



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

|                         |  |
|-------------------------|--|
| <b>Meeting Date:</b>    | May 28, 2020 9:00 a.m. Central   |
| <b>Participants:</b>    | MS Teams   |
| <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                  | Yes      | Congressional Relations     | No       |
| ARS                  | Yes      | Executive Secretariat (OES) | Yes      |
| Chief Economist      | Yes      | OGC                         | Yes      |
| DA                   | Yes      | OIG                         | Yes      |
| ERS                  | Yes      | OSEC                        | No       |
| FAS                  | Yes      | 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                         | No       |
| IAS                  | Yes      | Agreements Management       | No       |
| NASS                 | Yes      | BI Backend Processing       | Yes      |
| NIFA                 | Yes      | Customer Support            | Yes      |
| OPPE                 | Yes      | Directive and Training      | Yes      |
| Civil Rights (OASCR) | No       | Financial Reporting         | Yes      |
| OBPA                 | No       | IPAC                        | Yes      |
| Communications       | Yes      | Master Data Management      | Yes      |
| OCFO                 | Yes      | Processing Services         | Yes      |
| OCIO                 | Yes      | Systems Security            | No       |

### Agenda

| Time       | Speaker                      | Topic                                  |
|------------|------------------------------|--|
| 2 minutes  | BI Team Representative       | BI Reports                             |
| 2 minutes  | Security Team Representative | Security Issues                        |
| 2 minutes  | FMS Staff/Agencies           | Open Discussion                        |
| 2 minutes  | PSOB – Bill Kihneman         | Payroll Accrual Update Issue 5/20/2020 |
| 45 minutes | BI Team - Gunnar Sandine     | Saving Canned Reports with Prompts     |

## Minutes

1. **BI** – All modules are updated and available.
  - a. FS – reported an issue with ULO report? BI had replied via email this morning. Tiffany Wimberly is also working on a short-term and long-term resolution and will reach out to Kellie offline.
2. **Security** – No questions.
3. **Open Discussion** –
  - a. The Expired Funds Window is now opened through May 29th.
  - b. PSOB – provided an update on the payroll accruals issue with incorrect data. The reversal of erroneous data was completed on Friday, May 22nd.
  - c. OIG – Inquired about more details on which GTAS edits will become final next month? FRB – there are several GTAS changes occurring now and the information will be provided to agencies. In addition, the CFO Counsel discussed reimbursable funds for cancelling years are not allowed at fiscal year close. These are being monitored closely and agencies will be notified of issues as appropriated.
4. **Training** - '[Saving Canned Reports with Prompt](#)' presented by Gunnar Sandine”.

### Action Items

| Description | Responsible Person | Due Date | Notes |
|-------------|--------------------|----------|-------|
| None        | -                  | -        | -     |

Note: Next teleconference meeting, Thursday, June 4, 2020 at 9:00 a.m. CT.

As always, your continued support and patience is greatly appreciated.

For inquiries, contact the [Financial Management Service Help Desk](#).