



Financial Management Services (FMS) Operations and Maintenance Meeting Recap

Meeting Date:	April 29, 2021 9:00 a.m. CT
To Participate:	MS Teams Meeting
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
FMS Representative(s)	FMS Notification/Updates
FMS Branch(s)	TOMB – System Maintenance Updates
Agency Representative(s)	Agency Questions/Comments

FMS Notifications

1. DTB continues to plan for the 2021 FMS Financial Management Training (FMT) virtual conference. Updates will be provided as they become available.
2. TOMB reports the FMS Production Systems Maintenance began on 6:00 a.m. CT Saturday, April 24th through 12:00 p.m. CT on Sunday, April 25, 2021, ran longer than the expected time, but completed within the planned maintenance window.
3. The Expired Funds Table opened April 28 thru April 30, 2021. Agencies are urged to clear your travel vouchers.

FMS Branch Notifications

1. QPMD requested agencies to provide POCs to conduct UAT testing for BI and HANA Reports. It will require in-depth testing and will be time sensitive because we are running against a data cap. POCs can be sent to Chaz Tanner at chaz.tanner@usda.gov no later than Wednesday, May 5, 2021.
 - a. Angelique (DTB) suggested a sign-up sheet and Chaz can meet to provide specifics.
 - b. Participants should be familiar with BI reporting.
 - c. Testing is expected to be completed 2-3 weeks.
 - d. DTB – Where will testing occur? QA environment.
 - e. WCF – When was the last QA update? Last QA update with data through FY21, was Period 2.

Agency Representative(s)

2. TARD – Lisa Smith reminded agencies about the OCFO Bulletin 17-02, DATA Act award IDs.
 - a. A current FMMI internal control edit was put in place to ensure Awards IDs are only accepted at the header level.
 - b. Prior to the edit, Agencies were bypassing the header requirement and placing Award IDs at the line item of the EMF.
 - c. If an EMF has an Award ID on any line item and the EMF is being updated or changed, the line item Award IDs must be removed on all lines and placed at the header as outlined in OCFO Bulletin 17-02.

- d. This is not a new requirement as the OCFO Bulletin 17-02 was issued in July of 2017. The edits are simply put in place to provide more internal controls over the manual creation of EMF.
- e. If you have any questions, contact Lisa Smith at lisa.smith@usda.gov.

O&M Recaps are posted to the FMS website.

Note: Next meeting, Thursday, May 6, 2021, at 9:00 a.m. CT.

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