



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

<b>Meeting Date:</b>	September 22, 2022, 9:00 a.m. CT
<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.
<b>Attendance:</b>	Recorded through MS Teams Attendance report

### Agenda

Speaker	Topic
Customer Services Division/Directives & Training Branch – Rae Ann Martino	Update – 2022 Budget Object Classification (BOC) Training
Financial Reporting Branch – Technical Operational Maintenance Branch – Gerald Spears	FY22 Yearend Meeting Planned FMMI System Maintenance – September 25, 2022, 6:00 a.m.- 6:00 p.m.
Processing Master Data Branch – Bob Gargoni	SHC Rollover Processing Deadlines
Agency(s)	No updated comments/questions

### FMS Notifications

1. CSD/DTB Representative(s) – Last year FMS implemented a process to prevent obligations on expired funds for Travel (TDY) transactions. Several FMMI and Concur systems changes were put into place to eliminate these erroneous obligations.

Beginning **October 1, 2022 thru November 30, 2022, FY23** we will open the window using the bypass table to process transitions that cross fiscal year ending September 30, 2022 and beginning fiscal year October 1, 2022 prior year activity. We should only be processing activity for FY22. If you get a reject with any of these transactions that cannot be accepted please submit a Service Now Ticket and FMS staff will assist the agency to get them posted.

Follow the below procedure for processing rejected Travel (TDY) activity.

- a. If the Short Hand Code (SHC) fails – The Agency will enter a SNOW ticket with [FMSC.Help@usda.gov](mailto:FMSC.Help@usda.gov) with the error message: **“SHC selected has expired funds.”** in the Short Description field requesting assistance. The agency is also **required to provide justification** as to why an expired year fund is being charged when the USDA Travel Policy is that the vouchers MUST be submitted within 5 business days from completion of the TDY Travel. ***Failure to provide justification will result in a delay in resolution of the Help Desk Ticket.***
- b. If the voucher rejects – The Agency will enter a Service Now (SNOW) ticket with [FMSC.Help@usda.gov](mailto:FMSC.Help@usda.gov) with the error message: **“Cannot change obligation on expired funds. Please correct doc.”** in the Short Description field requesting assistance. The agency is also **required to provide justification** as to why an expired year fund is being charged when the USDA Travel Policy is that the vouchers MUST be submitted within 5 business days from completion of the TDY Travel. ***Failure to provide justification will result in a delay in resolution of the Help Desk Ticket.***

### FMS Branch Notifications

1. FRB – FRB – The FY22 Yearend meeting is today, September 22, 2022, beginning at 10:00 a.m. CT. If you are participating in the meeting and do not have the meeting material for discussion, send an email request to DTB.

2. TOMB – FMS FMMI Production Systems maintenance (monthly OS patching), is planned for Sunday, September 25th, beginning at 6:00 a.m. through 6:00 p.m. A notification will be sent if issues arise.
  - a. PMDB – Can you send an email will maintenance is complete? Yes.
3. PMDB – thank you to all agencies for completing the Shorthand Code Rollover Processing before the deadline. Emails was sent out updating GESD and WebTA areas that SHC processing is complete. Agencies having additional questions can contact Bob Gargoni at [robert.gargoni@usda.gov](mailto:robert.gargoni@usda.gov) or Jason Lala at [jason.lala@usda.gov](mailto:jason.lala@usda.gov) with questions.

**Agency Representative(s)** – No questions or comments.

O&M Recaps are posted to the FMS website.

**Note:** Next meeting, Thursday, September 29, 2022, at 9:00 a.m. CT.

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