



Financial Management Services (FMS) Operations and Maintenance Meeting Recap

Meeting Date:	February 7, 2019 9:00 a.m. Central
Location:	Teleconference
Purpose:	To discuss O&M Related Activity
Desired Outcome:	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	OCIO	Yes
ARS	Yes	Congressional Relations (OCR)	No
Chief Economist	Yes	Executive Secretariat (OES)	Yes
DA	Yes	OGC	No
ERS	Yes	OIG	Yes
FAS	No	OSEC	No
FNS	Yes	RD	No
Forest Service	Yes	RMA	Yes
FPAC	No	National Appeals Division	Yes
FSA	Yes	Working Capital Fund	Yes
FSIS	Yes	FMS	-
Homeland Security	Yes	ARB	Yes
IAS	Yes	Agreements Management Branch	No
NASS	Yes	BI Backend Processing	Yes
NIFA	Yes	Customer Support Branch	Yes
NRCS	Yes	Directive and Training Branch	Yes
OPPE	Yes	Financial Reporting Branch	Yes
Civil Rights (OASCR)	No	IPAC Branch	Yes
OBPA	Yes	Master Data Mgmt. Branch	Yes
Communications (OC)	No	Processing Services Branch	Yes
OCFO	Yes	Systems Security	Yes

Agenda

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

Minutes

1. BI Team –

- a. HANA ULO Status – testing is going well. Agencies have reported that some reports are not balancing to the GL. The data does balance in table, but the problem is in the report displays open items only. It is being researched and addressed. When resolved testers will receive notification from Leslie.

2. Security –

- a. Security team will address NASS (ticket #44263) and TARD requests offline.

3. Open Discussion –

- a. PSOB – reported there were missed payroll files from PP01, they will be included when PP02 runs on Saturday.
- b. FS asked if PP01 and PP02 will be combined when PP02 processes? Yes. PP01 and PP02 will be combined. The only difference is Pay Period 01 will be covered and PP02 will processed, remaining Pay Period 01 data will post in the current period.
- c. TARD asked are there any plan to accelerate payroll for PP03? DTB will verify and pass information to appropriate officials.

4. PSB MetTel & Ameresco FCDs –

- a. Please ensure that all Funds Commitment Document (FCD) information is updated as required in the Ameresco and MetTel systems as requested at the onset of each fiscal year. PSB is performing a significant volume of manual updates to FCD numbers on Ameresco and MetTel rejects which increases the chance for human error/erroneous postings.
- b. This can also result in payment delays or disruption of services when POCs are out of the office due to furloughs, natural disasters, etc.
- c. PSB review FCD data in the beginning of the year to ensure that FCDs are established with the correct data elements and to ensure compliance with Data Act requirements.
- d. Ameresco FCD data is provided to agencies via spreadsheet by PSB and Ameresco performs the data upload into Ameresco’s AXIS system.
- e. MetTel FCD data uploads are performed by the agency in MetTel Bruin portal.

- 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, February 14, 2019 at 9:00 a.m. CT. (New Orleans participants meeting held in 101 Conference room.)

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