CMS

ILLINOIS George H. Ryan, Governor
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
Michael S. Schwartz, Director

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager F.C.
Bureau of Communication and Computer Services

DATE: September 16, 2002

RE: MONIES Training Classes

MONIES (Management of Network Income Expense Services) is the database program utilized by Central Management Services (CMS) to process, track, and bill all telecommunications products and services. MONIES 101 training is also a prerequisite for the MONIES DIRECTORY class on alphabetical and departmental listings in the State of Illinois Telephone Directory.

Inquiry into MONIES will allow you to:

- Check the status of your TSRs and TDRs
- Verify your inventory of voice and data equipment
- Review your monthly bills (the three most current months are available on-line)
- View your departmental and alphabetical state telephone directory database

MONIES 101 is for people who have not had prior MONIES training. Coordinators are taught:

- How to logon to MONIES and to negotiate the application
- How to know where you are within the application
- How to do simple searches to answers questions about your inventory

MONIES DIRECTORY is for Telecommunications Coordinators who maintain their agency directory listings.

- All agencies with access to MONIES through the CMS Data Center are required to make their own updates to both the departmental and alphabetical listings in the State of Illinois Telephone Directory. CMS no longer takes responsibility for the accuracy of the agency listings. Coordinators must have completed MONIES 101 prior to enrolling in MONIES DIRECTORY.

MONIES training will be offered on the dates and times listed below:

Class Dates & Times:

Springfield:	**MONIES 101** Wednesday, October 23, 2002 8:30 a.m. to 12 p.m. Capital City Center 130 W. Mason	**MONIES DIRECTORY** Wednesday, October 23, 2002 1 p.m. to 4:30 p.m. Capital City Center 130 W. Mason
Chicago:	**MONIES 101** Thursday, November 21, 2002 8:30 a.m. to 12 p.m. James R. Thompson Center 2nd Floor Training Center, Rm. 2-024	**MONIES DIRECTORY** Thursday, November 21, 2002 1 p.m. to 4:30 p.m. James R. Thompson Center 2nd Floor Training Center, Rm. 2-024

All registrants must have their own RACF ID and MONIES ID and should have previously accessed MONIES from their office. If you need to establish RACF IDs, contact your agency data processing coordinator. If you need to establish a MONIES password or need assistance with connectivity, please contact Dana Fulk, MONIES coordinator, prior to Wednesday, October 16, 2002, at (217) 785-1930 or dana_funk@cms.state.il.us.

To register for any of the MONIES classes, please contact Steve Hayden, CMS Data Provisioning Manager, at (217) 524-5033 or steve_hayden@cms.state.il.us.