



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

<b>Meeting Date:</b>	October 6, 2016, 10 am – 11 am, Central
<b>Purpose:</b>	To discuss Year-End Timeline and Related Activity
<b>Desired Outcome:</b>	To ensure everyone understands the year end timeline. Deliverables and 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	
Civil Rights	
Communications	
DA	Yes
DM	Yes
ERS	Yes
Executive Secretariat	Yes
FAS	
FNS	Yes
Forest Service	Yes
FSA	Yes
FSIS	Yes
General Counsel	
Homeland Security	Yes
NASS	Yes
National Appeals Division	

<b>Name</b>	<b>Present?</b>
NIFA	Yes
NRCS	Yes
OBPA	Yes
OCFO	Yes
OCIO	Yes
OIG	Yes
OSEC	
Procurement Systems 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
Consolidating Reporting Division	

**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 Cancelling Year
18 minutes	All	Open Discussion
1 minutes	Ella Robertson	Next Meeting

**Minutes**



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

- Ella Robertson reported that FMS became aware the Financial Statement Data Warehouse had incomplete data for period 13 and possibly period 14. Ella stated that they only way to sync the data between ECC and FSDW was to suspend processing for FY 2016. She asked, what would be a good day to close FMMI to re-extract the data and reload into FSDW? Brenda at NRCS responded that their agency reconciled FMMI and FDW this morning and the systems were in agreement. Dina with Forest Service also responded their agency data matched as well, except for a known \$200 issue. Ella asked whether FMS can attempt to reconcile for all agencies. Kristie responded that it did not matter; because once it was determined we had a problem for any agency we will have to reload the data.
- Reviewing the Timeline - GTAS opened today. ARB is still on target to deliver cash worksheets tomorrow to enter cash adjustments. ITRS closes on Monday, the holiday.
- Open Discussion on FSDW
  - Larry from FNS stated if you have to shut us out, we would prefer the sooner the better, even if that means today or tomorrow.
  - Caller asked can we still pull reports in FMMI? The response was yes.
  - FS concurs with today, but ok with tomorrow.
  - FSA - Can we get some advance notice on timing? The response was yes.
  - NASS - tomorrow would be better
  - OIG - okay with tomorrow
  - WCF - tomorrow
  - FSIS - tomorrow
  - Lynell from ERS. Is this a normal nightly run? Ella responded no. Lynell replied we are okay with tomorrow.
  - Lauren, DM & Staff offices are okay with tomorrow.
  - Caller representing AMS & GIPSA stated we are okay with tomorrow.
  - RD – we are good with tomorrow.
  - Caller asked, is period 13 closing on 10/11 at midnight? Ella responded, 9:00 p.m. CST.

**Action Items**

Description	Responsible Person	Due Date	Notes
Can a notification go out in advance of closing the periods?	Ella Robertson	10/06/2016	Notification did go out to all customers notifying them of periods closing.