



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

Meeting Date:	September 26, 2016, 10 a.m. – 11 a.m. CST
Purpose:	To discuss Yearend Timeline and Related Activity
Desired Outcome:	To ensure everyone understands the year end timeline. Deliverables are actions are taken to ensure an efficient and smooth yearend close.

Attendance

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

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

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	Perri Johnson	Parked Documents
10 minutes	Eddie Reso	Unprocessed IPAC
18 minutes	All	Open Discussion
1 minutes	Ella Robertson	Next Meeting



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Meeting Notes

- There were issues with getting materials published through GovDelivery. NFC was having some system issues. All documents were posted. The meeting invite went out with the new time.
- The following changes were made to the timeline: FAS process for funds commitment added for 09/26 and 9/28. Final update to ITRS will be 10/10 for all agencies.
- Period 14 changed on Kevin Close's milestones to 10/18 because that is the last date for submitting GTAS. However, we can not keep the system open that long. Period 14 will still close on 10/14.
- Larry Blim, FNS: Is period 12 going to be extended through 10/3? Ella responded, No, it will not for the general population. There will be some exceptions. FNS will have an opportunity to process their final file for 09/30 on 10/1. IPAC will also be doing some processing on 10/1. Asset Reconciliation Branch will make adjustments for CARS on 10/2 and 10/3. Periods 13 and period 01, fiscal year 17 will be open on 10/1. As usual period 13 will be for processing adjustments and accruals. Period 1 will be for new fiscal year activity with the only limitation being certain documents such SA document for all agencies. You can refer to your timeline for complete list. However, Forest Service interfaces will be allowed to process SA documents as a part of their normal business.
- Connie Braggs asked Ella to update agencies on whether they need to request access to period 13. Ella replied that everyone will be able to process in period 13 as long as you have the GL approver role. You don't need to request access.
- Randy Daniels, Forest Service indicated that the agency planned on closing anticipated account via the budget work bench. Will it be allowed in period 13? Ella replied, yes you can process FMBB documents in period 13.
- Barbara Frye reported 56 open incidents as of today. There were 17 new incidents since last report issued last week. If you do not see your incident on the report, please send an email to Barbara Frye, Angelique Dyer and FMSC Help.
- Ella – Cancelling year – Ella reported her plan is to provide a new status report every morning. Reports sent out this morning include a new status report for reimbursable authority. Process budget documents where applicable to close out 4210 / 4590. Ella also talked about GL account 2190. Karren Alexander indicated that they are still working with Mark Androff on closing the good receipts associated with this account. FRB will provide specific POs that are still outstanding related to cancelling year to Karren on today so that those can be addressed prior to 09/30.
- Karren Alexander -Parked documents – Karren reported that Christopher Fulton sent the detail status reports this morning to the agencies. She request that the documents be cleared before the end of the week. Anything outstanding on 10/1 needs to be deleted. Parked documents may indicate a material omission and/or misstated balances on the financial statements.
- William Dempsey asked, who can we talk to for MetTel with batch own ID? Karren responded that he should contact Wanda Ussin and Brenda Galle.
- Angelle James reported in the IPAC Branch they are still diligently processing all bills so you can remain green. She requested that agencies continue to work with their accountants to clear bills. Friday was the last day on the timeline for outbound IPAC. However, if you



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have any bills that did not get picked up or that you need billed, please reach out to your IPAC accountant.

- Ella reported on behalf of the Master Data Branch that they are waiting on short hand code confirmations for agencies SE, IG, FAS. There have no update for FSA. Marsha Stevens reported that FSA is waiting on DM fund type to be added to activate the new SHC since it will impact wide spread across the agency’s accounting elements. There will be a follow up meeting with Rita Cronley on Wednesday morning. FSA will load there short hand codes.
- Someone asked about PP19 accruals. Ella responded that PP19 accrual was processed last week on 9/15 for 100% based upon PP17 data. She confirmed with Quality Production Management Division.
- Larry Blim, FNS stated that he had park documents totaling around \$10 million that the agency was trying to post and they would not process. Ella asked if there was an error. Larry indicated that the system did not give the user an error. He stated that they get the message that it is approved but the document is still on parked list.*INC 0032823 has been entered to address the DR document type for all three documents.
- Tonya Sharratt, Forest Service is getting a “system lock” error message. Several agencies reported that they are getting the same error message. The work around is to open a new session and try again. The work around appears to be working. Angelique said the issue has been reported and we will follow-up today. Tonya thinks they need to bounce servers this evening.
- Mark Androff, OPDM stated that in there discover reports, a new report has been added called FMMI SHC. You can use this report to verify that all codes you need are loaded in IAS. Karren requested that Mark let her know if he has started receiving FY17 codes for IAS.

Action Items

Description	Responsible Person	Due Date	Notes
Incident 32823 was entered because FNS can’t process parked documents totaling around \$10 million.	Angelique Dyer	09/30/16	
Tonya Sharratt reported that the agency is still encountering system lock error.	Ron Gros	09/28/16	Ella and Angelique reached out to Ron Gros regarding this issue. Ron indicated that there are some HANA processes that were running and when they are complete they will bounce the servers.