



Financial Management Services (FMS) Operations and Maintenance Meeting Recap

Meeting Date:	January 23, 2020 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	Congressional Relations	No
ARS	Yes	Executive Secretariat (OES)	Yes
Chief Economist	Yes	OGC	No
DA	Yes	OIG	Yes
ERS	No	OSEC	No
FAS	Yes	RD	Yes
FNS	Yes	National Appeals Division	Yes
Forest Service	Yes	Working Capital Fund	No
FPAC	Yes	-	-
FSIS	Yes	FMS Branches	-
Homeland Security	Yes	ARB	Yes
IAS	Yes	Agreements Management	Yes
NASS	Yes	BI Backend Processing	No
NIFA	Yes	Customer Support	Yes
OPPE	Yes	Directive and Training	Yes
Civil Rights (OASCR)	Yes	Financial Reporting	Yes
OBPA	Yes	IPAC	Yes
Communications	No	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

Minutes

1. BI – no questions

2. Security – no questions

3. Open Discussion –

a. The Expired Funds Table will be opened the last three days of the month, January 29 – 31. Agency are encouraged to clear all Expired Funds errors timely to ensure the process is complete through FMML.

b. POSB (Connie Braggs) announced payroll accrual will run tonight beginning at 6:00 p.m. CT.

c. DTB (Liz Rafferty) made an informal announcement that FMS want to expand the O&M meetings by adding new topics for discussion.

i. We want to hear from the Agencies your thoughts.

ii. What you would like added to the agenda?

iii. What you want to talk about?

More to come. Please email your suggestions to FMSDTB@usda.gov or carolyn.small@usda.gov.

d. TOMB (Gerald Spears) reported FMS' upcoming systems maintenance weekend beginning at 6:00 a.m. CT. Saturday, February 1, 2020 through 3:00 p.m. CT. Sunday, February 2, 2020. All systems will be temporarily unavailable for regularly scheduled maintenance (monthly OS patching).

e. FS (Lindsey DeShazer) asked if period4 will close after maintenance? POSB (Reed Umbehagen) The period will be marked closed at midnight. Period5 will be opened at the same time. POSB (Cabrina Harrison) we will wait until after the FMML maintenance outage is completed before starting the monthly FMML processing jobs.

f. FPAC (Brenda Rodriguez) reported the APM is causing a negative impact when processing budget for FAS & NRCS. The assigned tickets are being worked, but agency can send an email to DTB to follow-up.

g. FSA (Claire Lindsey) asked what is being done about the ITS pop up errors? CTR (Lee McMillen) responded that the ITS Service Error is caused by some inconsistency in the system responses between server/browser. SAP has not determined a root cause yet, but we have tried several documented remedies. **The cache clearing is a workaround given the pop-up response, once cached, will continue to be served each time the portal content is requested per normal web design.** Only a small group of users/offices persistently encounter the message after **properly clearing cache as instructed.**

- O&M Recaps are posted to the FMS website.

Action Items

Description	Responsible Person	Due Date	Notes
None	-	-	-

Note: Next meeting, Thursday, January 30, 2020 at 9:00 a.m. CT. (New Orleans participants meeting held in FMS Conference room 101.)

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

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