



# CUPSS Training

Part 2 of 3 Sessions

[www.epa.gov/cupss](http://www.epa.gov/cupss)  
[cupss@epa.gov](mailto: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.



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WebEx Session ID: **642 540 873**



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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 #**

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File Edit Share View Audio Participant Session Breakout Help

Quick Start Session Info

**Topic:** CUPSS Training Session Practice

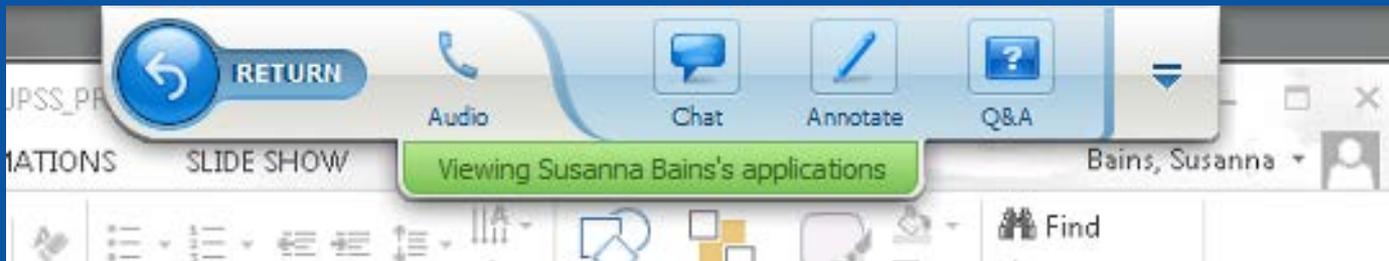
**Host:** Susanna Bains  
**Audio Conference:** US TOLL +1-415-655-0003  
**Access code:** 642 540 873  
**Attendee ID:** 24145  
**Training session number:** 642 540 873

Chat Q&A

Send to: All Participants

Return to Sharing

Send Send Privately...





# Today's Panel

## CUPSS Program Team

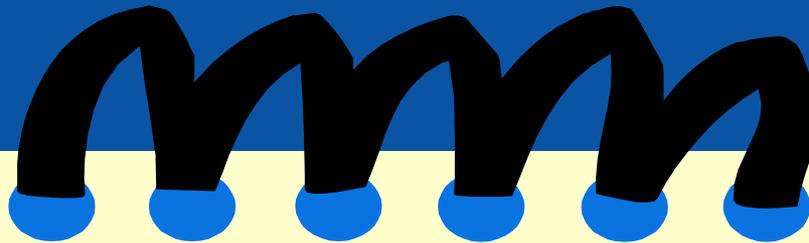
Susanna Bains, ORISE Fellow, USEPA

Adrienne Harris, USEPA

Cindi Atwood, TetraTech



# Today's Agenda

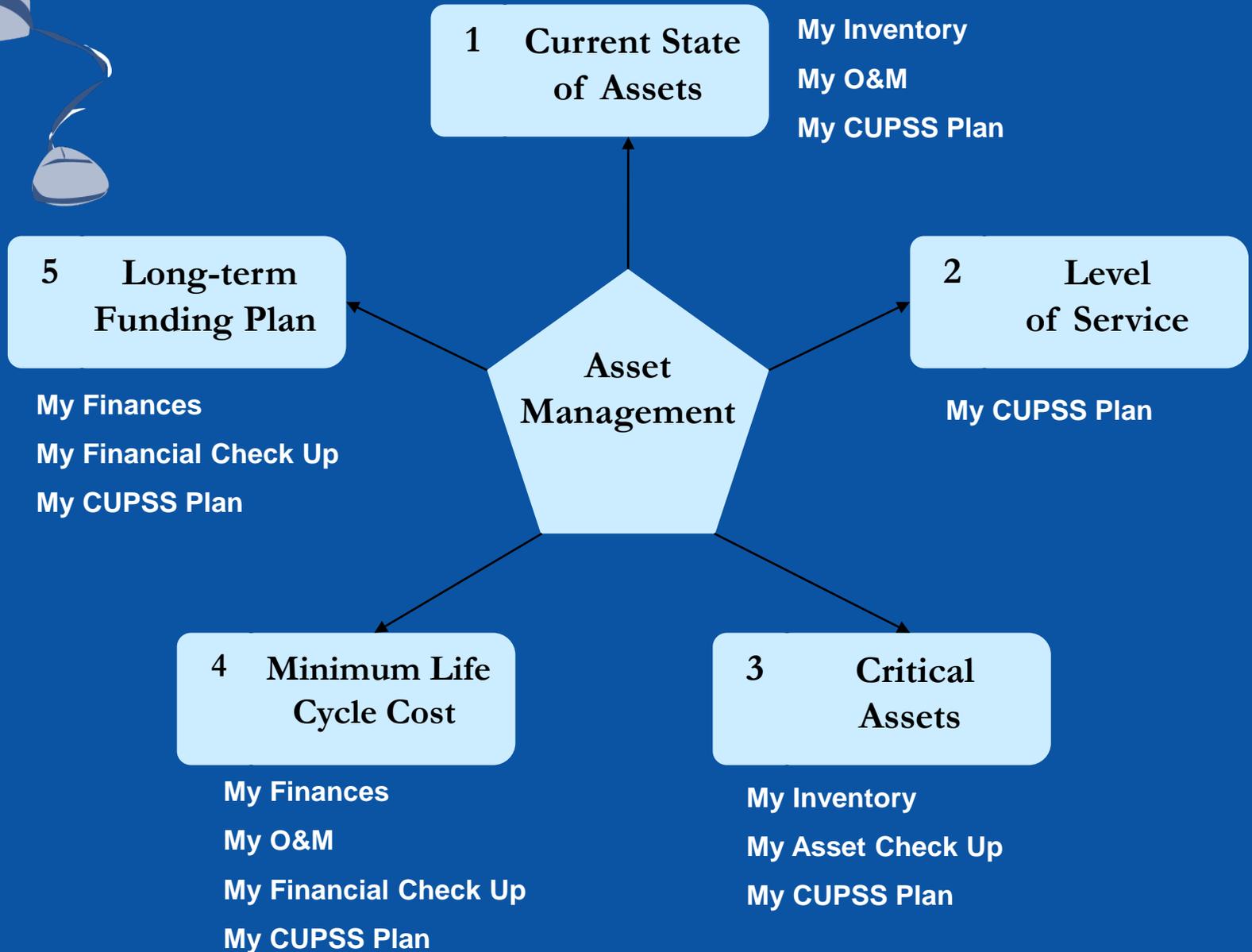


- Session 1 Summary
- Session 1 Your CUPSS
- Session 1 Quiz
- Session 2
  - My O&M
    - Search/Print
  - My Finances
  - My Financial Check Up Report
- Session 2 Your CUPSS



# Asset Management Core Questions

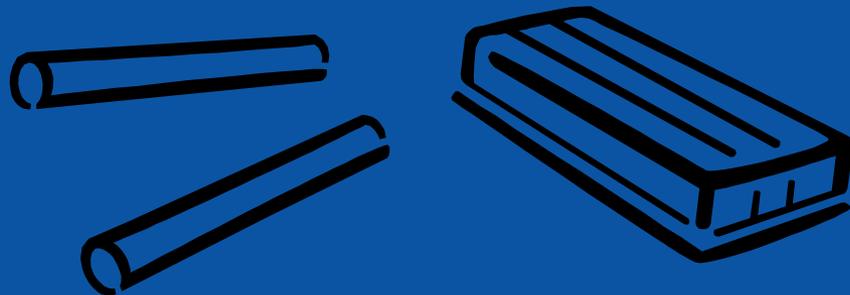
## CUPSS Modules





# 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

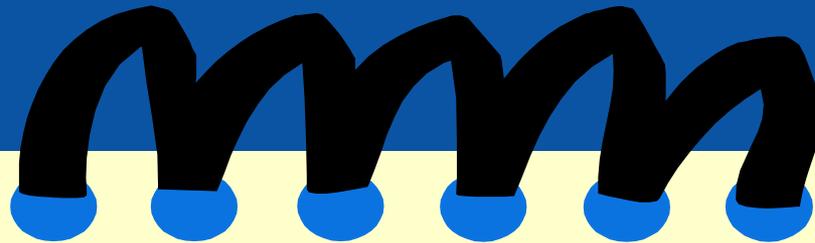


# Session 1 Quiz

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

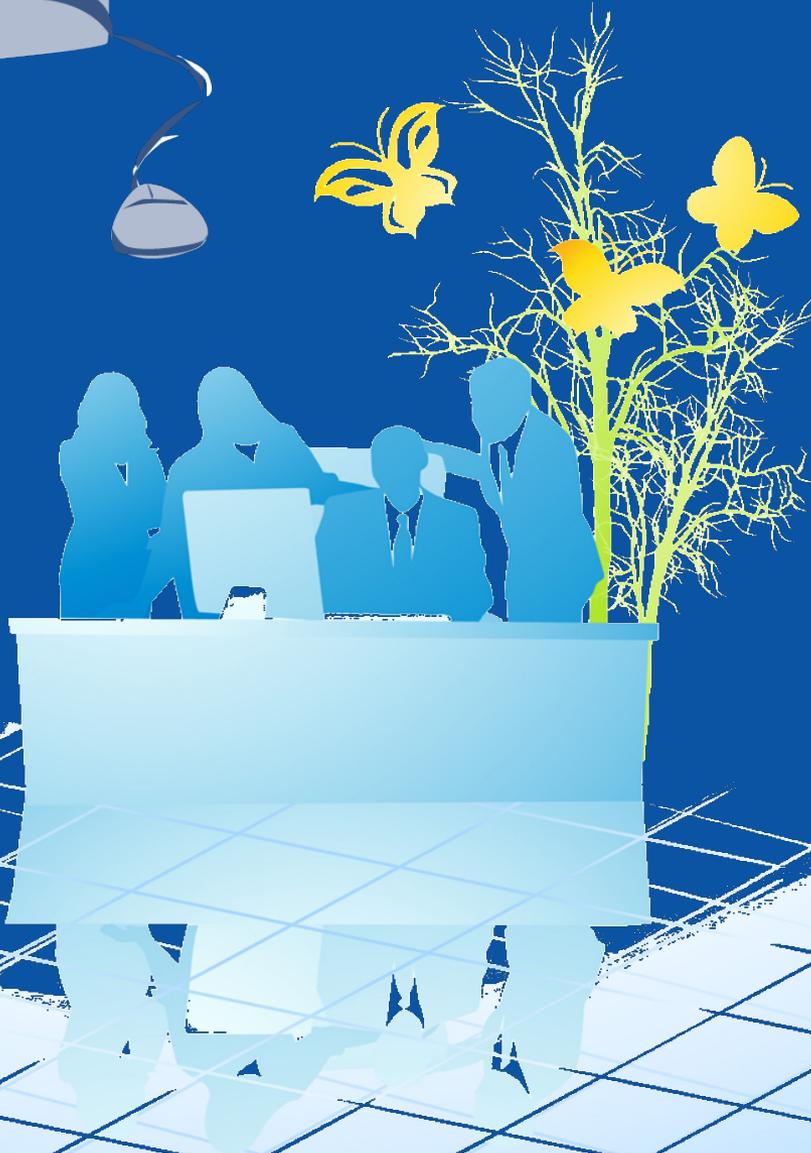
**Learn how to search and print reports on assets and associated tasks**

