



**Financial Management Modernization Initiative (FMMI)
Fiscal Year 2016 Yearend Meeting Recap**

Meeting Date:	September 22, 2016, 1 pm – 2 pm, Central
Purpose:	To discuss Yearend Timeline and Related Activity
Desired Outcome:	To ensure everyone understands the year end timeline. Deliverables and actions are taken to ensure an efficient and smooth yearend close.

Attendance

Name	Present?
AMS/GIPSA	Y
AO	Y
APHIS	Y
ARS	Y
Chief Economist	Y
Civil Rights	
Communications	
DA	Y
DM	
ERS	Y
Executive Secretariat	Y
FAS	Y
FNS	Y
Forest Service	Y
FSA	Y
FSIS	Y
General Counsel	Y
Homeland Security	
NASS	Y
National Appeals Division	

Name	Present?
NIFA	Y
NRCS	Y
OBPA	Y
OCFO	
OCIO	Y
OIG	Y
OSEC	
Procurement Systems Division	
RD	Y
RMA	Y
Asset Reconciliation Branch	Y
BI Backend Processing	
Customer Support Branch	Y
Financial Reporting Branch	Y
IPAC Branch	Y
Master Data Management Branch	Y
Processing Services Branch	Y
System Security	
Working Capital Fund	Y
Quality Production Management	Y
Consolidating Reporting Division	Y

Agenda

Time	Speaker	Topic
3 minutes	Ella Robertson	Roll Call
5 minutes	Ella Robertson	Walk through timeline
10 minutes	Barbara Frye	Year End ServiceNow requests or incidents
7 minutes	Ella Robertson/Kristie Guidry	Clearing Canceling Year
6 minutes	Karren Alexander	Parked Documents
10 minutes	Eddie Reso	Unprocessed IPAC
18 minutes	All	Open Discussion
1 minutes	Ella Robertson	Next Meeting



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Minutes

Reminder: 09/23/16 is the last day for IPAC Outbound payment run at 4:00 p.m. CT.

- Timeline change for ITRS period 14 to October 10th.
- Timeline will be updated to reflect the changes.
- Shorthand code roll has been completed for most agencies. OIG, FSA, CR and NRCS are still not completed.
- Barbara Frye reported that there are now 54 incidents with year end configuration. There were 12 closed from last week.
- Angelique Dyer asked that agencies email fmsc.help if they would be working over the weekend and need support. Angelique stated that customer services needed to know if they needed support both Saturday and Sunday.
- NRCS asked whether the BI reports will be updated on October 1st. Ella followed up with BI team and the reports have been updating timely.
- Ella reported that there was more movement on the cancelling year activity. Next week the summary balance reports will be sent early in the morning.
- Lynn Moaney indicated that she could not last week but wanted to follow up on the procurement concerned that she had raised previously. Ella indicated that she spoke with Richard Jiron who indicated that Rick Toothman had raised the issue. She also reported that Richard stated that he was on the call and heard the dialogue and had no issues. He indicated that he would reach out to FMS if necessary. Karren Alexander added that if Lynn had an operational issue she should reach out to their contracting officer to ensure they address her issue. Lynn indicated they were already working the issue but wanted to follow up on the issue raised by OPM. However, they continue to have challenges in getting contracts closed out for cancelling year items.
- Cena Gribble indicated that FSA has the same issue with contract related ULO. They need contracting to formally close out for cancelling year TAS.
- Karren Alexander reported that parked documents for first and third quarter have been deleted. She opened the floor to the agencies to see if they had questions about the fourth quarter data.
- Karren Alexander reported that her Division had a meeting on the ABCO reject documents. The majority of the rejects are related to shorthand codes. The corrections need to be made in the ABCO system as opposed to on the backend.
- Eddie Reso asked the agencies to work to clear the remaining bills on your IPAC suspense to remain green at yearend.
- Open Discussion
 - Ella reported that Tonya Sharrat of Forest asked questions about payroll accruals for October. We need to reach out to OPM to determine what pay period they will be basing their revenue accrual.
 - There was discussion around period 13 access. Several agencies asked questions around who would have access to period 13. All users will have access to period 13 on October 1. The only agencies that will have access to period 14 are the agencies that will enter cash adjustments FS, FSA, FNS along with FRB and the agency staff that will approve their adjustment. **A list of names must be provided to Consuella Braggs by 09/28/16.** Consuella will coordinate with Security.



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-Peter from FNS asked whether FNS would have access to special periods. Ella answered yes.

-Ella walked through portions of the timeline stating the period 12 will close general population at midnight. There will be specific users in the system to accomplish task related to CARS Reporting. Agencies were referred to item 20 on the timeline. Brenda Rodriguez, NRCS, asked, once period 12 closes, if the agency has a reimbursable agreement that need to be entered in period 12, will FMS open period 12 for the agency to enter transaction? Ella said we never say never but generally speaking we will not. We will look at the specific scenario to determine how we can address the issue even if it is recorded in period 13. Period 13 will close on October 11th. Joe Giorlando added that this affects financial statements so we have to ensure that we abide by the timeline.

-Toris Oneal, OIG, said there was confusion about when period 12 closing because of the October 3rd date on the milestone. Connie stated that she would ask Kevin Close if he can add additional information on the timeline regarding the October 3rd. Ella again reminded everyone that because of CARS reporting period 12 must stay open additional days. She referred them to items 20 and 31 on the timeline. Ella continued to report that we have a different reporting requirement now that we are full CARS Reporter. We have to accommodate all requirements. We no longer have green (3rd workday), yellow (4th workday) or red (5th workday). Treasury requirements is 3rd workday therefore we have to stop activity to allow for timely and accurate reporting.

-Connie Constance reported that period 14 nonstandalone agencies will stay open until 10/18/2016. We will have more discussions regarding this subject on the Monday call. Agency will not be allowed to process activity in FMMI through October 18, 2016 because that is the cutoff date for GTAS Reporting. The date of October 14th will remain the last day to process activity in FMMI.

-William Dempsey stated that WCF is sending accruals for year end today. Please make sure you received them.

-Next Meeting – Ella stated that yearend calls will be daily and will start at 10:00 CST/11:00 EST.

Action Items

Description	Responsible Person	Due Date	Notes