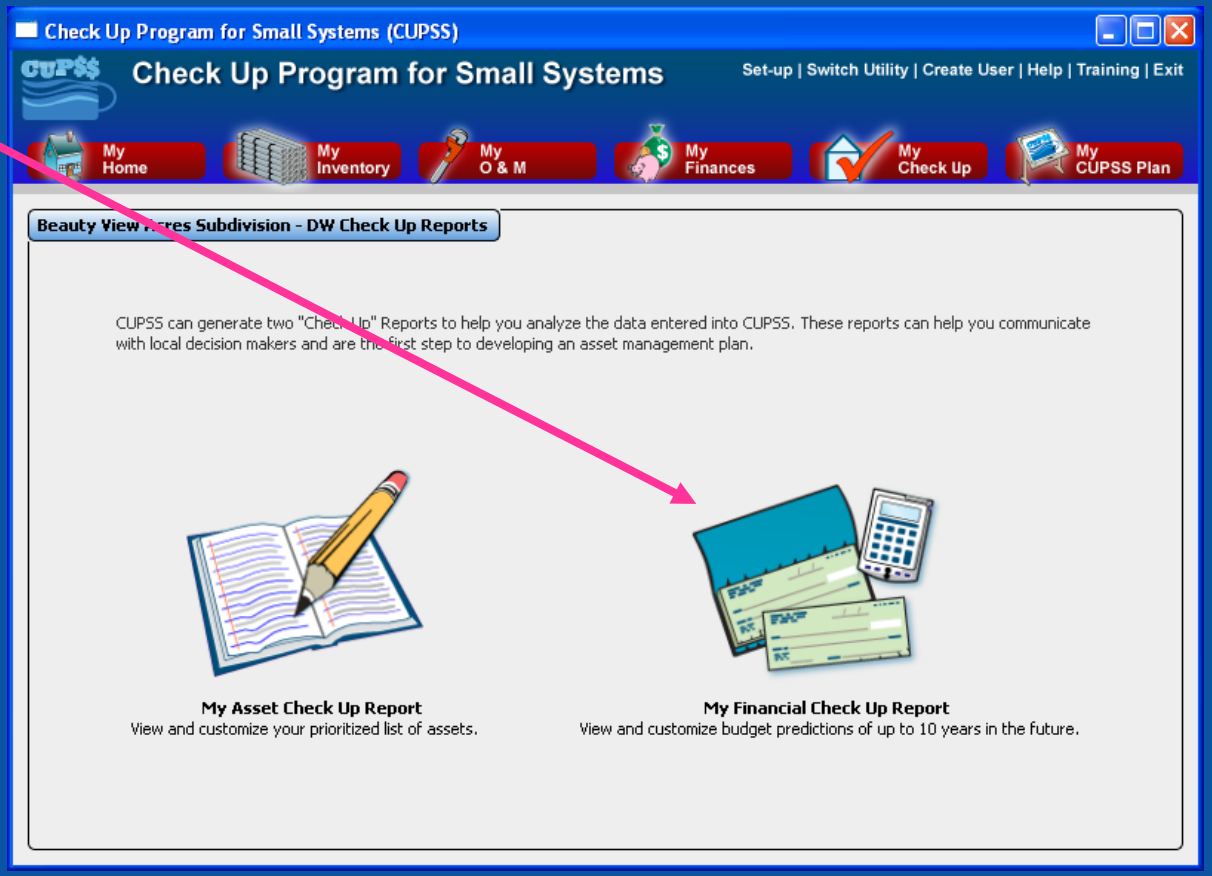


CUPSS Example

My Financial Check Up Report



My Check Up Page

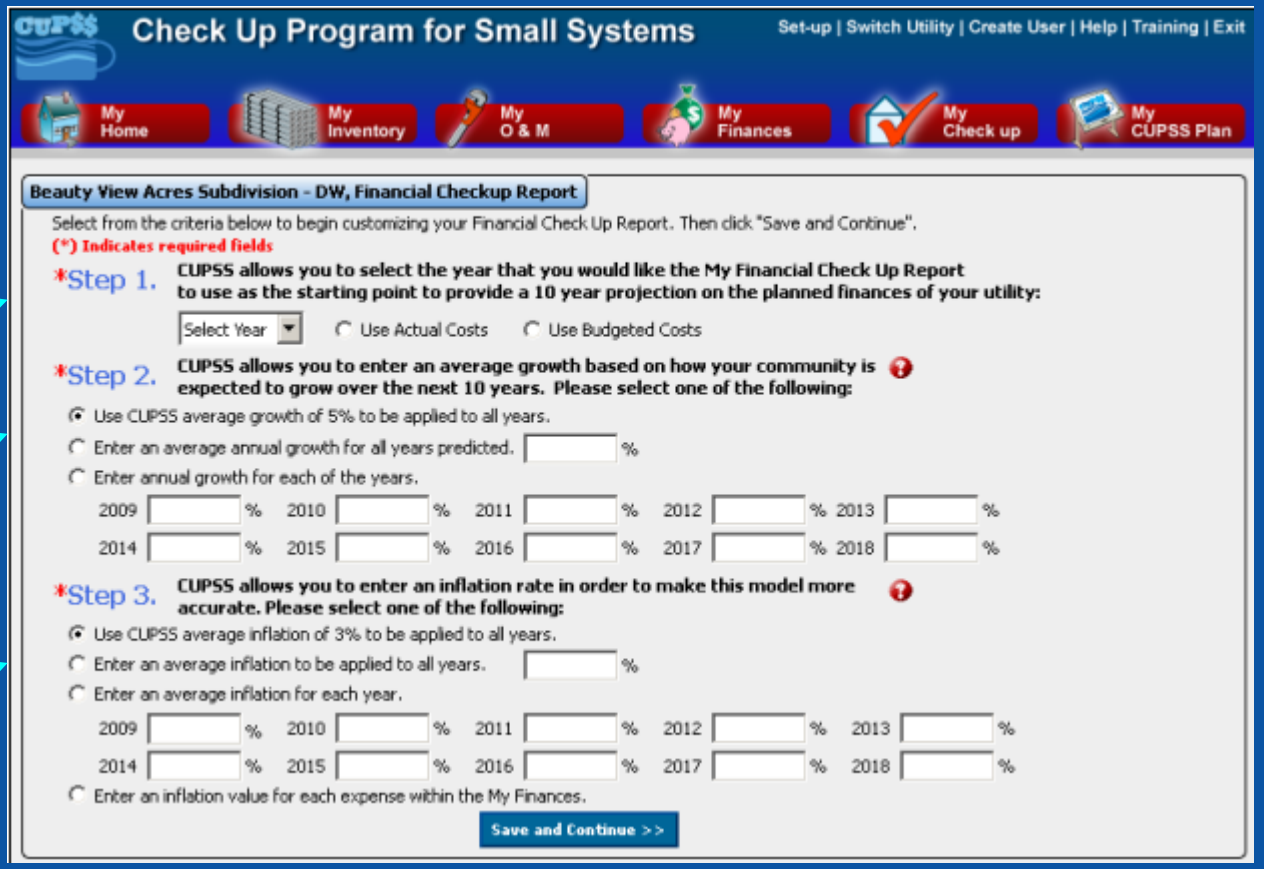


My Financial Check Up Report
Page 1

Select Year

Growth

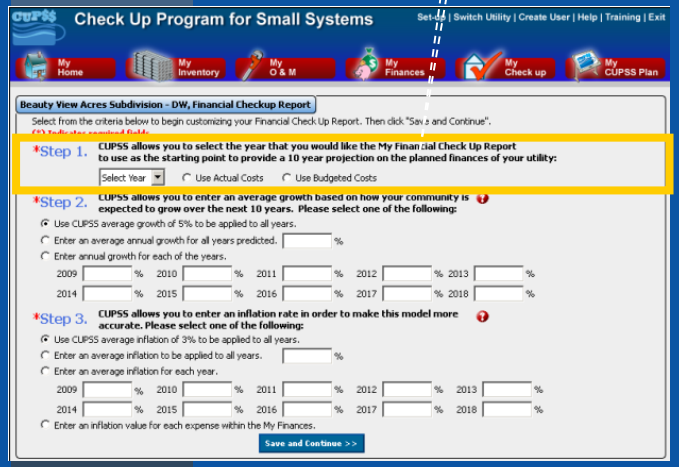
Inflation



Step 1: Starting Point

Enter the starting year for your 10 year projection

Decide if you want to use Actual Costs or Budgeted Costs



Step 2: Growth

*Step 2. **CUPSS allows you to enter an average growth based on how your community is expected to grow over the next 10 years. Please select one of the following:**

- (•) Use CUPSS average growth of 5% to be applied to all years.
- ( ) Enter an average annual growth for all years predicted. [ ] %
- ( ) Enter annual growth for each of the years.