3

**Enter your past, current and projected finances**

4

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

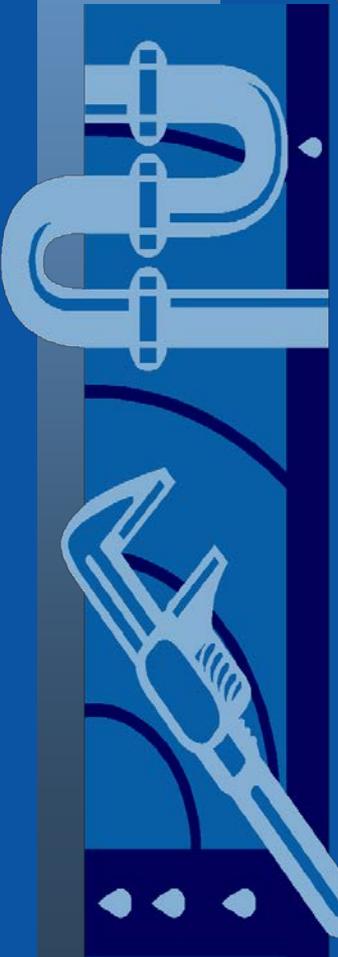




## MY O&M

### **Benefits to My Utility**

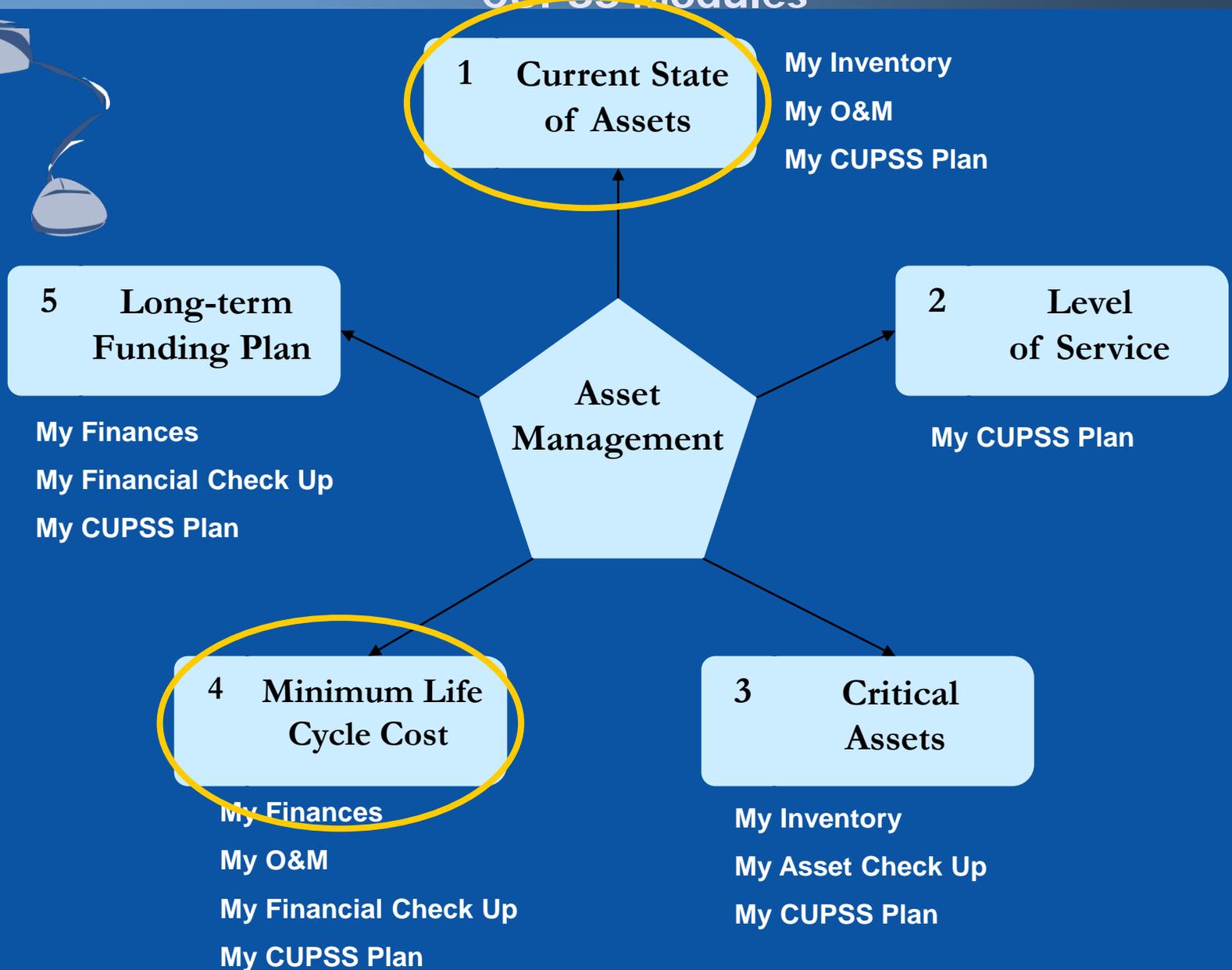
CUPSS allows you to track all of the tasks associated with each utility. Since CUPSS allows several users to use CUPSS everyone can manage their tasks in CUPSS. Using the search module in CUPSS you can then extract all of the task information to help develop the O&M section of the My CUPSS Asset Management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

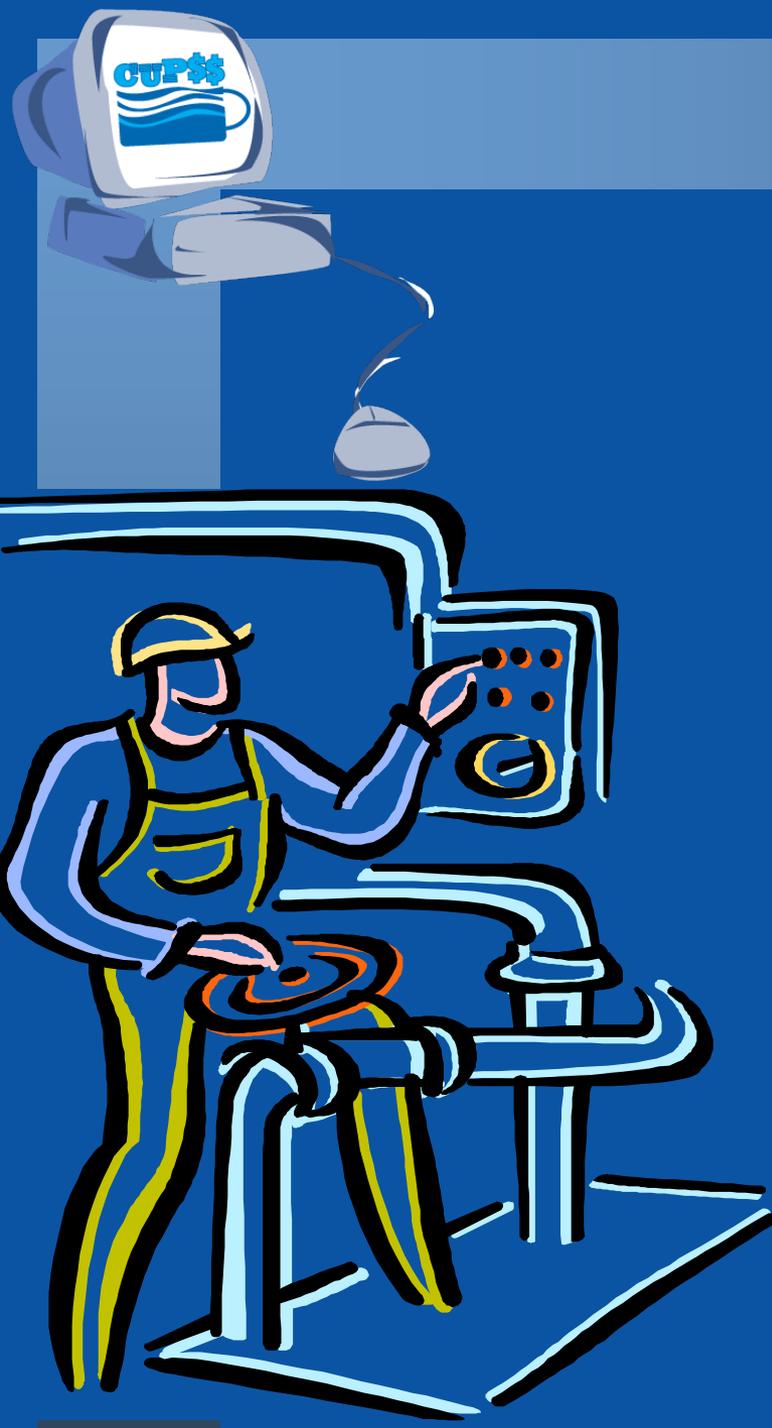




# Asset Management Core Questions

## CUPSS Modules





# My O&M

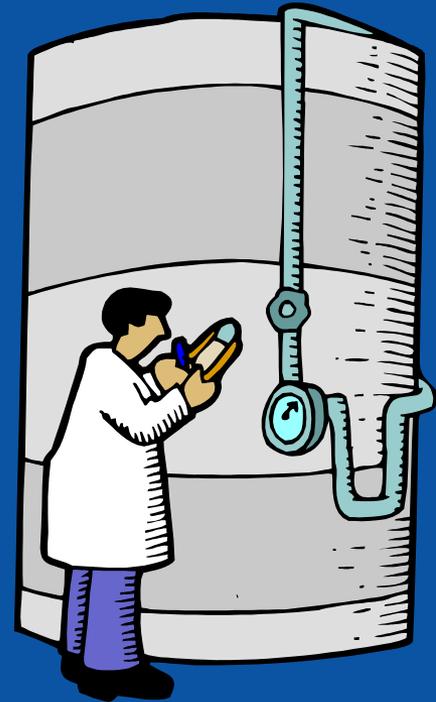
In the My O&M module, we will be discussing:

- 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

The screenshot displays the CUPSS web application interface. At the top, the title bar reads "Check Up Program for Small Systems (CUPSS)". Below the title bar, the main header includes the CUPSS logo, the text "Check Up Program for Small Systems", and navigation links: "Set-up | Switch Utility | Create User | Help | Training | Exit".

A horizontal menu bar contains several icons and labels: "My Home", "My Inventory", "My O & M", "My Finances", "My Check Up", and "My CUPSS Plan".

