



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

<b>Meeting Date:</b>	October 12, 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 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	Yes
DM	Yes
ERS	Yes
Executive Secretariat	Yes
FAS	Yes
FNS	Yes
Forest Service	Yes
FSA	Yes
FSIS	Yes
General Counsel	Yes
Homeland Security	
NASS	Yes
National Appeals Division	

Name	Present?
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	
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

**Minutes**

- Ella asked Cabrina Harrison to give an update on the action she had taken last night related to period 13. Cabrina reported that the payroll accrual reversals are complete. The non-



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

payroll accrual reversals were still running. She reported that period 13 was closed at 9:00 p.m. CT. She also reported that the exception by document type was removed for period 01, FY 2017.

- Kristie Guidry reported that the anticipated balance close and routine to withdraw cancelling balance year ran last night.
- Christina Long from Asset Reconciliation Branch reported that the published files from Treasury should be out by 3:00 pm today and then final cash worksheets will be issued tomorrow.
- Ella stated the final SMAF should be available in GTAS today.
- Connie Constance stated that ITRS closed yesterday. She asked agencies to reconcile their balance to FSDW today. If any reconciling items were \$1M or greater, agencies were instructed to contact Connie and Dion Carter before processing the front end adjustment in FSDW. Connie also reported that the FSDW update from last night was still running. She would send out a notice out once the job is finished.
- Toris Oneal from OIG stated that she was having trouble getting codes loaded to WebTA. Joan Cooper stated that many of her codes were deactivated yesterday. Dan Muller will reach out to you.
- Ashlie stated that her timekeepers could not add codes through “Get Account” so they had to add them manually.
- Kevin O’Donovan from OCIO asked about the October accruals for payroll, will we be using PP 19?
- Tonya Sharrat from Forest Service (FS) stated that FS had the same question because we do not know what pay period OPM is using. Ella responded that there would be no accruals for October because GESD pulls the actual transactions from the previous pay period and its associated accounting data which is FY 2016 accounting. Therefore, we can’t promulgate FY 2017 accounting to create accruals for October. USDA does not have to reconcile to OPM balance until first quarter and there is no reporting requirement for October.

**Action Items**

Description	Responsible Person	Due Date	Notes