2009	%	2010	%	2011	%	2012	%	2013	%
2014	%	2015	%	2016	%	2017	%	2018	%

Option 1

Apply the CUPSS average of 5% to all years in your 10 year projection

OR

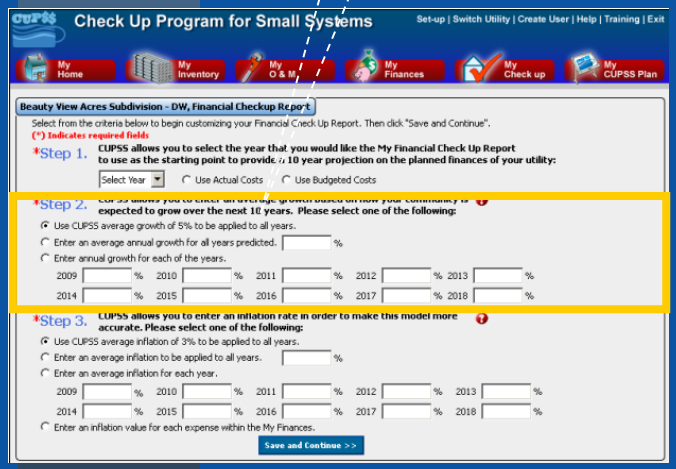
Option 2

Enter a different % that will be applied to all years in your 10 year projection

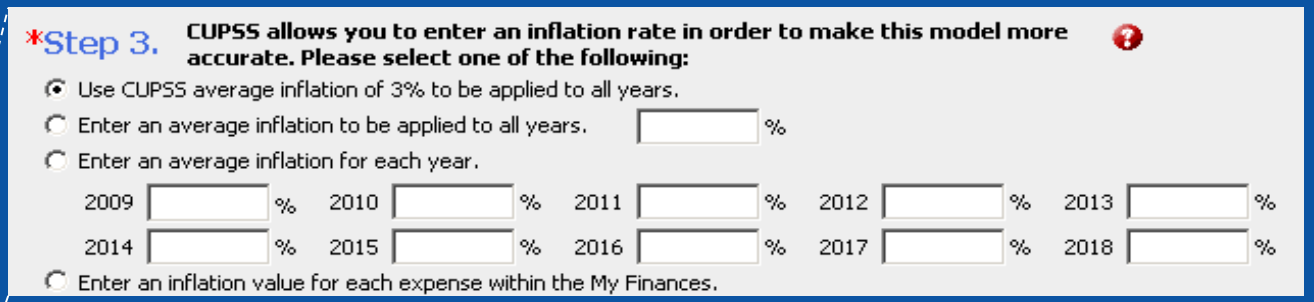
OR

Option 3

Enter a different % for each year in your 10 year projection



Step 3: Inflation



Option 1

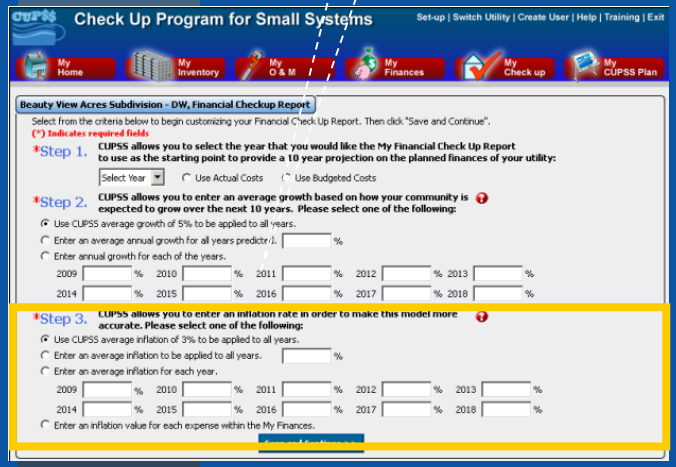
Apply the CUPSS average of 3% to all years in your 10 year projection

OR

Option 2

Enter a different % that will be applied to all years in your 10 year projection

OR



Option 3

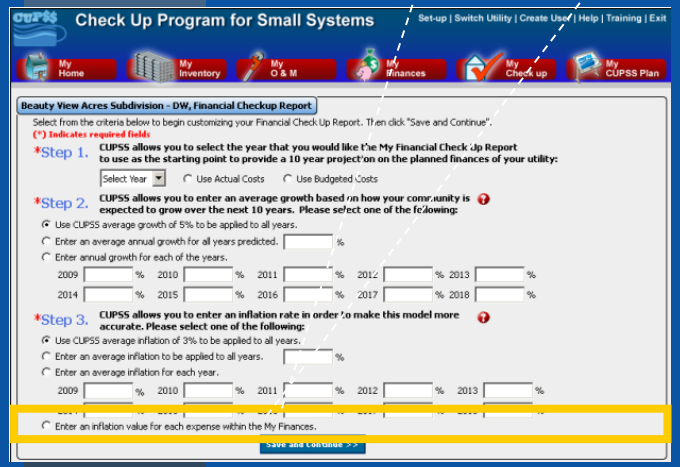
Enter a different % for each year in your 10 year projection

