



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

Meeting Date:	October 5, 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 and actions are taken to ensure an efficient and smooth yearend close.

Attendance

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

Name	Present?
NIFA	Yes
NRCS	Yes
OBPA	
OCFO	
OCIO	
OIG	Yes
OSEC	Yes
Procurement Systems Division	
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	Yes
Consolidating 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 Cancelling Year
18 minutes	All	Open Discussion
1 minutes	Ella Robertson	Next Meeting



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Meeting Minutes

- Kristie Guidry reported that travel documents should process. The date in the system had expired and was changed to 12/31/16 to allow prior year activity to process. The processing issues yesterday where general ledger accounts were failing has been corrected. FMS had to change a table. It was also reported that the issue related to document types DR and DV rejecting was resolved. The document types were inadvertently added to an exclusion rule.
- Joan from NASS had additional issues processing travel documents. Ella responded that FMS will speak offline to customers. Angelique stated that she would have Wade Edwards to give her a call.
- Kristie reported that ITRS loaded last night, however, Connie Constance, CRD, indicated that because there were some data issues that still had to be resolved, the load was finished Wednesday morning.
- Kristie reported that the cash balances for miscellaneous receipts accounts were closed into general ledger account 2980 cash last night, 10/4/16.
- Asset Reconciliation Branch is on track to complete cash worksheets used to record cash differences on Friday. Cash adjustments to be processed in period 14.
- Service Now - Barbara Frye reported that Customer Support is continuing to work service requests and incidents in period 13.
- Cancelling year – Kristie reported that FRB continues to work agency contacts.
- Open Discussion
 - Larry Blim – Are we able to do spending adjustments? The response was yes.
 - ARS/NIFA – Sharon asked whether she can use B2 to move expenses in Period 1. Ella responded no she can not but there may another way to accomplish what she needs. Kristie contacted after the call and issue was resolved.

Action Items

Description	Responsible Person	Due Date	Notes