The main content area is titled "Welcome Back Example, Beauty View Acres Subdivision - B..." and asks "What would you like to do today?". It features eight task cards with icons and text links:

- Do Some Training
- Create or Update My Schematic
- Create or Update My Inventory
- Print My Check Up Reports
- Enter a New Task or Work Order
- Search Asset and Maintenance
- Enter My Finances
- Work on My CUPSS Plan

On the right side, there is a "My Calendar" widget showing a calendar for March 2012. The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Below the calendar is a "My Messages and Alerts" section with a green notification bar: "Popup Messages Are On. Click To Turn Off." Below this are four summary items:

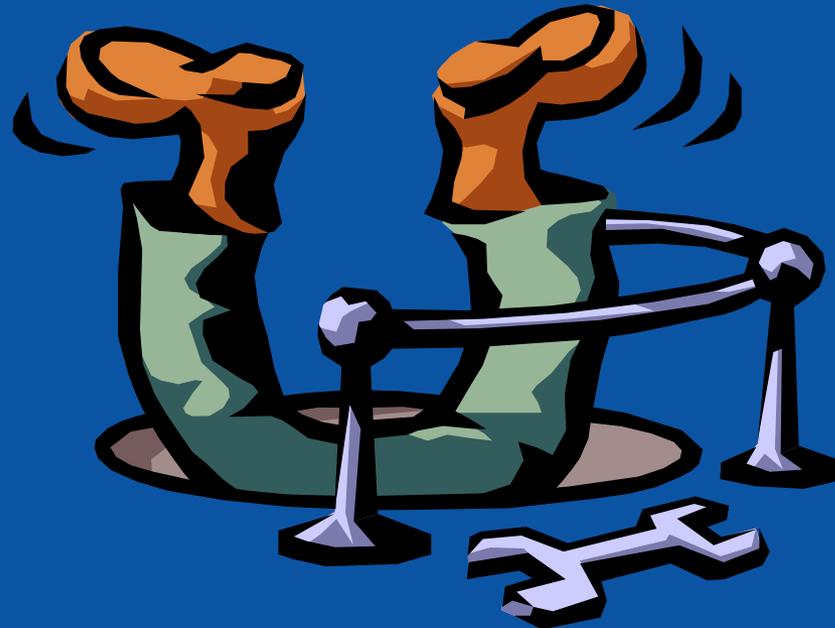
- Reminder - Today's Tasks: 8
- Tasks Currently Past Due: 12604
- Assets Needing Update: 0
- Number of High Risk Assets: 3

At the bottom of the page, the version information is "Version 1.3.7 December 22, 2011".



# 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.

The screenshot displays the CUPSS web application interface. At the top, the title bar reads "Check Up Program for Small Systems (CUPSS)". Below the title bar, the main header includes the CUPSS logo, the text "Check Up Program for Small Systems", and navigation links: "Set-up | Switch Utility | Create User | Help | Training | Exit". A secondary navigation bar contains icons and labels for "My Home", "My Inventory", "My O & M", "My Finances", "My Check Up", and "My CUPSS Plan".

The main content area is titled "Beauty View Acres Subdivision - DW Operation and Maintenance". It features a navigation bar with the following links: "Add A Task", "Print Blank Worksheet", "Search/Print", and "Print Worksheets By Date Range". Below this, there is a filter section with the following options:

- Filter Utility: Beauty View Acres Subdivision - DW
- Month: June
- Year: 2009
- Show Completed Tasks

The main display is a calendar grid showing tasks for the month of June. The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The calendar grid shows tasks for each day, with the text "Past Due: Ch..." and "Past Due: Co..." repeated for each day. Each task entry has a small blue arrow icon next to it, indicating that the task can be interacted with.



# Task Form

**Task Details**

This screen allows you to schedule one-time and recurring tasks within the O&M section.

(\*) Required Fields (\*) Required If Recurrence Exists

**Task**

\* Task Name

\* Task Type **Select Type**

Enter Other

Capital Improvement Project

**Task Details/Notes**

Cost of the Task

Percent of Task

Deferred Maintenance

\* Staff Assigned **Select Staff**

OR [Add New Staff](#)

**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](#)

**Monitoring or Chemical Added**

Chemical **Select Chemical**

Enter Other

Amount

Chemical Unit

Chemical Date **Empty**

Chemical Time

Chemical	Amount	Unit	Date	Time
----------	--------	------	------	------

**Schedule**

\* Task Start    Pop-up Reminder

Length of Task    day(s)

Staff Completed **Select Staff**

Actual Completion **Empty**   Time

Frequency **Select Frequency**

\* Recurrence End Date **Empty**

\* Select Recurrence

Every    day(s)    times/day

Every    week(s) on **Select Day**

Day    of every    month(s)

The **Select**   **Select Day**   every    month(s)

Every **Select Month**

**Optional Parts Information**

Manufacturer/Supplier **Select Manufacturer - Supplier**

OR [Add New Manufacturer / Supplier](#)

Parts Name

Parts Number

Parts Cost

Labor Maint Cost

Man/Sup	Name	Number	Cost	Labor
---------	------	--------	------	-------

Save and Close | Cancel | Print Work Order

← Task

← Asset Information

← Monitoring or Chemical Added

← Schedule

← Optional Parts Information

# Task

**Task**

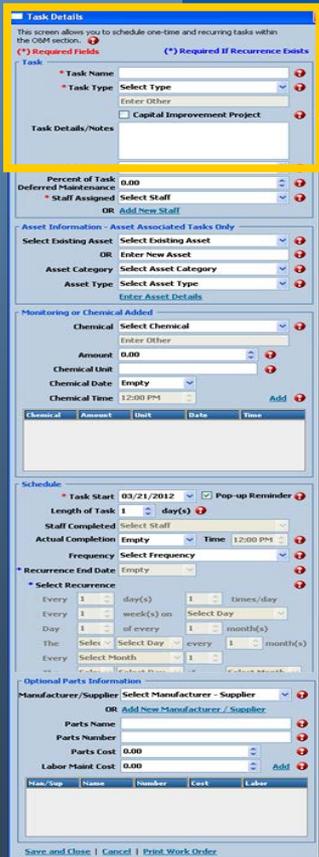
\* Task Name

\* Task Type

**Task Details/Notes**

**Cost of the Task**

\* Staff Name



**Task**

\* Task Name

\* Task Type

**Task Details/Notes**

**Cost of the Task**

\* Staff Name

**Cost of the Task**

\* Staff Name

# 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](#)

**Task Details**  
The screen allows you to schedule one-time and recurring tasks within the O&M section.

(\*) Required Fields (\*) Required if Recurrence Exists

Task

Task Name  
Task Type  
Enter Other  
 Capital Improvement Project

Task Details/Notes

Cost of the Task  
Deferred Maintenance  
Staff Assigned

**Asset Information - Asset Associated Tasks Only**

Select Existing Asset  
OR  
Enter New Asset

Asset Category  
Asset Type  
Enter Asset Details

Monitoring or Chemical Added

Amount  
Chemical Unit  
Chemical Date  
Chemical Time

Chemical	Amount	Unit	Date	Time
----------	--------	------	------	------

Schedule

Task Start  
Length of Task  
Staff Completed  
Actual Completion  
Frequency  
Recurrence End Date

Select Recurrence

Manufacturer/Supplier  
OR  
Add New Manufacturer / Supplier

Parts Name  
Parts Number  
Parts Cost  
Labor Maint Cost

Work/Sup	Name	Number	Cost	Labor
----------	------	--------	------	-------

Save and Close | Cancel | Print Work Order

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

**Task Details**

The screen allows you to schedule one-time and recurring tasks within the O&M section.

(\*) Required Fields (\*) Required if Recurrence Exists

**Task**

Task Name  
Task Type  
Capital Improvement Project

**Task Details/Notes**

Cost of the Task  
Percent of Task Deferred Maintenance  
Staff Assigned

**Asset Information - Asset Associated Tasks Only**

Select Existing Asset  
OR Enter New Asset  
Asset Category  
Asset Type

**Monitoring or Chemical Added**

Chemical  
Amount  
Chemical Unit  
Chemical Date  
Chemical Time

Chemical	Amount	Unit	Date	Time
----------	--------	------	------	------

**Schedule**

Task Start  
Length of Task  
Staff Completed  
Actual Completion  
Frequency  
Recurrence End Date  
Select Recurrence

**Optional Parts Information**

Manufacturer/Supplier  
Parts Name  
Parts Number  
Parts Cost  
Labor Maint. Cost

Man/Sup	Name	Number	Cost	Labor
---------	------	--------	------	-------

### Monitoring or Chemical Added

Chemical  ?

Amount  ?

Chemical Unit  ?

Chemical Date  ?

Chemical Time  ?

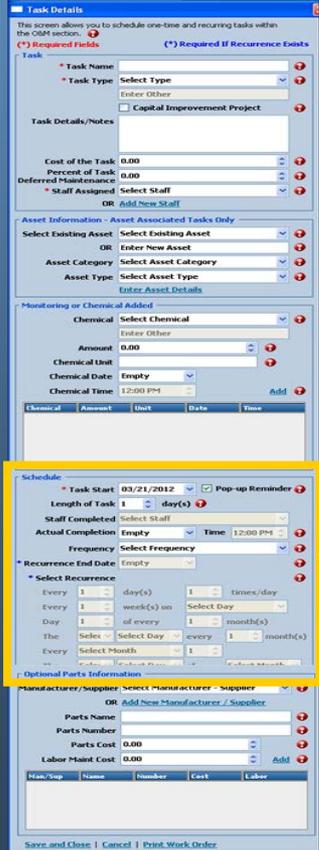
[Add](#) ?

Chemical	Amount	Unit	Date	Time
----------	--------	------	------	------



# 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



**Schedule**

**\* Task Start** 03/21/2012  **Pop-up Reminder**

**Length of Task** 1  **day(s)**

**Staff Completed** Select Staff

**Actual Completion** Empty  **Time** 12:00 PM

**Frequency** Select Frequency

**\* Recurrence End Date** Empty

**\* Select Recurrence**

**Every** 1  **day(s)** 1  **times/day**

**Every** 1  **week(s) on** Select Day

**Day** 1  **of every** 1  **month(s)**

**The** Select  **Select Day**  **every** 1  **month(s)**

**Every** Select Month  1

**The** Select  **Select Day**  **of** Select Month



# Parts Information

**Task Details**

The screen allows you to schedule one-time and recurring tasks within the O&M section.

(\*) Required Fields (\*) Required if Recurrence Exists

**Task**

- Task Name
- Task Type
- Capital Improvement Project

**Task Details/Notes**

Cost of the Task: 0.00  
 Percent of Task: 0.00  
 Deferred Maintenance: 0.00  
 Staff Assigned: Select Staff  
 OR: Add New Staff

**Asset Information - Asset Associated Tasks Only**

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

**Monitoring or Chemical Added**

- Chemical
- Amount: 0.00
- Chemical Unit
- Chemical Date
- Chemical Time: 12:00 PM

**Schedule**

- Task Start: 03/21/2012
- Length of Task: 1 day(s)
- Staff Completed
- Actual Completion: Empty
- Frequency
- Recurrence End Date
- Select Recurrence: Every 1 day(s) 1 times/day

**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

Man/Sup | Name | Number | Cost | Labor

Save and Close | Cancel | Print Work Order

**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

**Task Details**

This screen allows you to schedule one-time and recurring tasks within the O&M section.