OR

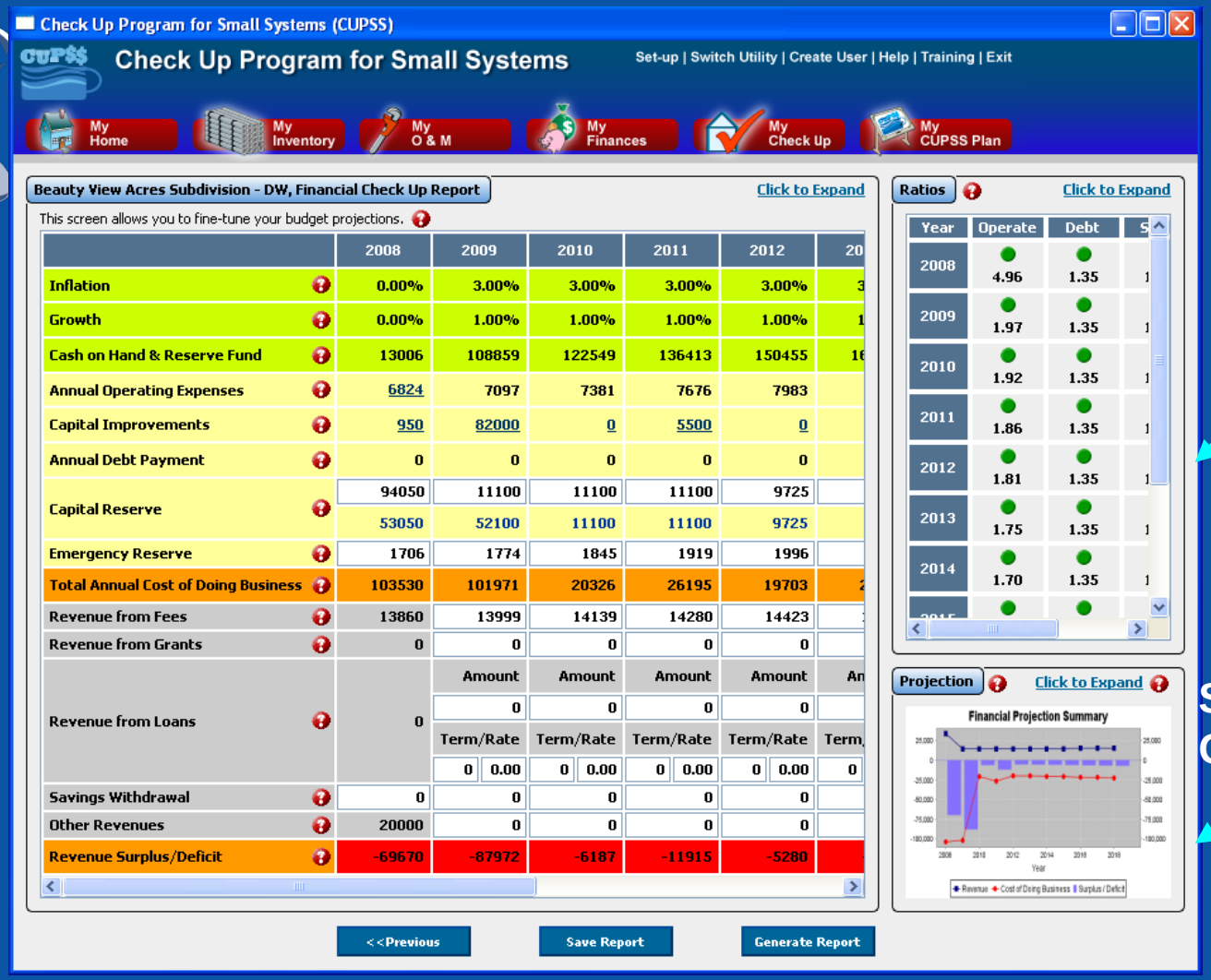
Option 4

Use an inflation value for each expense in My Finances

Step 3: Inflation
Option 4



My Financial Check Up Report
Page 2



Financial Projections

Ratios

Summary Graph

Financial Projections Window

Edit the text boxes to customize your utility's financial forecast!

Budget Projection

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Inflation	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Growth	0.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Cash on Hand & Reserve Fund	13006	108859	122549	136413	150455	163304	176329	189535	202926	216507	230284
Annual Operating Expenses	6824	7097	7381	7676	7983	8302	8634	8979	9338	9712	10100
Capital Improvements	950	82000	0	5500	0	0	0	0	0	0	0
Annual Debt Payment	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve	94050	11100	11100	11100	9725	9725	9725	9725	9725	9725	9725
Emergency Reserve	1706	1774	1845	1919	1996	2076	2159	2245	2335	2428	2525
Total Annual Cost of Doing Business	103530	101971	20326	26195	19703	20102	20517	20949	21397	21865	22350
Revenue from fees	13860	13999	14139	14280	14423	14567	14713	14860	15008	15158	15310
Revenue from Grants	0	0	0	0	0	0	0	0	0	0	0
Revenue from Loans	0	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
		0	0	0	0	0	0	0	0	0	0
		Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate
		0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
Savings Withdraw	0	0	0	0	0	0	0	0	0	0	0
Other Revenues	20000	0	0	0	0	0	0	0	0	0	0
Revenue/Surplus Deficit	-69670	-87972	-6187	-11915	-5280	-5535	-5804	-6089	-6389	-6707	-7040

