

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)
MINUTES – April 23, 2002

Attendees: Program Analysts, Administrative Officers
Recorder: Amanda Pettit
Location: ACT-1 Conference Room
Start: 1:30 PM

Opening Remarks - Joe Martirone

Charlie Keegan is the new Associate Administrator For Research and Acquisitions, ARA -1.

There will be a summer student program this year. There will be 15 - 17 students hired. Donna Young is coordinating the program.

Delphi - (new financial system to replace DAFIS)

There will be 3 mandatory web-based training courses that will be coming out in mid August. No one will receive their access to Delphi until all 3 courses have been completed. Cari Law will be handling the mapping of Delphi.

Sue Cefaretti is the training coordinator and Missy Passmore is the technical representative.

The Post CRP was held last week on receivables and fixes assets
User testing date TBD.

Cari Law will be following up and providing Joe Martirone with feedback on eliminating cuff records.

Standard general ledger codes training will be long distance training in June or July.

Budget Update - Jim Hogan

SLT was briefed on the 2nd Quarter Review on 4/15/02 by ACX-30/31. At that time they approved certain funding decisions, and organizational allowances will be adjusted accordingly. ACX-31 attended the ARA Operations 2nd Quarter Review in D.C. on 4/18-19, ACT allowance remains unchanged.

NACCS - Mike Bralski

For ACT organizations affected by the re-organization:

Changes in the default lines of accounting should be submitted to Michael Bralski as soon as possible. Marilyn Knopp does not need to be notified of these changes.

All Approving Official changes need to be submitted to Marilyn Knopp immediately. Please notify her by cc:mail and copy Michael Bralski on the message.

After the dust settles from the re-organization, the AO's or PA's should look into possibly canceling some cardholders if there turns out to be a duplication of effort, with too many cardholders within the organization.

Travel Audit Results - Mike Chappine

Jon Fine performed an Electronic Signature Audit which went very well. Be sure to have approving officials in your organizations review all travel documents closely. Approving Officials should ensure that:

travelers who take the shuttle do not claim the shuttle fee,
COTR's should not be approving a shuttle fee for their contractor employees, and
travelers do not claim lodging their last day of travel.

The Central Billing Account is for travelers who do not have a travel credit card. They need to come to Accounting and fill out a Centrally Billed Account Permission Request Form. Travelers should not be claiming their ticket on their travel vouchers.

Travel Concerns - Glenn Hansen

2 Handouts - Entering Accounting Codes into TEServ
Travel Manger: Adding Accounting Codes

Those of you effected by the realignment in ACT Glenn needs your new routing list in Travel Manger. If you require any assistance in Travel Manager or processing your travel authorizations/vouchers you may call the customer service line at x6536. If a travel authorization is prepared incorrectly the voucher will be hung up. It is very important to prepare documents correctly!!

For more information go to the Financial Management web page under Travel Information you will find the Travel Voucher Inquiry Application very useful.

You can also go into Travel Manager to see the status of a document. All authorizations must be approved in order to process and voucher correctly.

ACT LDR Training Plan within ARA - Charlie Bilardo

Handout - Next Generation CAS LDR FAA Technical Center Training Schedule
The Training Schedule is for ACT organizations only. There will be make-up sessions. Everyone is required to take this training! AAR-400 training will take place after the Technical Center training with the exception that there QARS will be trained with the Technical Center QARS on July 17 and July 18. Any questions contact Charlie Bilardo at x4160.

ARA CAS Website http://172.27.70.71/ARA_comm2/aracomm2.asp

Mike Chappine acknowledged that it is Administrative Professionals Week and he expressed his appreciation.

The meeting schedule is as follows:

Wednesday, June 26
Tuesday, August 20
Tuesday, October 22

Additional meetings may be needed depending on the development of the new systems.