(\*) Required Fields (\*) Required if Recurrence Exists

**Task**

\* Task Name

\* Task Type **Select Type**

Capital Improvement Project

Task Details/Notes

Cost of the Task **0.00**

Percent of Task **0.00**

Deferred Maintenance

\* Staff Assigned **Select Staff**

OR [Add New Staff](#)

**Asset Information - Asset Associated Tasks Only**

Select Existing Asset **Select Existing Asset**

OR

Asset Category **Select Asset Category**

Asset Type **Select Asset Type**

**Monitoring or Chemical Added**

Chemical **Select Chemical**

Amount **0.00**

Chemical Unit

Chemical Date **Empty**

Chemical Time **12:00 PM**

Chemical	Amount	Unit	Date	Time
----------	--------	------	------	------

**Schedule**

\* Task Start **03/21/2012**  Pop-up Reminder

Length of Task **1** day(s)

Staff Completed **Select Staff**

Actual Completion **Empty** Time **12:00 PM**

Frequency **Select Frequency**

\* Recurrence End Date **Empty**

\* Select Recurrence

Every **1** day(s) **1** times/day

Every **1** week(s) on **Select Day**

Day **1** of every **1** month(s)

The **Select** **Select Day** every **1** month(s)

Every **Select Month** **1**

**Optional Parts Information**

Manufacturer/Supplier **Select Manufacturer - Supplier**

OR

Parts Name

Parts Number

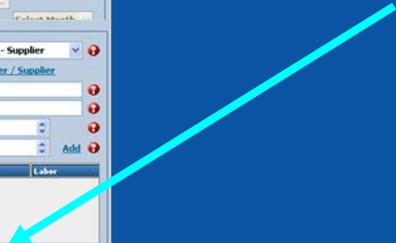
Parts Cost **0.00**

Labor Maint Cost **0.00**

Man/Sup	Name	Number	Cost	Labor
---------	------	--------	------	-------

Save and Close | Cancel | [Print Work Order](#)

Print Work Order



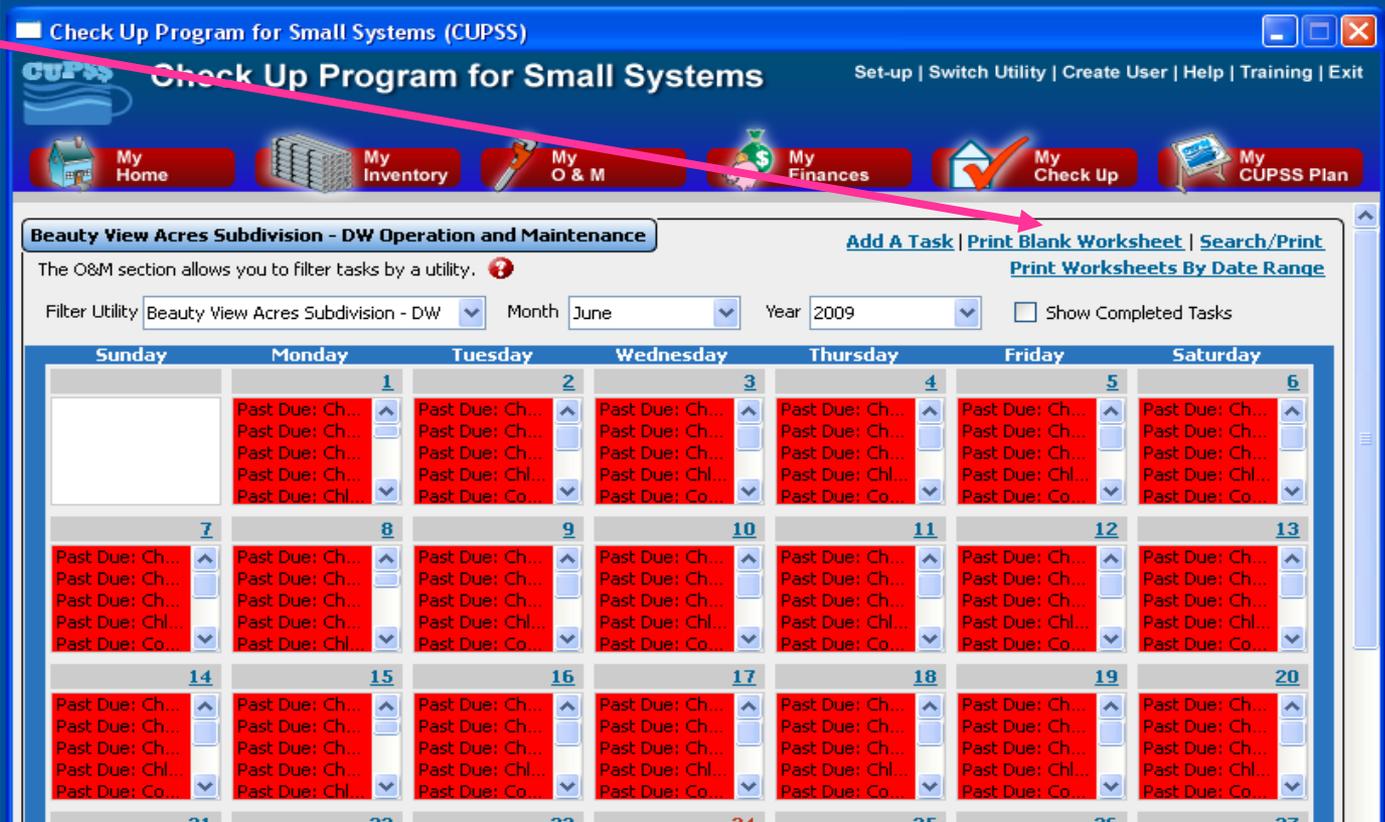


# Completed Work Order Form

## Work Order

Staff Assigned		Task Name		
Howard, Helen		Check and record chlorine residual at the point of application.		
Task Type				
<input type="checkbox"/> Monitoring <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Replacement <input type="checkbox"/> Other:				
Is this task planned? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Is this a Capital Improvement Project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Task Details/Notes				
Cost of the Task		\$0.0		
Percent of Task Deferred Maintenance		0.0%		
For Asset Related Tasks				
Asset Name				
Condition				
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair (Average) <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor				
Is the asset maintained according to manufacturer's recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No				
For Monitoring Tasks				
Chemicals	Amount	Units	Date	Time
Schedule				
Task Start Date	Completed Date \ Time		Staff Completed	
03/21/2012				
Frequency				Length (days)
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually				1
Recurrers every				
<input type="checkbox"/> 1 day(s) <input type="checkbox"/> 1 time(s) / day		<input type="checkbox"/> week(s) on ____ (Day of week)		
<input type="checkbox"/> Day ____ day of every ____ months(s)		<input type="checkbox"/> (Week of month) ____ (Day of week) every ____ month(s)		
<input type="checkbox"/> ____ (Month) ____ (Day of month)		<input type="checkbox"/> (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



The screenshot displays the 'Check Up Program for Small Systems (CUPSS)' application window. The title bar reads 'Check Up Program for Small Systems (CUPSS)'. The main header area contains the CUPSS logo, the application name, and navigation links: 'Set-up | Switch Utility | Create User | Help | Training | Exit'. Below the header is a menu bar with icons and labels for 'My Home', 'My Inventory', 'My O & M', 'My Finances', 'My Check Up', and 'My CUPSS Plan'. The 'My Check Up' icon is highlighted with a red arrow pointing to the 'Print Blank Worksheet' link in the main content area.

**Beauty View Acres Subdivision - DW Operation and Maintenance**

The O&M section allows you to filter tasks by a utility. ?

[Add A Task](#) | [Print Blank Worksheet](#) | [Search/Print](#)  
[Print Worksheets By Date Range](#)

Filter Utility: Beauty View Acres Subdivision - DW | Month: June | Year: 2009 |  Show Completed Tasks

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Chl...	2 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	3 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	4 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	5 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	6 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...
7 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	8 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Chl...	9 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	10 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	11 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	12 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	13 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...
14 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	15 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Chl...	16 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	17 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	18 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	19 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	20 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...
21	22	23	24	25	26	27



# Blank New Task Worksheet

New Task				
Staff Assigned		Task Name		
Task Type				
<input type="checkbox"/> Monitoring <input type="checkbox"/> Routine Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Replacement <input type="checkbox"/> Other				
Is this task planned?		Is this a Capital Improvement Project?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Task Details/Notes				
Cost of the Task		\$		
Percent of Task Deferred Maintenance		%		
For Asset-related Tasks				
Asset Name				
Condition				
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair (Average) <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor				
Is the asset maintained according to manufacturer's recommendations? <input type="checkbox"/> Yes <input type="checkbox"/> No				
For Monitoring Tasks				
Chemicals	Amount	Unit	Date	Time
Schedule				
Task Start-End Date		Completed Date \ Time		Staff Completed
Frequency				Length (days)
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually				
Rekurs 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		\$		



# Search/Print



Check Up Program for Small Systems (CUPSS)

**CUPSS Check Up Program for Small Systems** Set-up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory My O & M My Finances My Check Up My CUPSS Plan

**Beauty View Acres Subdivision - DW Operation and Maintenance** [Add A Task](#) | [Print Blank Worksheet](#) | [Search/Print](#) | [Print Worksheets By Date Range](#)

The O&M section allows you to filter tasks by a utility. ?

Filter Utility: Beauty View Acres Subdivision - DW | Month: June | Year: 2009 |  Show Completed Tasks

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Chl...	2 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	3 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	4 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	5 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	6 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...
7 Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	8 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl...	9 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	10 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	11 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	12 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	13 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...
14 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	15 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Chl...	16 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	17 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	18 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	19 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...	20 Past Due: Ch... Past Due: Ch... Past Due: Ch... Past Due: Chl... Past Due: Co...
21	22	23	24	25	26	27



# 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: ?

<b>Asset Category</b>	Source Pumping Facility Treatment Storage	<b>Asset Type</b>	Buildings Computer Equipment / Software Concrete & Metal Storage Tanks Disinfection Equipment	<b>Asset Status</b>	Active Not in Use - Abandoned Not in Use - Back Up Future Investment
-----------------------	--	-------------------	--	---------------------	---

<b>Asset</b>	Chlorinator Chlorine testing Distribution Main valve	<b>Recurrence Frequency</b>	Daily Weekly Monthly Annual
--------------	---	-----------------------------	--------------------------------------

<b>Person Assigned to Tasks</b>	Helen Howard	<b>Task Type</b>	Planned - Monitoring Planned - Routine Maintenance Planned - Repair Planned - Rehabilitation	<b>Task Status</b>	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/Task	Person	Risk	Condition	Replacement Date
Chlorine testing Well#1	Lab / Monitoring	None	None	None	None	Low Risk - R...	Excellent	2008-02-01
pump	Wells and Springs	None	None	None	None	High Risk - I...	Poor	2009-02-01
Water Production Tank	Pumping Equipment	None	None	None	None	High Risk - I...	Good	2011-02-01
Distribution	Distribution / ...	None	None	None	None	Low Risk - R...	Fair (Average)	2035-02-01
Main valve	Distribution / ...	None	None	None	None	Medium Risk ...	Good	2036-02-01
Wellhouse	Distribution / ...	None	None	None	None	Medium Risk ...	Good	2038-02-01
Security	Pumping Equipment	None	None	None	None	High Risk - I...	Fair (Average)	2011-02-01
well property	Buildings	None	None	None	None	Low Risk - R...	Good	2036-02-01
Chlorinator	Security Equipment	None	None	None	None	Medium Risk ...	Good	2009-02-01
Storage Tank	Land	None	None	None	None	Low Risk - R...	Excellent	2088-02-01
	Disinfection Equipment	None	None	None	None	Medium Risk ...	Fair (Average)	2008-02-01
	Concrete & Metal Storage Tanks	None	None	None	None	Medium Risk ...	Good	2055-02-01

<< Return

Print Report

CUPSS Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory My O & M My Finances My Check up My CUPSS Plan

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.

