



Financial Management Services (FMS) Operations and Maintenance Meeting Recap

Meeting Date:	September 29, 2022, 9:00 a.m. CT
Purpose:	To discuss O&M Related Activity
Desired Outcome:	To provide two-way communication between the FMS teams and the Agencies using FMMI to operate their business processes and accomplish their mission.
Attendance:	Recorded through MS Teams Attendance report

Agenda

Speaker	Topic
Customer Services Division/Directives & Training Branch – Darrell Kennedy/Rae Ann Martino	Reminder from CSD/DTB
Financial Reporting Branch – Technical Operational Maintenance Branch – Gerald Spears	FY22 Yearend Meeting FMMI System Maintenance complete
Processing Master Data Branch – Bob Gargoni BI and Basis Team – Rachel Williams	SHC Rollover Processing Deadlines Upgrade BOBJ 4.2 to BOBJ 4.3
Agency(s)	No updated comments/questions

FMS Notifications

1. CSD/DTB Representative(s) – 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 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.***
 - i. Bob Gargoni – added some agencies use two-digit codes and some use one digit. Agencies using one-digit code must delete codes for no year, multi-year and annual codes.
 - ii. Per Darrell Kennedy – some SHC for WebTA were not loaded in GESD for payroll. This may cause an issue. If you have not submitted the SHCs for Payroll, please delay submission. If you have submitted your SHCs please enter a ServiceNow ticket or contact Darrell Kennedy at darrell.kennedy@usda.gov. This issue is expected to be resolved before PP20 processing.
- b. If the voucher rejects – The Agency will enter a Service Now (SNOW) ticket with 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), was complete without incident.
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 or Jason Lala at jason.lala@usda.gov with questions.
4. BI and Basis Team – FMS will be bringing an upgrade from BOBJ 4.2 to BOBJ 4.3 in the first quarter of FY2023, after yearend processing. The FMMI BI team will present a series of 10, 1-hour training sessions “**What can you do in BOBJ 4.3**”. The training sessions will begin October 19, 2022, every Wednesday, at 10:00 a.m. – 11:00 a.m. CT. An invite will be sent to those who participated in the Report Forum in August 2022. If you did not participate in the Report Forum please send your name and email address to Rachel Williams at rachel.williams@usda.gov.
5. Darrell Kennedy – Reminded agencies this is the last O&M meeting for FY22 any question is to be asked now.
 - a. NASS (Wendy Bugtai) – Cancelling year funds question? Barbara Frey response, a program will be run to close cancelling year IAS purchase orders. Please submit a ServiceNow ticket and we will ensure it is handled properly.
6. FYE call is at 10:00 a.m. today, be sure to attend if you have yearend questions/issues.

Agency Representative(s) – No questions or comments.

O&M Recaps are posted to the FMS website.

Note: Next meeting, Thursday, October 6, 2022, at 9:00 a.m. CT.

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