



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

<b>Meeting Date:</b>	October 03, 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	Yes
APHIS	Yes
ARS	Yes
Chief Economist	
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	

<b>Name</b>	<b>Present?</b>
NIFA	Yes
NRCS	Yes
OBPA	Yes
OCFO	
OCIO	
OIG	
OSEC	
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	
Working Capital Fund	Yes
Quality Production Management	Yes
Consolidated Reporting Division	Yes

**Agenda**

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



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**Meeting Notes**

- Ella acknowledged that some agencies still have open Unliquidated Obligations (ULO) in their cancelling year treasury symbols. FMS is researching the issue today in order to determine the appropriate corrective action. The balances are not showing on Cabrina’s ULO tables to be closed out.
- Ella acknowledged that some agencies still have open Funds Reservation balances. This is mostly affecting Forest Service. FMS is researching the issue today in order to determine the appropriate corrective action.
- Ella announced that the Asset Reconciliation Branch worked this weekend on CARS reporting and appear to be in very good shape. They will continue to wrap up the process today.
- Ella reviewed the Year End Timeline:
  - ITRS load is scheduled for tomorrow based on Period 12 data
  - CARS process will be completed today in FMMI
  - Period 12 will be closed for all users and activity
- Barbara Frye: There are 45 open incidents this morning that are marked as year end critical. We will continue to work these incidents in Period 13.
- Ella reviewed the Cancelling Year items:
  - ULO activity – FMS is addressing
  - Disbursements in Transit (GL 2120) that needs to be cleared for OIG
  - A few agencies have payables remaining (GL 2110) – ARS, APHIS, FAS
  - A few agencies have goods receipt balances remaining (GL 2190) – AMS, APHIS
  - FRB will continue to work with the agencies to clear the remaining open items. The balances that are remaining are very small.
- Cena Gribble w/FSA – We have a balance in GL 1832 we need assistance with. Ella responded that she will reach out to Cena after the call.
- Karren Alexander - \$3M absolute value for parked documents this morning. The parked documents from July and August have still not been cleared. If these documents are still in parked status tomorrow morning, they will be deleted.
- Question by caller: Can budget documents for FY2017 be entered in Period 01? Ella responded “yes”.

**Action Items**

Description	Responsible Person	Due Date	Notes