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: Chlorine testing Well#1 Pump Water Production Meter

Person Assigned to Tasks: Helen Howard Robert Dunlevy Task Type: Planned - Monitoring Planned - Routine Maintenance Planned - Repair Planned - Rehabilitation Task Status: Active Completed Past Due

Task Date Range: - ?

<< Return View Results



# CUPSS Example

**Q&A on My O&M**



# MY FINANCES

## Benefits to My Utility

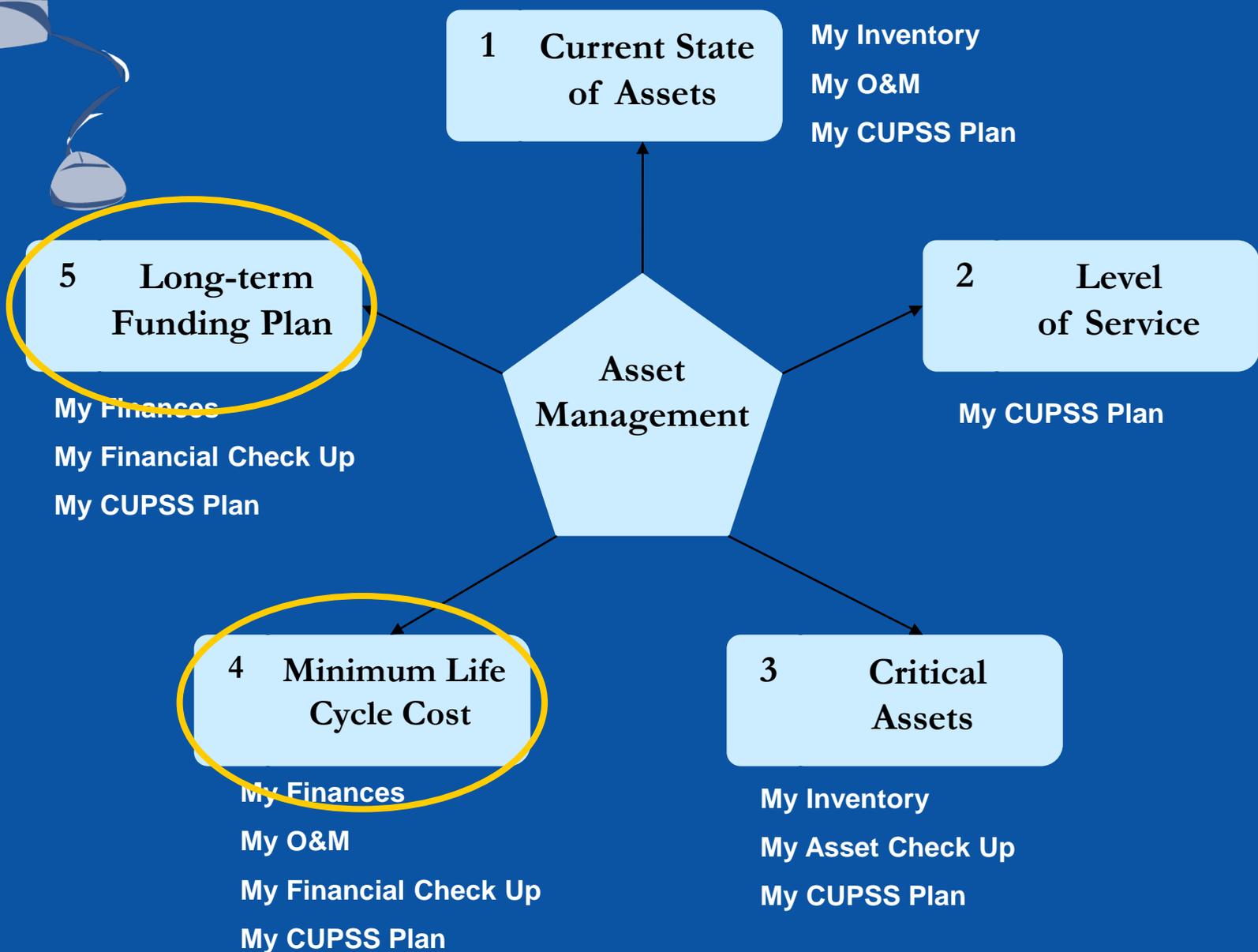
CUPSS includes your financial information in the My CUPSS Asset Management Plan and uses it in helping develop the 10 year projections. This information will also be useful in developing the Financial Strategy section of the My CUPSS Asset Management Plan.





# Asset Management Core Questions

## CUPSS Modules





# 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?



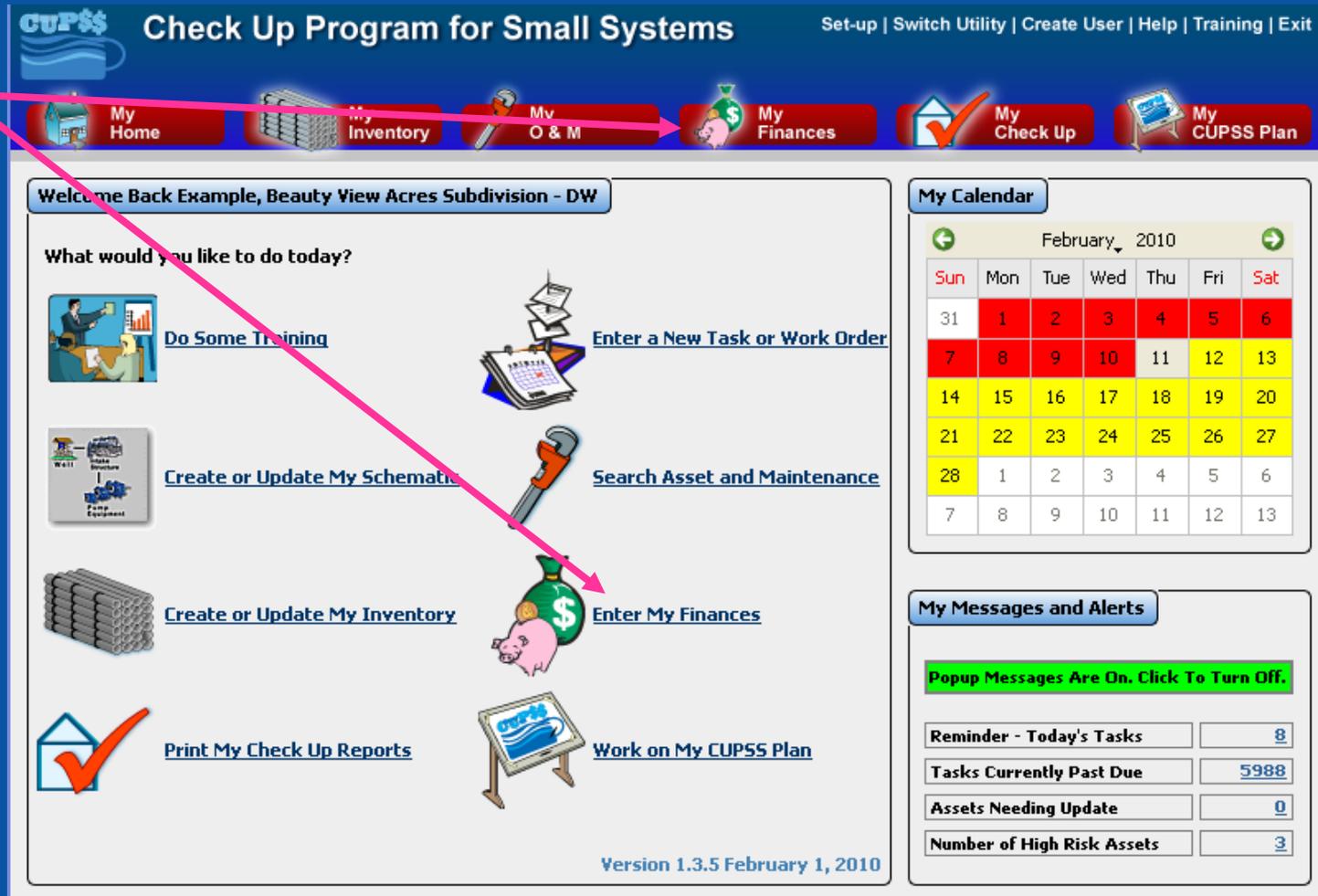
- See where your money is going
- Identify your priorities for this year and what can wait
- Determine the appropriate costs of doing business



# 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** Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

[My Home](#) [My Inventory](#) [My O & M](#) **[My Finances](#)** [My Check Up](#) [My CUPSS Plan](#)

Welcome Back Example, Beauty View Acres Subdivision - DW

What would you like to do today?

- [Do Some Training](#)
- [Enter a New Task or Work Order](#)
- [Create or Update My Schematic](#)
- [Search Asset and Maintenance](#)
- [Create or Update My Inventory](#)
- [Enter My Finances](#)**
- [Print My Check Up Reports](#)
- [Work on My CUPSS Plan](#)

Version 1.3.5 February 1, 2010

### My Calendar

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

### My Messages and Alerts

**Popup Messages Are On. Click To Turn Off.**

Reminder - Today's Tasks	8
Tasks Currently Past Due	5988
Assets Needing Update	0
Number of High Risk Assets	3



# CUPSS Example



# My Finances



# My Finances

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

**CUPSS Check Up Program for Small Systems**      Set-up | Switch Utility | Create User | Help | Training | Exit

**My Home**    **My Inventory**    **My O & M**    **My Finances**    **My Check Up**    **My CUPSS Plan**

**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  Or \* Enter a new year  **Import Data From Previous Year**

\* Enter total cash-on-hand ?  and interest rate ?

\* **Type of Cost** ?     \* **Budgeted Amount** ? \$     \* **Actual Amount** ? \$     \* **Inflation** ?

and Select Type of Cost  **Add another Line Item**

Expense	Budgeted	Actual	Inflation Rate

Revenue	Budgeted	Actual	Inflation Rate

**Total Expenses:**                      0                      0                      0                      0

**Total Revenues:**                      0                      0                      0                      0

**Save**                      **Save and Add Another Year**



# Enter Data for Years

## Enter Data for Past or Current Year

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  Or \* Enter a new year   

\* Enter total cash-on-hand ?  and interest rate ?

