

FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM (FMIP)  
MINUTES – November 27, 2001

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

**Opening Remarks – Joe Martirone**

Joe expressed his gratitude to the organizations that responded to the FMFIA action. He suggested all organizations take a look at the FMFIA website page, <http://www.gao.gov/new.items/d0229.pdf> to see the types of items that should be included into this FMFIA action, when creating a response. Charlie Bilardo is the lead whenever there are questions concerning this subject.

**Implementation of Prizm – Lisa Ferrante**

Prizm is a web based purchase order system. It will replace ACQUIRE. Its implementation date is November 6, 2002. Lisa will update us monthly.

**Duplicate charges on the Citibank Card – Glenn Hansen**

During October 5, 2001 through November 19, 2001, travel charges were submitted twice. If you have anyone in your organization with these duplicate charges on their card, please have them follow these steps:

1. Call the 800 number on the back of your card, stating the duplicate charges on your statement will not be included in your payment.
2. Ask them to mail you a dispute form.
3. Fill out the dispute form and return it to Citibank with a copy of your statement identifying the duplicate charges.
4. It will take 60 to 90 days for your statement to reflect its corrected balance.
5. Continue to monitor your statements to ensure the credit has been received within the 60-90 day timeframe. If the credit is not received within that timeframe, contact Citibank again.

**TeServ – Glenn Hansen (Attachment)**

TeServ (Travel Manager 8.0) is the web-based replacement for Travel Manager. There is a \$10.60 charge for each voucher. The voucher automatically generates this charge and payment to the credit card user without entering this information into the document. Training will begin for the ATB in December followed by implementation in January. As an organization is trained implementation will take place in the following month. All organizations should be implementation by September 30, 2002.

**FedTrip Update – Glenn Hansen (Attachment)**

FedTrip is a web-based booking tool. Airline tickets, car rentals, and hotel reservations can be made through this system. Each itinerary will be charged a \$14.00 fee. Please remember, once these services are booked, their costs will appear on your credit card. As of January 1, 2002 through December 31, 2002 the charge will be \$14.50 per itinerary. Training will be on December 18, 2001, in the Auditorium from 1:30-3:30 p.m. All are invited to attend and bring a friend. Glenn will bake a cake!

**Status of TMC/Survey – Glenn Hansen**

The Travel Manager Center (TMC) Survey is located on the Financial Management's web page under Travel Information. It consists of eight to ten questions.

**ACTION:** Ask your travelers to fill out the electronic questionnaire and press submit once completed. Travelers are asked to fill this survey out periodically as they have comments regarding the services they receive from the TMC.

**Use of Object Classes – Mary Storoz**

When creating a PR it is very important to use the correct object class with each line item, so that property can be realized in its correct classification. The handout will be posted on our web site. [http://www.faa.gov/aba/html\\_fm/asset.html](http://www.faa.gov/aba/html_fm/asset.html) Once in the web site you must select the option under Capitalization/Contract Structure Training.

**Delphi Update – Larry Barts (Handout)**

Delphi (new financial system to replace DAFIS) is scheduled to begin on November 5, 2002. For the financial community at the Technical Center, life as we presently know it, will end on October 5, 2002 (day when DAFIS is scheduled to go down forever). The Delphi Team will be holding Conference Room Pilots (CRP) here at the Tech Center. These sessions will identify areas requiring changes made by the financial community in their present practices. Beginning at the end of September 2002, train the trainer sessions will begin and last until the end of October 2002.

**Closing out Credit Card Accruals – Mike Bralski**

**ACTION:** On December 5 send your outstanding credit card buys to Mike Bralski. They can be identified by a 189 transaction code in the "doc id" number.

**Closing out Award and Overtime Accruals – Mary Storoz**

Awards and overtime accruals will be deobligated at the end of December.

**Holiday Pay Verifications – Mary Storoz**

Please remind your Time and Attendance (T&A) Clerks to properly code employee's Holiday leave, especially those on AWS. If Holidays and In-Lieu-of-Holidays are not coded correctly on an employee's time card in IPPS, the employee can be overpaid for the Holiday. This will then require an amendment by the T&A Clerk, and the overpayment would then be deducted from the employee's next pay check.

Note: If an employee's RDO is Monday, and the Holiday is Monday, then the employee's In-Lieu-of-Holiday would fall back to Friday. Therefore, you should leave the RDO as is, and code the previous Friday as the Holiday.

**Continuing Resolution Status – Jim Hogan**

The Continuing Resolution (H.J.Res 74) has been extended through December 7, 2001.

**NEXT MEETING: - January 22, 2002; 1:30 p.m.;**  
**ACT-1 CONFERENCE ROOM.**