



## Financial Management Services (FMS) Operations and Maintenance Meeting Recap

<b>Meeting Date:</b>	August 17, 2017 9:00 a.m. Central
<b>Location:</b>	888-844-9904 Pass code: 9406988
<b>Purpose:</b>	To discuss O&M Related Activity
<b>Desired Outcome:</b>	To provide two-way communication between the FMS teams and the Agencies using FMMI to operate their business processes and accomplish their mission.

### Attendance

Name	Present?	Name	Present?
MRP	X	OCIO	X
ARS	X	Congressional Relations (OCR)	
Chief Economist	X	Executive Secretariat (OES)	X
DM	X	OGC	X
ERS	X	OIG	
FAS	X	OSEC	
FNS		RD	X
Forest Service	X	RMA	X
FSA	X	National Appeal Division	X
FSIS	X	ARB	
Homeland Security	X	BI Backend Processing	X
IAS	X	Customer Support Branch	X
NASS	X	Directive and Training Branch	X
NIFA	X	Financial Reporting Branch	X
NRCS	X	IPAC Branch	X
Advocacy & Outreach		Master Data Management Branch	X
Civil Rights (OASCR)		Processing Services Branch	X
OBPA	X	Systems Security	
Communications (OC)		Working Capital Fund	
OCFO			

### Agenda

Time	Speaker	Topic
2 minutes	BI Team Representative	BID Reports
2 minutes	Security Team Representative	SSCD Security
5 minutes	Open Discussion	FMS Staff

### Minutes

**BI** – system updated as of August 16<sup>th</sup>; no questions

**Security** – nothing to report; no questions.

**Open Discussion** – Master Data Management Branch reviewed the SHC timeline for yearend. Which was provided in yesterday’s FY17 meeting, (*See below*) **SHC Roll Timeline for FY-17 to FY-18 Rollover Activity**. Nineteen Agencies selected using SHC roll over utility program. Please be sure you are reviewing line by line then hit submit to see if records rolled successfully. Please follow procedures previously provided by Master Data Management Branch. The large volume on SmartPay and US Bank will be processing those codes. Whenever a large volume of codes are processed for US Bank you should contact the liaison, Lynn Anderson [lyn.anderson@dm.usda.gov](mailto:lyn.anderson@dm.usda.gov).

Fifteen Agencies are using short hand code mass upload with 5 interfaces that can be loaded today except WebTA. Data for WebTA mass upload will be provided after Bob meets with WebTA team.

Refer questions to Walter Peyton at [walter.Peyton@nfc.usda.gov](mailto:walter.Peyton@nfc.usda.gov), Gino Pecoraro at [gino.pecoraro@nfc.usda.gov](mailto:gino.pecoraro@nfc.usda.gov) or Bob Gargoni at [Robert.gargoni@nfc.usda.gov](mailto:Robert.gargoni@nfc.usda.gov).

**Other questions** –Agency appreciate change request and release notes process. Forest Service commented that when problem/issue occurred due to a CR being implemented and users need a quick notification about the issue and solutions. Agencies should report this type of issue to their CAM and CAMs will provide information on issue resolutions.

**SHC Roll Timeline for FY-17 to FY-18 Rollover Activity**

Task Name or Description	Duration	Start	Finish	✓
<b>Run Purge Step</b> task for all <b>32 Agencies</b> in FMMI	The plan is to execute this step over a period of two (2) days	<b>Thurs. 8/03/17</b>	<b>Fri 8/04/17</b>	
<b>Run Create Step Task.</b> Only for those <b>nineteen (19 ) Agencies</b> who have selected to utilize the FMMI SHC Rollover Utility and have ACPRB FA/MDM Section to run the create step; Once we exercise the create step for those Agencies; then the ACPRB FA/MDM Section will notify the designated agency Points of Contact (POCs)	The plan is to execute the create step over a period of three (3) days.	<b>Mon 8/07/17</b>	<b>Wed 8/09/17</b>	
<b>First, print the reports of each agency utilizing the SHC Utility Program; Then, Supervisor will check the Results of the Create Step Task</b>	This action requires the MDM analyst(s) to verify the results of the create step by reviewing the files for each of the ___ Agencies. The plan is to execute this action over a period of five (5) days. Once the file is verified, the agency POC will be notified via email.	<b>Thur. 8/10/17</b>	<b>Wed 8/16/17</b>	
After receiving verification from the ACPRB FA/MDM Section, then the	The plan is to afford agencies enough time	<b>As early as Monday, 8/14/17</b>	<b>As late as Fri. 9/01/17</b>	