Total Cost of Doing Business

Budget Projection

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Inflation	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Growth	0.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Cash on Hand & Reserve Fund	13006	108859	122549	136413	150455	163304	176329	189535	202926	216507	230284
Annual Operating Expenses	6824	7097	7381	7676	7983	8302	8634	8979	9338	9712	10100
Capital Improvements	950	82000	0	5500	0	0	0	0	0	0	0
Annual Debt Payment	0	0	0	0	0	0	0	0	0	0	0
Capital Reserve	94050	11100	11100	11100	9725	9725	9725	9725	9725	9725	9725
Emergency Reserve	1706	1774	1845	1919	1996	2076	2159	2245	2335	2428	2525
Total Annual Cost of Doing Business	103530	101971	20326	26195	19703	20102	20517	20949	21397	21865	22350

Revenue Surplus and Deficit

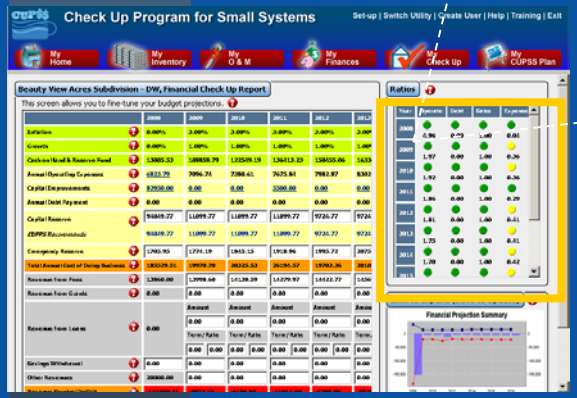
Type your future dollar amounts directly in the text boxes. These edits will automatically be saved in the My Finances module!

Revenue from fees	13860	13999	14139	14280	14423	14567	14713	14860	15008	15158	15310
Revenue from Grants	0	0	0	0	0	0	0	0	0	0	0
Revenue from Loans	0	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
		0	0	0	0	0	0	0	0	0	0
		Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate	Term/Rate
		0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
Savings Withdraw	0	0	0	0	0	0	0	0	0	0	0
Other Revenues	20000	0	0	0	0	0	0	0	0	0	0
Revenue/Surplus Deficit	-69670	-87972	-6187	-11915	-5280	-5535	-5804	-6089	-6389	-6707	-7040