\* Type of Cost ?  \* Budgeted Amount ? \$  \* Actual Amount ? \$  \* Inflation ?

and Select Type of Cost

Expense	Budgeted	Actual	Inflation Rate	Revenue	Budgeted	Actual	Inflation Rate

Total Expenses: 0 0 Total Revenues: 0 0

## Data Entry Fields



# Enter Type of Cost

Organize your annual accounting system by revenues and expenses

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  Or \* Enter a new year  [Import Data From Previous Year](#) [Graph It](#)

\* Enter total cash-on-hand  and interest rate

\* Type of Cost  \* Budgeted Amount  \* Actual Amount  \* Inflation

and Select Type of Cost  [Add another Line Item](#)

Expense	Budgeted	Actual	Inflation Rate	Revenue	Budgeted	Actual	Inflation Rate

Total Expenses:  Total Revenues:

[Save](#) [Save and Add Another Year](#)

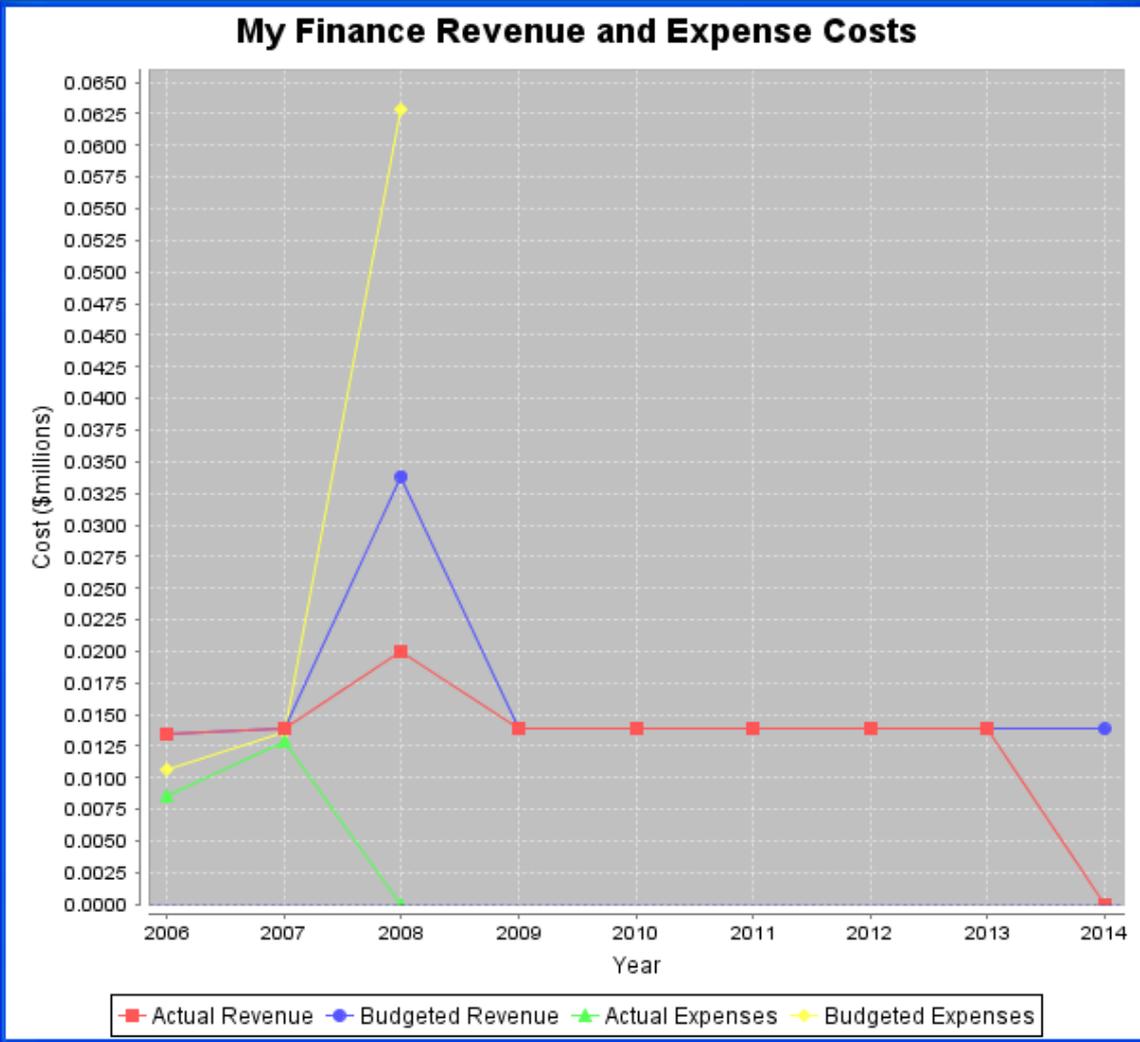


Type of Cost





# My Finances Graph







# Blank Finances Worksheet

Finances			
Year	Cash on Hand		Interest Rate
	\$		
<b>Revenue</b>			
Revenue from user rates		\$	
Revenue from grants		\$	
Revenue from loans/bonds		\$	
Transfer from reserve fund		\$	
Interest		\$	
Other Revenues (Total)		\$	
<input type="checkbox"/> One-time fees	\$	<input type="checkbox"/> Contract sales	\$
<input type="checkbox"/> Bulk sales	\$	<input type="checkbox"/> Product sales	\$
<input type="checkbox"/> Other	\$		
Other		\$	
<b>Total Revenue</b>		<b>\$</b>	
<b>Expenses</b>			
Operating Expenses (Total)		\$	
<input type="checkbox"/> Maintenance	\$	<input type="checkbox"/> Equipment	\$
<input type="checkbox"/> Salaries, Wages, Benefits	\$	<input type="checkbox"/> Supplies	\$
<input type="checkbox"/> Chemicals	\$	<input type="checkbox"/> Contracts	\$
<input type="checkbox"/> Utilities	\$	<input type="checkbox"/> Monitoring & Testing	\$
<input type="checkbox"/> Emergency	\$	<input type="checkbox"/> Lease and Mortgage	\$
<input type="checkbox"/> Insurance	\$	<input type="checkbox"/> Services	\$
<input type="checkbox"/> Training Costs	\$	<input type="checkbox"/> Billing Costs	\$
<input type="checkbox"/> Fees	\$	<input type="checkbox"/> Security	\$
<input type="checkbox"/> Other	\$		
Capital Improvements		\$	
<input type="checkbox"/> Other Capital Improvements		\$	
Debt Payment		\$	
<input type="checkbox"/> Other Debt Payments		\$	
Capital Reserve Contribution		\$	
<input type="checkbox"/> Other Capital Reserve Contributions		\$	
Emergency Reserve Contribution		\$	
<input type="checkbox"/> Other Emergency Reserve Contributions		\$	
<b>Total Expenses</b>		<b>\$</b>	



# CUPSS Example

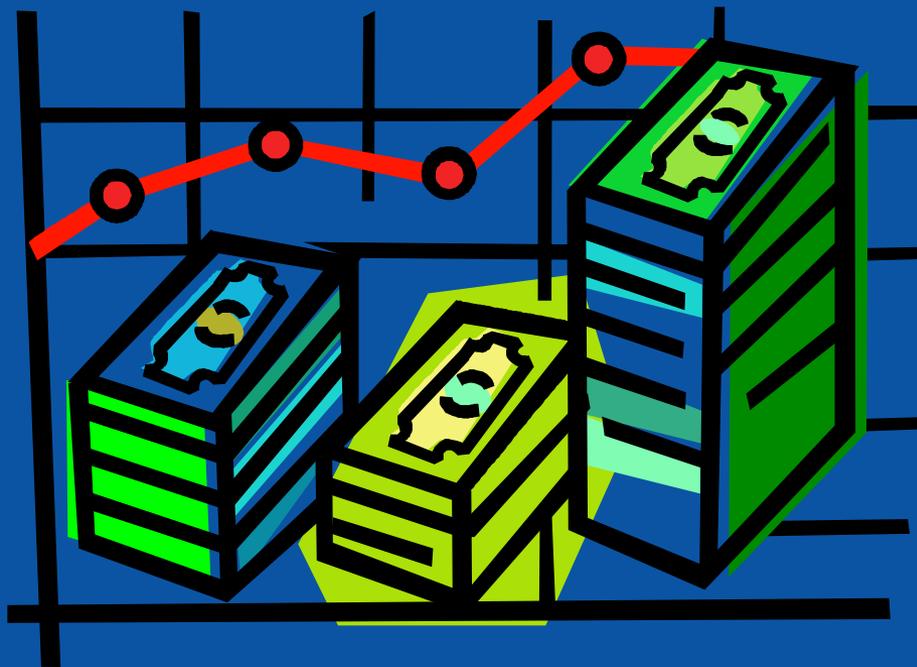
## Q&A on My Finances Exercise



# 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:

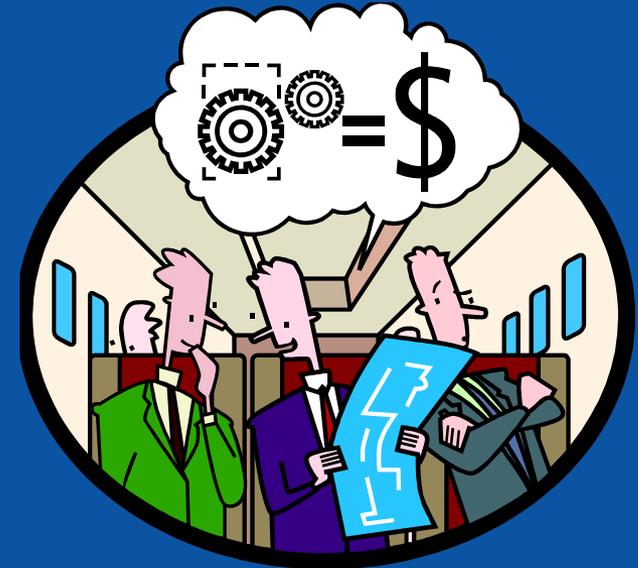
- How to understand the current and future financial situation of your utility
- What long-term financial planning means





# 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

Check Up Program for Small Systems (CUPSS)

Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory My O & M My Finances My Check Up My CUPSS Plan

Welcome Back Example, Beauty View Acres Subdivision - DW

What would you like to do today?

- Do Some Training
- Create or Update My Schematic
- Create or Update My Inventory
- Print My Check Up Reports
- Enter a New Task or Work Order
- Search Asset and Maintenance
- Enter My Finances
- Work on My CUPSS Plan

My Calendar

March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

My Messages and Alerts

Popup Messages Are On. Click To Turn Off.

