

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)

Minutes - April 25, 2000

Attendees: Program Analysts, Administrative Officers
Timekeeper: Joe Martirone
Recorder: Mary Granese
Speakers: Mike Chappine, Glenn Hansen, Ed Harmelin, Larry Barts
Location: ACT-1 Conference Room
Start: 1:30 PM

Joe Martirone –

Ground rule of these monthly meetings:

- Not a problem solving meeting

Objectives are:

- A platform to present an overview of current accounting and budget activities
- Listen to other organization's internal processes and take suggestions
- Encourage and promote the Technical Center-wide sharing and exchange of information concerning enhanced financial management techniques and practices
- The FMIP will provide an opportunity to discuss new financial initiatives and network with counterparts in other organizations
- Seek to promote strategies and guide financial management improvement throughout the Technical Center
- Review and coordinate financial policy
- Act as a catalyst and clearinghouse for sharing and disseminating information about sound financial management practices.

Mike Chappine – Electronic Report Distribution System (ERDS) presentation

Located in Dynacomm

Why do you need to use this report?

This is the best report to show your organizations':

- Accruals
- Obligated funds
- Unobligated funds
- Organizational open documents

Handout - desk procedures along with terms that are used in this financial environment. Read through these instructions for next month.

Next month a more detailed demonstration will be presented.

ACTION DUE– FY 2000 outstanding travel documents which were obligated prior to February 2000 must be reported out to ACT-32 by the end of April 2000.

Glenn Hansen - with friendly travel reminders – Travel Manager

All 'travel order numbers' need to be obtained through the financial management website's **Travel Order Generator**.

The following **vouchers** must be hand-carried to Jon Fine in ACT-32:
All Division Manager vouchers regardless of the dollar amount.
All Foreign travel vouchers regardless of the dollar amount.
All travel vouchers \$2,500 and over.
All ACT-30 employee vouchers regardless of the dollar amount.

Travel Manager non-reimbursable **News** creating authorizations

- For **shuttle** charges now use the EXPENSE ICON, select 'FAA Shuttle' then fill in the amount.
- For **Centrally Billed Account** continue to use the TICKETED TRANSPORTATION ICON, add type of transportation, complete from and to, enter cost, toggle the option button and de-select (point and click on X to eliminate it) the reimbursable button, press **OK**. After creating the travel authorization the Centrally Billed Account **form**, located in ACT-32 or the SATO office, must be completed. Bring to ACT-32 for approval first, your manager's approval second before the form can be taken to SATO.

Ed Harmelin – 3rd Party Drafts will cease to exist as of May 10, 2000.

- **Convenience checks** will be available, but their use will be extremely limited. Written documentation must be presented to the ACT-30 check writer. The documentation must contain proper justification as per the Department of Treasury guidelines. Also, it must be signed by the funds authorizing official and the next higher-level supervisor. Staff level requests must be signed by ACT-2. Division managers must sign requests in all other instances. A 1.9 percent charge will be added to the check for bank processing. Once these procedures are completed Amanda Petitt, Mary Granese, or Kathy Fleming are designated to issue a convenience check.

Larry Barts – National Accounting Credit Card System (NACCS)

Credit Card **News**

- Now you must update your credit card purchases in NACCS between the 23rd through 28th day of the month. A notice will be sent through cc:Mail reminding you. Your update input to NACCS should be directly from your credit card telephone records, where all the individual information about your purchases are located.
- Unofficially, on May 20th a '**daily statement**' electronic function will be available through the NACCS. Training will be forthcoming. This new electronic function will let you update your purchases as soon as they hit the system, giving you a longer time frame to complete your updating/approving responsibility.

Possible May Topics:

Yearend Notice Details

Use of ACQUIRE for Accounting Reconciliation

DAFIS Inquiries and Scripts

Budget Process