



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

<b>Meeting Date:</b>	September 27, 2016, 10 am – 11 am, Central
<b>Purpose:</b>	To discuss Yearend Timeline and Related Activity
<b>Desired Outcome:</b>	To ensure everyone understands the year end timeline. Deliverables are actions are taken to ensure an efficient and smooth yearend close.

**Attendance**

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

<b>Name</b>	<b>Present?</b>
NIFA	Yes
NRCS	Yes
OBPA	Yes
OCFO	Yes
OCIO	Yes
OIG	Yes
OSEC	
Procurement System Division	Yes
RD	Yes
RMA	Yes
Asset Reconciliation Branch	Yes
BI Backend Processing	Yes
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	
Consolidated Reporting Division	Yes

**Agenda**

<b>Time</b>	<b>Speaker</b>	<b>Topic</b>
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

- Ella first addressed some carryover issues from yesterday. The system lock error from yesterday should be resolved. She requested that if agencies encounter the error again to notify FMS.
- FRB provided details to Karren Alexander, Financial Services Division, for goods receipts that are still open for budget year 2011.
- Ella stated that after the call on 09/26 FMS had an internal discussion around sales orders. She requested that any agencies that want to opt-in to the mass close for sales orders send an email to Shelda Melancon and enter a service now incident. For those opting into the mass close process there accruals need to be completed by 10/6/16. Following are instructions provided by Shelda. Sales Order Mass Closes: To receive assistance with FY 16 sales order closes, you have options. As always, your agency may manually write-down orders. Additionally, you may enter an incident listing the sales orders to close at any time throughout the fiscal year. An order is a candidate for using the mass close program for write-downs where: (1) The order is not a sales order with advance; the mass close does not move or refund cash, (2) All obligations are recorded; the only remaining activity is to expense and bill, (3) The contract end date is today or earlier. At fiscal year end, it would be September 30, 2016, or earlier, and (4) Availability is positive; the system will close down to the greater of the amount billed or the total obligations. The agency needs to ensure that orders are neither over-billed nor over-collected. If you have orders that may be closed now, please enter an incident so that these may be closed prior to September 30<sup>th</sup>.
- Sales order Mass Close Roll-Forward: This is also available for sales orders without advances where the budget period is expiring and the contract end date is into the future or blank. After analyses, the mass close roll-forward functionality is used to take the existing WBS/budget period combination of one sales order line item and close it. Then, it creates a new sales order line item with the same WBS and the new FY budget period. **For mass roll-forwards, all trading partner GTAS information must be reviewed and updated prior to any billings to ensure proper customer billings for the new budget fiscal year.**
- Mira with DASO asked, what can we process in Pd. 13? Ella responded I will run through the timeline. Period 12 is normal processing until midnight EST on 9/30/16 for the general population. The following exceptions will occur: (1) FNS will be processing their award data activity on 10/1. (2) Eddie Reso's Branch will be processing final IPAC file on 10/1 until Noon, and (3) Asset Reconciliation Branch will be processing CARS adjustments on 10/2-10/3. Then we will execute the final close for period 12. Period 13 opens on 10/1/16 for accruals and adjustments that do not post to 224 cash accounts. Agencies can process FMBB budget documents in period 13. Period 14 will also open on 10/1 which is used to process preclose/anticipated accounts, miscellaneous receipt accounts and cash adjustments. Period 15 is for audit adjustments. The period will be opened based upon notification from Consolidating Reporting Division. Finally, annual close will be executed. Usually we run close once period 14 is closed and GTAS Reporting is complete. We usually run annual close again to close any activity that processed in period 15.
- Mira, Can VADR non-disbursing documents be entered until 9/30? Ella responded yes. Mira also wanted to emphasize that agencies need to work with there trading partner, especially when entering accruals.



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- Barbara Frye reported there were 56 incidents today. Closed 6 incidents yesterday. Ella asked about the status of the tickets. Barbara indicated that they were in various statuses, i.e., some were in progress, awaiting information, etc. Joe indicated that they will be reaching out to agencies.
- Ella , Cancelling Year - Ella reported that Karren was working with Mark Androff to resolve issues related to GL account 2190. Patrick McCann with OPPM reported that there were 10 remaining for budget period 2011 with errors in FMMI. Karren responded that based upon the information provided by FRB there appear to be more than 10 documents remaining. Karren stated that they needed to reconcile to list of item. Karren will send out information today. Ella reminded everyone that we have less than 4 days to properly close out cancelling year open items.
- Karren Alexander, Parked documents – Karren indicated that agencies had reached out to her requesting that the ZS documents (reallocation) for smart pay could remain until FY 2017. Karren responded that the agencies need to notify her staff. She stated because the balances are so insignificant and labor intensive to reconcile she would be in agreement. This will allow agencies to focus on all other adjustment documents. Karren reported that there were currently 6,100 documents and about \$2 billion in absolute value. She requested that Forest Service review their DN documents and clear them because they totaled 1.5 billion of the absolute amounts. Ella asked were any of the documents related to the cancelling year 2011. Karren then asked if there were documents are related to budget period 11 to make those their priority.
- Karren reported that they are continuing to make progress on the ABCO rejected documents. Most are the staff offices. Karren stated that her staff will focus on budget period 11 then everything else.
- Eddie Reso - Thank you everyone for giving us IPAC info. All but three agencies are green. For those three agencies, please continue to work your unprocessed.
- Toris O’Neal, OIG reported an issue with shorthand codes. She created an expenses posting and it was updated in the system. However, when she tried to direct enter B2 documents, the accounts assignment being derived is incorrect. Ella asked Toris to submit a ticket so that the help desk can research the issue. Joe Giorlando stated that it sounded like a deviation logic issue.
- Michelle Canady, APHIS - What was the 10/1 information on people out of the system? Ella responded that the general population will not have access to period 12 after 10/1. User will have access to period 13 on 10/1.
- Darrell Broadnax, Implementation Division - Who will be available on 10/1? Angelique Dyer responded that the help desk will be available and she can be contacted on her mobile number which is 817-542-2818.



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**Action Items**

<b>Description</b>	<b>Responsible Person</b>	<b>Due Date</b>	<b>Notes</b>