Reminder - Today's Tasks	8
Tasks Currently Past Due	12604
Assets Needing Update	0
Number of High Risk Assets	3

Version 1.3.7 December 22, 2011



# CUPSS Example



## My Financial Check Up Report





# My Check Up Page

Check Up Program for Small Systems (CUPSS)

Check Up Program for Small Systems    Set-up | Switch Utility | Create User | Help | Training | Exit

My Home    My Inventory    My O & M    My Finances    My Check Up    My CUPSS Plan

Beauty View - Res Subdivision - DW Check Up Reports

CUPSS can generate two "Check Up" Reports to help you analyze the data entered into CUPSS. These reports can help you communicate with local decision makers and are the first step to developing an asset management plan.

 **My Asset Check Up Report**  
View and customize your prioritized list of assets.

 **My Financial Check Up Report**  
View and customize budget predictions of up to 10 years in the future.

# My Financial Check Up Report

## Page 1



**CUPSS** Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

[My Home](#) [My Inventory](#) [My O & M](#) [My Finances](#) [My Check up](#) [My CUPSS Plan](#)

### Beauty View Acres Subdivision - DW, Financial Checkup Report

Select from the criteria below to begin customizing your Financial Check Up Report. Then click "Save and Continue".  
**(\*) Indicates required fields**

**\*Step 1.** CUPSS allows you to select the year that you would like the My Financial Check Up Report to use as the starting point to provide a 10 year projection on the planned finances of your utility:

Use Actual Costs  Use Budgeted Costs

**\*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	<input type="text"/> %	2010	<input type="text"/> %	2011	<input type="text"/> %	2012	<input type="text"/> %	2013	<input type="text"/> %
2014	<input type="text"/> %	2015	<input type="text"/> %	2016	<input type="text"/> %	2017	<input type="text"/> %	2018	<input type="text"/> %

**\*Step 3.** CUPSS allows you to enter an inflation rate in order to make this model more accurate. Please select one of the following:

Use CUPSS average inflation of 3% to be applied to all years.  
 Enter an average inflation to be applied to all years.  %  
 Enter an average inflation for each year.

2009	<input type="text"/> %	2010	<input type="text"/> %	2011	<input type="text"/> %	2012	<input type="text"/> %	2013	<input type="text"/> %
2014	<input type="text"/> %	2015	<input type="text"/> %	2016	<input type="text"/> %	2017	<input type="text"/> %	2018	<input type="text"/> %

Enter an inflation value for each expense within the My Finances.

[Save and Continue >>](#)

Select Year

Growth

Inflation

# Step 1: Starting Point

**\*Step 1.** CUPSS allows you to select the year that you would like the My Financial Check Up Report to use as the starting point to provide a 10 year projection on the planned finances of your utility:

Select Year   Use Actual Costs  Use Budgeted Costs

Enter the starting year for your 10 year projection

Decide if you want to use Actual Costs or Budgeted Costs

Check Up Program for Small Systems

My Home My Inventory My O & M My Finances My Check up My CUPSS Plan

Beauty View Acres Subdivision - DW, Financial Checkup Report

Select from the criteria below to begin customizing your Financial Check-Up Report. Then click "Save" and "Continue".

**\*Step 1.** CUPSS allows you to select the year that you would like the My Financial Check Up Report to use as the starting point to provide a 10 year projection on the planned finances of your utility:

Select Year   Use Actual Costs  Use Budgeted Costs

**\*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  %

**\*Step 3.** CUPSS allows you to enter an inflation rate in order to make this model more accurate. Please select one of the following:

- Use CUPSS average inflation of 3% to be applied to all years.
- Enter an average inflation to be applied to all years.  %
- Enter an average inflation for each year.  
2009  % 2010  % 2011  % 2012  % 2013  %  
2014  % 2015  % 2016  % 2017  % 2018  %
- Enter an inflation value for each expense within the My Finances.

Save and Continue >>

# 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	<input type="text"/>	%	2010	<input type="text"/>	%	2011	<input type="text"/>	%	2012	<input type="text"/>	%	2013	<input type="text"/>	%
2014	<input type="text"/>	%	2015	<input type="text"/>	%	2016	<input type="text"/>	%	2017	<input type="text"/>	%	2018	<input type="text"/>	%

## Option 1

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

OR

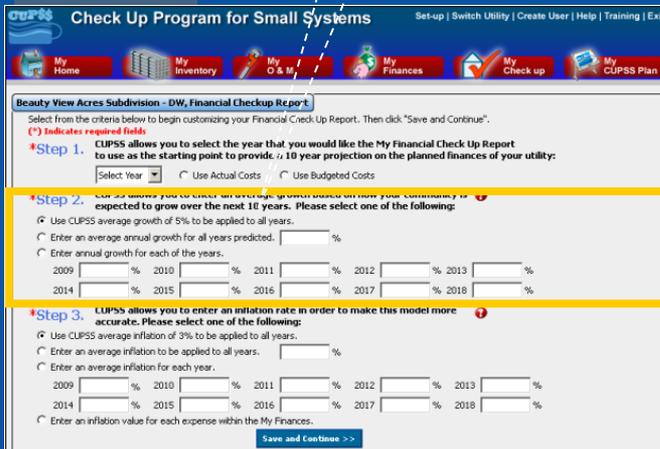
## Option 2

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



Check Up Program for Small Systems

Beauty View Acres Subdivision - DW, Financial Checkup Report

Select from the criteria below to begin customizing your Financial Checkup Report. Then click "Save and Continue".

**\*Step 1.** CUPSS allows you to select the year that you would like the My Financial Check Up Report to use as the starting point to provide a 10 year projection on the planned finances of your utility:

Select Year   Use Actual Costs  Use Budgeted Costs

**\*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	<input type="text"/>	%	2010	<input type="text"/>	%	2011	<input type="text"/>	%	2012	<input type="text"/>	%	2013	<input type="text"/>	%
2014	<input type="text"/>	%	2015	<input type="text"/>	%	2016	<input type="text"/>	%	2017	<input type="text"/>	%	2018	<input type="text"/>	%

**\*Step 3.** CUPSS allows you to enter an inflation rate in order to make this model more accurate. Please select one of the following:

- Use CUPSS average inflation of 3% to be applied to all years.
- Enter an average inflation to be applied to all years.  %
- Enter an average inflation for each year.

2009	<input type="text"/>	%	2010	<input type="text"/>	%	2011	<input type="text"/>	%	2012	<input type="text"/>	%	2013	<input type="text"/>	%
2014	<input type="text"/>	%	2015	<input type="text"/>	%	2016	<input type="text"/>	%	2017	<input type="text"/>	%	2018	<input type="text"/>	%

Enter an inflation value for each expense within the My Finances.

Save and Continue >>

# Step 3: Inflation

**\*Step 3. CUPSS allows you to enter an inflation rate in order to make this model more accurate. Please select one of the following:**

Use CUPSS average inflation of 3% to be applied to all years.

Enter an average inflation to be applied to all years.  %

Enter an average inflation for each year.

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

Enter an inflation value for each expense within the My Finances.

## Option 1

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

## Option 2

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

OR

OR

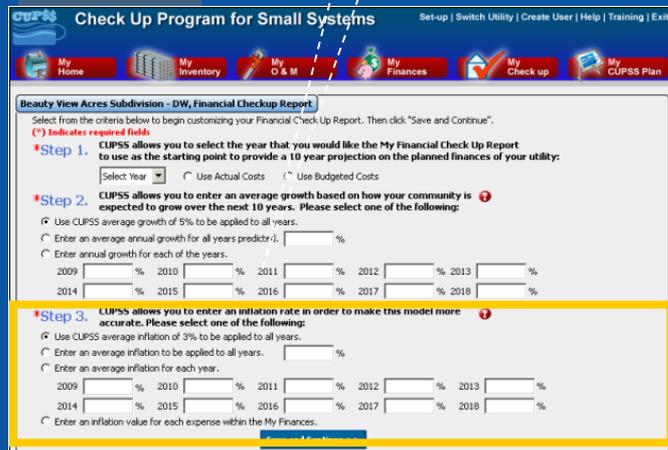
## Option 3

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

CUPSS Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

My Home
My Inventory
My O & M
My Finances
My Check up
My CUPSS Plan

**Beauty View Acres Subdivision - DW, Financial Check Up Report**

Type of Expense	Budgeted	Actual	Inflation Rate
Revenue from user rates	13860.00	0.00	3.00
Other Revenues	20000.00	20000.00	0.00
Maintenance	600.00	0.00	3.00
Salaries, wages, benefits	3600.00	0.00	3.00
Supplies	0.00	0.00	3.00
Utilities	703.11	0.00	3.00
Insurance	250.00	0.00	3.00
Billing Costs	1300.00	0.00	3.00
Fees	307.96	0.00	3.00
Capital Improvements	1000.00	0.00	3.00
Capital Reserve Contribution	5000.00	0.00	3.00
Taxes	62.72	0.00	3.00
storage tank	50000.00	0.00	0.00

<<Previous
Save and Continue

CUPSS Check Up Program for Small Systems Set-up | Switch Utility | Create User | Help | Training | Exit

My Home
My Inventory
My O & M
My Finances
My Check up
My CUPSS Plan

**Beauty View Acres Subdivision - DW, Financial Check Up Report**

Select from the criteria below to begin customizing your Financial Check Up Report. Then click "Save and Continue".

**\*Step 1.** CUPSS allows you to select the year that you would like to use as the starting point to provide a 10 year projection on the planned finances of your utility:

Select Year   Use Actual Costs  Use Budgeted Costs

**\*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  %

**\*Step 3.** CUPSS allows you to enter an inflation rate in order to make this model more accurate. Please select one of the following:

Use CUPSS average inflation of 3% to be applied to all years.

Enter an average inflation to be applied to all years.  %

Enter an average inflation for each year.

2009  % 2010  % 2011  % 2012  % 2013  %

Enter an inflation value for each expense within the My Finances.

**Save and Continue**

# My Financial Check Up Report

## Page 2

Check Up Program for Small Systems (CUPSS)

Check Up Program for Small Systems    Set-up | Switch Utility | Create User | Help | Training | Exit

My Home    My Inventory    My O & M    My Finances    My Check Up    My CUPSS Plan

Beauty View Acres Subdivision - DW, Financial Check Up Report    [Click to Expand](#)

This screen allows you to fine-tune your budget projections. ?

