



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

Meeting Date:	October 11, 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	
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	Yes

Name	Present?
NIFA	
NRCS	Yes
OBPA	
OCFO	
OCIO	
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	
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

Meeting Minutes

- Ella reported that FMS was moving forward with cash adjustments.
- Connie Constance reported that ITRS should close today.



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- Ella reported that period 13 is going to close today at 9:00 pm. Tonight all FY 2016 accruals will reverse in period 01, FY 2017 after Period 13 closes. Actual payroll for pay period 19 will process the weekend of October 15th. FMS will remove the doc type validation rule from Period 01/2017. Final cash balances and Super Master Appropriation File for GTAS should be available at Treasury tomorrow, October 12th. Period 14 is scheduled to close on Friday. She also requested that agencies work with FMS to record the Homeland Security accrual activity that was discussed on the Coordinating Committee teleconference.
- Larry stated that FNS collections that were recorded incorrectly in FMMI. He wanted to know if corrections could be processed in period 13 or 14 using a FBRA to reverse and FB05 to repost. Ella responded, let's talk offline so that I can fully understand the issue.
- Toris Oneal with OIG stated that she encountered a cash adjustment error. Service Now incident was entered on Saturday. Angelique stated that customer support would reach out to her.
- Kathy Taylor with FSA indicated that incident number 33787 is not on the list. It was submitted on Saturday. Barbara Frye responded that she had the incident and she would be reaching out to her.
- Next meeting is scheduled for October 12th at 10:00 a.m. CT.

Action Items

Description	Responsible Person	Due Date	Notes