Ratios Window

Ratio Table

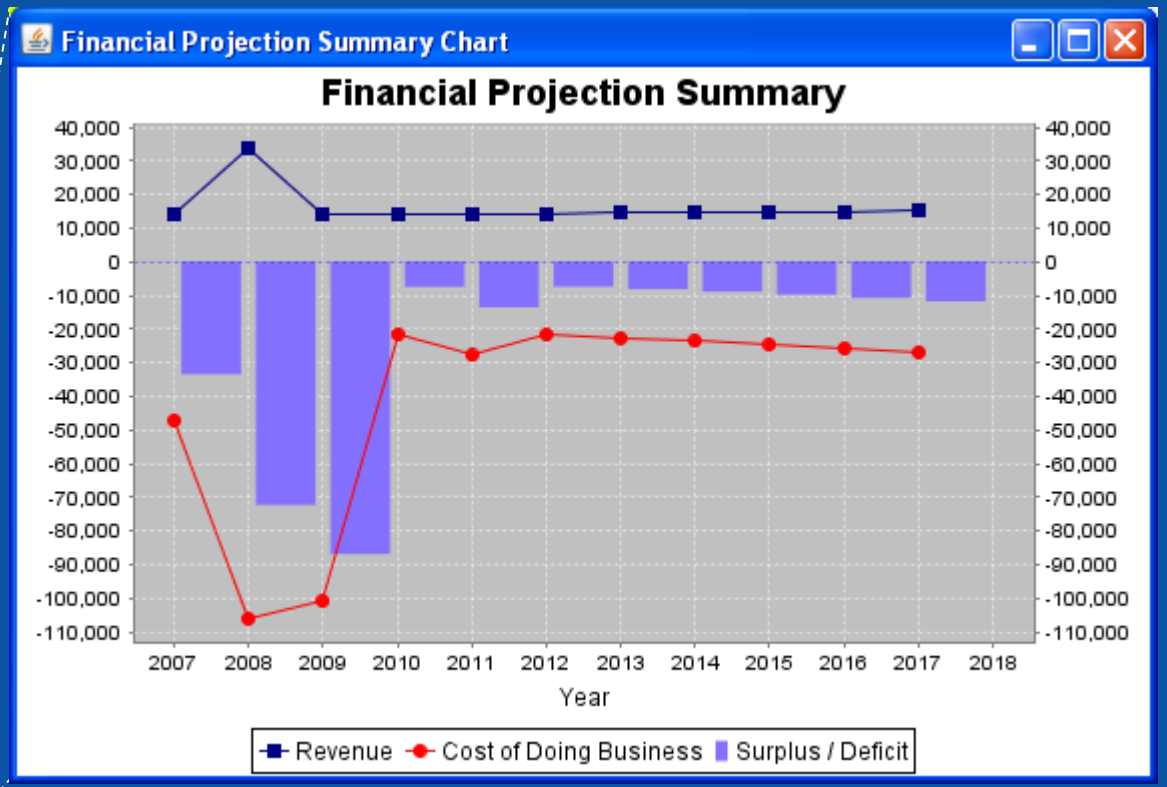
Year	Operate	Debt	Sales	Expense
2008	4.86	1.35	1.00	0.07
2009	1.93	1.35	1.00	0.07
2010	1.87	1.35	1.00	0.39
2011	1.81	1.35	1.00	0.32
2012	1.75	1.35	1.00	0.45
2013	1.70	1.35	1.00	0.47
2014	1.65	1.35	1.00	0.49
2015	1.59	1.35	1.00	0.51
2016	1.54	1.35	1.00	0.52
2017	1.50	1.35	1.00	0.54
2018	1.45	1.35	1.00	0.56

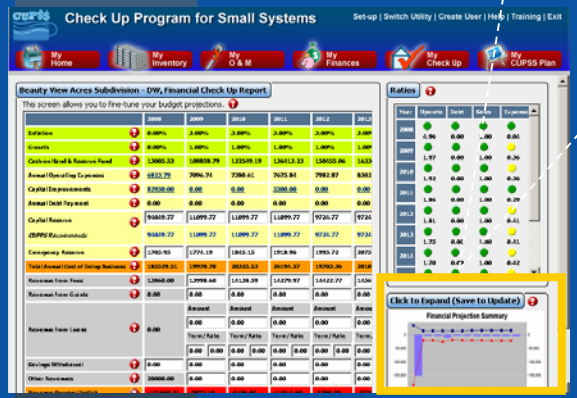


Benefits to My Utility

CUPSS ratios provide you with a quick summary of the financial health of your utility.

Financial Projection Summary Graph





CUPSS Example

Q&A on My Financial Check Up Report

Your CUPSS

1) My O&M
   1.1) Add a task for an existing asset
   1.2) Change an existing daily task to be a weekly task

2) My Finances
   2.1) Enter a new Type of Cost line item for the year 2008, “Revenue from loans/bonds” for a Budgeted Amount of $5,000 (“5000”) and an Inflation Rate of 10% (“.10”)

3) My Financial Check Up Report
   3.1) In Page 1, make sure the starting point is on the default year 2008.
   3.2) In Page 2, change numbers as indicated in the table on the next page (in the handout).
   3.3) Click “Generate Report” to print a report of what is now entered into CUPSS.

Agenda for Session 3

Sneak Peak!

- Training Review: Session 2
  - Your CUPSS
  - Quiz
- My CUPSS Plan
- Troubleshooting Tips
- Final Q&A
- Final Test
- Training Evaluation

Join Us for Session 3

Learn about generating your Asset Management Plan in Session 3!

Thursday, May 14th, 2015

1-3pm ET