



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

<b>Meeting Date:</b>	October 17, 2019 9:00 a.m. Central
<b>Location:</b>	Teleconference
<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 FMFI to operate their business processes and accomplish their mission.

### Attendance

Name	Present?	Name	Present?
MRP	Yes	Congressional Relations (OCR)	No
ARS	Yes	Executive Secretariat (OES)	Yes
Chief Economist	No	OGC	No
DA	Yes	OIG	Yes
ERS	Yes	OSEC	No
FAS	No	RD	Yes
FNS	Yes	National Appeals Division	No
Forest Service	Yes	Working Capital Fund	Yes
FPAC	Yes		
FSIS	Yes	<b>FMS Branches</b>	-
Homeland Security	Yes	ARB	Yes
IAS	Yes	Agreements Management	No
NASS	Yes	BI Backend Processing	Yes
NIFA	Yes	Customer Support	No
OPPE	Yes	Directive and Training	Yes
Civil Rights (OASCR)	No	Financial Reporting	No
OBPA	Yes	IPAC	Yes
Communications (OC)	No	Master Data Mgmt.	Yes
OCFO	Yes	Processing Services	No
OCIO	Yes	Systems Security	Yes

### Agenda

Time	Speaker	Topic
2 minutes	BI Team Representative	BI Reports
2 Minutes	Security Team Representative	Security Issues
5 minutes	FMS Staff/Agencies	Open Discussion

## Minutes

### 1. BI Team –

Nothing to report from BI Team.

FPAC – Reported Sales Order report is not functioning properly. The SO report is only showing old data. Cherie requested to have screenshots to be email to her for further investigation. No other questions.

### 2. Security –

Nothing to report. No questions.

### 3. Open Discussion –

- a. Reminder – The Expired Funds Window is opened for agencies processing travel vouchers through October 31, 2019.
  - b. TOMB – Notified the agencies of the upcoming systems maintenance weekend. All systems will be temporarily unavailable for regularly scheduled maintenance (monthly OS patching), beginning at 6:00 a.m. CT. Saturday, October 26, 2019 through 6:00 p.m. CT. Sunday, October 27, 2019.
- O&M Recaps are posted to the FMS website.

#### Action Items

Description	Responsible Person	Due Date	Notes
None	N/A	N/A	N/A

Note: Next meeting, Thursday, October 24, 2019 at 9:00 a.m. CT. (New Orleans participants meeting held in 101 Conference room.)

For inquiries, please contact the [FMSC Help Desk](#).