



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

Meeting Date:	October 04, 2016, 10 am – 11 am, Central
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	Yes
APHIS	Yes
ARS	Yes
Chief Economist	
Civil Rights	
Communications	
DA	Yes
DM	Yes
ERS	Yes
Executive Secretariat	
FAS	Yes
FNS	Yes
Forest Service	Yes
FSA	Yes
FSIS	Yes
General Counsel	
Homeland Security	Yes
NASS	Yes
National Appeals Division	

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

Agenda

Time	Speaker	Topic
3 minutes	Kristie Guidry	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



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

Meeting Notes

- Ella announced that Period 12/2016 closed last night.
- Connie Constance announced that the FSDW did run an update for Period 12 last night. However, a few agencies have discrepancies between FSDW and FMMI (FNS, FSA, OIG and RMA). We will load Period 14/2016 ITRS today (which is FMMI Period 12 data). We will re-extract Period 12 from FMMI today and reload FSDW. We will send out a notice once this is complete.
- Lauren w/FNS – Our POD does not look like it updated last night. Connie responded that last night’s POD update will say Period 14 because it is used to load ITRS. Beginning tonight, all GTAS PODS will be run with a Period 12 indicator.
- Ella reviewed the timeline:
 - Period 14 is open
 - FRB will work with the contractor to close 6-digit receipt TAS in FMMI
- Ella mentioned that SB & ZS docs might not be posting in Period 01/2017. Ella will research and send an update.
- Joan Cooper w/NASS – We need to process vouchers for travel authorizations that were entered in FY 2016. When can we do this? Ella responded that she is not aware of any issues that would prevent this from processing in FY 2017, as long as the obligation is enough to cover the expenses on the voucher.
- Chris Calhoun w/NRCS – We are getting an error that “Period 13/16 is not open for account type S” when trying to upload a YE/DN accrual. Ella responded that we would research and get a notice out when the issue is resolved.
 - Several agencies chimed in with the same issue. Tonya w/FS said the issue is across all budget documents that they have tried to process
- Barbara Frye – The help desk is continuing to work incidents in Period 13.
- Cancelling Year – FRB will continue to work with agencies to clear open balances
- Tonya w/FS – Do we have an answer for payroll accruals for October? Ella responded that we do not yet, however we will try to address that today.
- MRP caller – Do we know how long it will take to correct the SB docs rejecting in Period 01/2017 issue? Ella responded that Joe is already working on the issue. We will send something out as soon as it is corrected.

Action Items

Description	Responsible Person	Due Date	Notes
Research SB & ZS docs not posting in Period 01/2017	Ella Robertson & Joe Giorlando	10/04/16	
Period 13/2016 error on budget documents	Ella Robertson & Joe Giorlando	10/04/16	This issue has been resolved.