Agencies POCs will utilize the “ <b>Approve SHC FY Rollover OLHP procedure</b> ” that is attached in the email.	to facilitate their part of the SHC FMMI Utility Roll process.			
<b>SHC FMMI Utility Roll (Note: Labor Day Holiday is Monday, 4 September 2017).</b> U.S. Bank has conveyed to me that as of now, there are <b>no</b> blackout dates in August or September 2017 just in case any agency utilizing the <b>SHC Mass Upload</b> process is requiring a little more time. However, it is highly recommended that agencies make a concerted attempt to complete this task by <b>Saturday 9/02/2017</b> .	17 days	<b>Wed 8/16/17</b>	<b>Sat. 9/02/17</b>	
<u>For FY-2017 to FY-2018 SHCs for the WEB-TA interface</u>	On Hold until Dan or Bob inform you to proceed with loading of WEB-TA SHC			
<b>SHC Mass Upload Roll.</b> U.S. Bank has conveyed to me that as of now, there are <b>no</b> blackout dates in August or September 2017 just in case any agency utilizing the SHC Mass Upload process is requiring a little more time. The <b>fifteen (15 ) agencies</b> who have elected to proceed with this strategy will utilize the three files highlighted <b>in yellow</b> to complete this task.	17 days	<b>Wed 8/16/17</b>	<b>Sat. 9/02/17</b>	
<u>FY-2017 to FY-2018 SHCs for the WEB-TA interface</u>	On Hold until Dan or Bob inform you to proceed with loading of WEB-TA SHC			

### SHC Roll Timeline for FY-17 to FY-18 Rollover Activity

#### Recommended Notes.

1. For those agencies with large volumes of SHC records, I am attaching a “SHC Process Clarification Procedure,” which explains in detail the ceiling limitation of 50,000 records imposed by U.S. Bank during the week (Monday through Thursday). Further, weekends, starting from Friday evening through Sunday evening will be the most OPTIMAL time for those agencies with large volume of files related to the SHC SMARTPAY and Fleet Purchase Cards from U.S. Bank.
2. For those agencies utilizing the **SHC Mass Upload Process**, please remember to send my section and the Production Support Operations Team, which includes team members (Bill Kihneman and Reed Umbehen) with a count of your files so that we and they can assess the total number of SHC records for SMARTPAY and Fleet Purchase Cards during the week (Monday through Thursday) so as to not allow the quantity of SHC records to exceed 50,000 SHC records. Any file or groups of files over or greater than ( > ) 50,000 records will be placed on hold or stacked and then released on a Friday evening to process at U. S. Bank. In doing so, the bank’s systems will continue to process during the week without any glitches (volume capacity constraints), and over the weekend, the bank can handle any large volumes of data/files.
3. If you have any questions, please don’t hesitate to ask my section members (Walter, Gino, and me, and/or anyone of the FMMI Interface Team.

4. We want to make this a successful event for all stakeholders involved in the process. Please don't hesitate to contact us to complete this important fiscal year-end process. Thank-you. Bob

O&M Recaps are posted to the FMS website.

**Action Items**

Description	Responsible Person	Due Date	Notes

**Note:** Next meeting, Thursday, August 24, 2017 at 9:00 a.m. CT.

As always, your continued support is greatly appreciated.

For inquiries, contact the Financial Management Services Center at [fmsc.help@usda.gov](mailto:fmsc.help@usda.gov)