	2008	2009	2010	2011	2012	2013
Inflation	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Growth	0.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Cash on Hand & Reserve Fund	13006	108859	122549	136413	150455	164500
Annual Operating Expenses	6824	7097	7381	7676	7983	8290
Capital Improvements	950	82000	0	5500	0	0
Annual Debt Payment	0	0	0	0	0	0
Capital Reserve	94050	11100	11100	11100	9725	9725
Emergency Reserve	53050	52100	11100	11100	9725	9725
Revenue from Fees	13860	13999	14139	14280	14423	14566
Revenue from Grants	0	0	0	0	0	0
Revenue from Loans	0	0	0	0	0	0
Savings Withdrawal	0	0	0	0	0	0
Other Revenues	20000	0	0	0	0	0
Revenue Surplus/Deficit	-69670	-87972	-6187	-11915	-5280	10000

Revenue from Loans: Amount, Term/Rate

Amount	Term/Rate	Amount	Term/Rate	Amount	Term/Rate	Amount	Term/Rate
0	0	0	0	0	0	0	0
0	0.00	0	0.00	0	0.00	0	0.00

Summary Graph: Financial Projection Summary

Summary Graph Data:

Year	Revenue	Cost of Doing Business	Surplus/Deficit
2008	13860	103530	-69670
2009	13999	101971	-87972
2010	14139	20326	-6187
2011	14280	26195	-11915
2012	14423	19703	-5280
2013	14566	19703	10000
2014	14710	19703	10000
2015	14854	19703	10000
2016	14999	19703	10000
2017	15144	19703	10000
2018	15289	19703	10000
2019	15434	19703	10000

<< Previous    Save Report    Generate Report

Financial Projections

Ratios

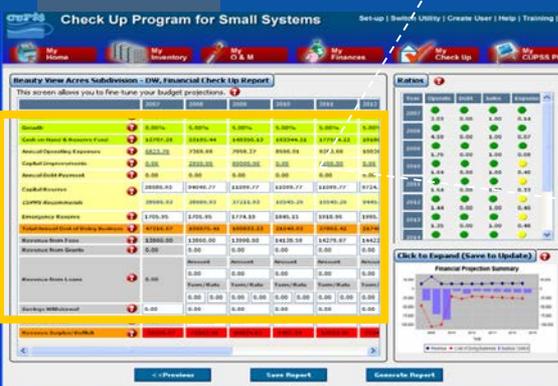
Summary Graph



# 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
<b>Total Annual Cost of Doing Business</b>	<b>103530</b>	<b>101971</b>	<b>20326</b>	<b>26195</b>	<b>19703</b>	<b>20102</b>	<b>20517</b>	<b>20949</b>	<b>21397</b>	<b>21865</b>	<b>22350</b>
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
		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	
Other Revenues	20000	0	0	0	0	0	0	0	0	0	
<b>Revenue/Surplus Deficit</b>	<b>-69670</b>	<b>-87972</b>	<b>-6187</b>	<b>-11915</b>	<b>-5280</b>	<b>-5535</b>	<b>-5804</b>	<b>-6089</b>	<b>-6389</b>	<b>-6707</b>	<b>-7040</b>





# Total Cost of Doing Business

## Budget Projection

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

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Inflation</b>	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<b>Growth</b>	0.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Cash on Hand &amp; Reserve Fund</b>	13006	108859	122549	136413	150455	163304	176329	189535	202926	216507	230284
<b>Annual Operating Expenses</b>	6824	7097	7381	7676	7983	8302	8634	8979	9338	9712	10100
<b>Capital Improvements</b>	950	82000	0	5500	0	0	0	0	0	0	0
<b>Annual Debt Payment</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Capital Reserve</b>	94050	11100	11100	11100	9725	9725	9725	9725	9725	9725	9725
<b>Emergency Reserve</b>	1706	1774	1845	1919	1996	2076	2159	2245	2335	2428	2525
<b>Total Annual Cost of Doing Business</b>	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
<b>Revenue/Surplus Deficit</b>	<b>-69670</b>	<b>-87972</b>	<b>-6187</b>	<b>-11915</b>	<b>-5280</b>	<b>-5535</b>	<b>-5804</b>	<b>-6089</b>	<b>-6389</b>	<b>-6707</b>	<b>-7040</b>

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Inflation	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Interest	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Cash on Hand & Reserve Fund	\$2777.26	\$3091.44	\$4030.53	\$5021.43	\$7259.22	\$10164.38	\$14022.77	\$19346.77	\$26882.83	\$36519.63	\$49443.04
Annual Operating Expenses	\$822.22	\$959.49	\$959.27	\$964.91	\$987.69	\$1026.39	\$1076.10	\$1134.78	\$1202.31	\$1280.79	\$1372.06
Capital Improvements	0.00	200.00	\$200.00	0.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00
Annual Debt Payment	0.00	0.00	0.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Receipts	\$8666.03	\$4048.77	\$4009.77	\$4009.77	\$3999.77	\$724.77	\$724.77	\$724.77	\$724.77	\$724.77	\$724.77
CUPSS Recommendations	\$8666.03	\$8666.03	\$7214.93	\$5645.76	\$3745.35	\$245.29	\$445.29	\$445.29	\$445.29	\$445.29	\$445.29
Emergency Reserve	\$750.00	\$750.00	\$776.68	\$840.10	\$918.96	\$999.72	\$1076.55	\$1156.37	\$1244.93	\$1334.73	\$1426.30
Total Annual Cost of Living Expenses	\$7214.93	\$10075.44	\$10482.41	\$11461.93	\$12602.42	\$13746.99	\$14928.93	\$16176.83	\$17450.04	\$18766.27	\$20124.97
Revenue from Grants	0.00	Amount									
Revenue from Loans	0.00	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0
Savings Withdrawal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Revenues	0.00	20000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue/Surplus Deficit	\$10000.00	\$10000.00	\$10000.00	\$10000.00	\$10000.00	\$10000.00	\$10000.00	\$10000.00	\$10000.00	\$10000.00	\$10000.00

# Ratios Window

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.

Check Up Program for Small Systems

Specify View Across Subdivision: **OW - Financial Check Up Report**

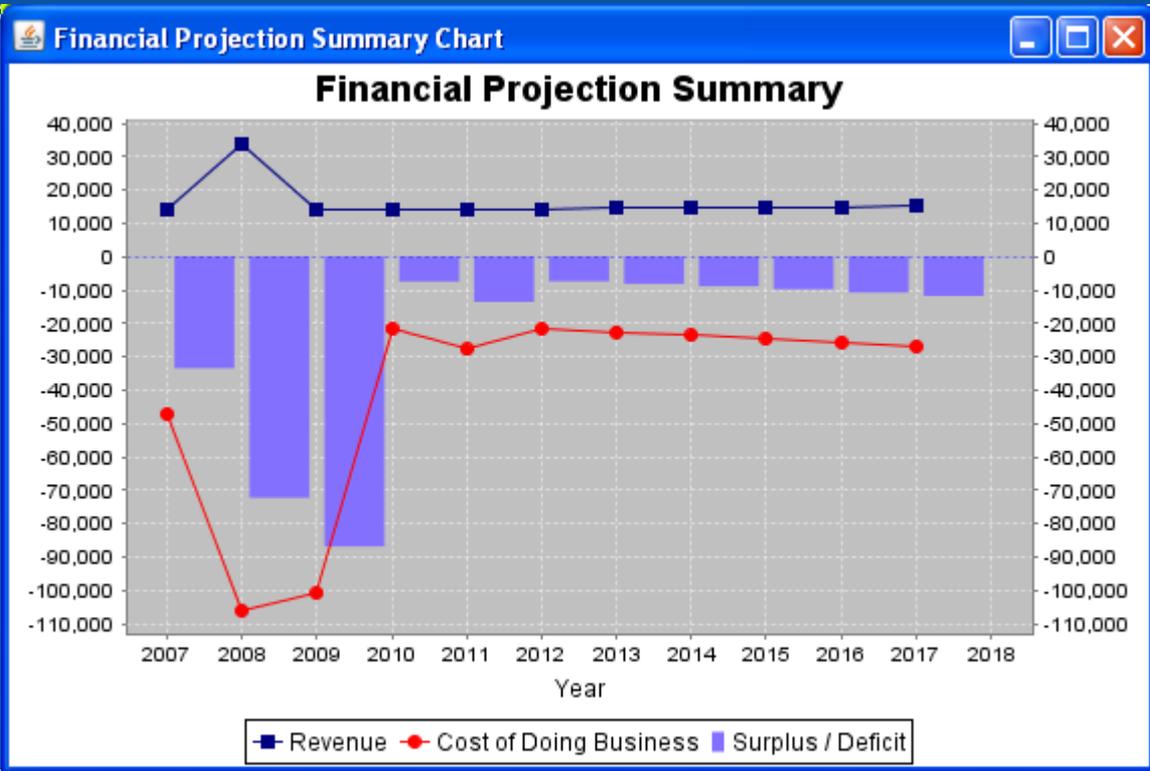
The screen allows you to fine-tune your budget projections.

	2008	2009	2010	2011	2012	2013
Utilities	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Costs	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Customer Mail & Reserve Fund	1,980.00	1,888.00	1,220.00	1,341.00	1,580.00	1,643.00
Annual Operating Expenses	1822.75	2096.74	2388.45	2625.81	2982.87	3362.00
Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Annual Debt Payment	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserves	10488.77	11099.77	11699.77	11899.77	12126.77	12326.77
CUPSS Accumulated	10488.77	11099.77	11699.77	11899.77	12126.77	12326.77
Emergency Reserves	1790.00	1790.00	1790.00	1790.00	1790.00	1790.00
Total Investment or Other Reserves	1,980.00	1,888.00	1,220.00	1,341.00	1,580.00	1,643.00
Reserve from Fees	0.00	0.00	0.00	0.00	0.00	0.00
Reserve from Grants	0.00	0.00	0.00	0.00	0.00	0.00
Reserve from Loans	0.00	0.00	0.00	0.00	0.00	0.00
Other Reserves	0.00	0.00	0.00	0.00	0.00	0.00

Financial Projection Summary



# Financial Projection Summary Graph



Check Up Program for Small Systems

My Home My Inventory My O & M My Finances My Check Up My CUPSS Plan

Ready View Acres Subdivision DW, Financial Check Up Report

Item	2007	2008	2009	2010	2011	2012
Subtotal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Accounts	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Check on Hand & Business Fund	13805.33	188038.78	121518.18	136113.33	158035.86	1633
Annual Operating Expenses	6833.75	7961.71	7388.41	7675.81	7982.87	8362
Capital Improvements	8258.00	0.00	0.00	3588.00	0.00	0.00
Annual Debt Payment	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserves	9349.77	11895.77	11895.77	11895.77	9741.77	9724
CUPSS Administration	9349.77	11895.77	11895.77	11895.77	9741.77	9724
Emergency Reserves	1760.93	1774.19	1843.15	1918.96	1993.72	2075
Total Annual Cost of Doing Business	16029.45	20978.78	20255.53	20260.27	19762.36	2018
Revenue from Fees	13805.33	188038.78	121518.18	136113.33	158035.86	1633
Revenue from Grants	0.00	0.00	0.00	0.00	0.00	0.00
Revenue from Loans	0.00	0.00	0.00	0.00	0.00	0.00
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

Financial Projection Summary



# 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

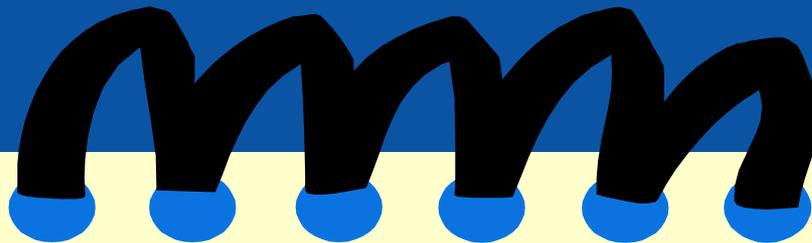
3.1) In Page 1, make sure the starting point is on the default year 2008.

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**