



Financial Management Modernization Initiative (FMMI) Fiscal Year 2018 Yearend Meeting Recap

Meeting Date:	September 19, 2018, 10:00 am – 11:00 am, Central
Purpose:	Year End Activities
Desired Outcome:	Plan and improve yearend close process for FY 2018.

Attendance

Name	Present?	Name	Present?
AMS/GIPSA	X	NRCS	X
OPPE	X	OBPA	X
APHIS	X	OCFO	X
ARS	X	OCIO	X
Chief Economist	X	OIG	X
Civil Rights	X	OSEC	-
Communications	-	Procurement Systems Division	X
DM	X	RD	X
ERS	X	Agreements Management Branch	X
Executive Secretariat	X	Asset Reconciliation Branch	X
FAS	X	BI Backend Processing	-
FNS	X	Customer Support Branch	X
Forest Service	X	Financial Reporting Branch	X
FSA	X	IPAC Branch	X
FSIS	X	Master Data Management Branch	X
General Counsel	-	Processing Services Branch	X
Homeland Security	X	System Security	-
NASS	X	Working Capital Fund	X
National Appeals Division	X	Quality Production Management	X
NIFA	X	Consolidating Reporting Division	X
RMA	X	-	-

Agenda

Time	Speaker	Topic
3 minutes	Kristie Guidry	Roll Call
10 minutes	Ella Robertson	Year End Timeline
5 minutes	Kristie Guidry	Cancelling Year Spreadsheet
12 minutes	Kristie Guidry	FY 19 GTAS Trading Partner Main Account
10 minutes	Perri Johnson	Park Documents and ABCO Rejects
5 minutes	Martha Dixon-Dillard	Year End Incident
10 minutes	All	Open Discussion



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FY 2018 Year End Meeting Minutes

- Ella: Year End Timeline: Almost to the end of the finish line for 9/30 – Ella sent out notification earlier this week reminding everyone about upcoming events:
 - ITRS load – Dion sent the email that this was completed
 - settlements and OH process, is everyone ok? Any concerns? Should have occurred Monday.
 - Also, conversion of ABCO file which ran Friday and should have processed Monday. Cabrina confirmed that the file ran and that if there are any issues, let us know. File did not address FMMI direct-entered receivables. ABCO questions can be sent to FRB.
 - Cabrina will be running PP 19 payroll accruals tonight. Cabrina confirmed there typically are not rejects to be expected from that process.
 - On 21st of Sept, last day to run resource-related billing for non-fed customers as well as last IPAC payment outbound run. Angelle James wanted to mention that last IPAC run includes chargebacks, so if any agency is planning to run chargebacks, they need to be in before 9/21. Please work with IPAC contact if you have chargebacks.
 - Agencies should have begun the process of closing out sales orders. Shelda added that if anyone wanted to manually closeout sales orders, go ahead. Mass SO close should be run by 9/30 but must be after all accruals are in. SO close takes unobligated balances and closes it only for SO without advances if the end date is 9/30 or before. It would reduce the SO to the consumed amount as long as it is not overbilled. The close will put the anticipated authority back on the books, so one of your budget staff will need to back out the anticipated authority. If the SO is a future end date, then the SO close takes the unobligated balance and moves it to a new line on the SO.
 - Shannon w/NRCS - If ticket entered for SO close, can they put on the ticket to wait until accruals are run? Shelda answered yes.
 - Running of PP18 payroll file will occur this weekend.
 - Item 35 – running close of cash balances related to 6-digit receipt accounts – date will shift because the BAR reports diff between FMMI and GWA cash balances, cash adjustments will now need to be entered and the basis for the entry comes from ARB. The close of the 6-digit receipt accounts will occur after the FMMI entries are posted, but the new date is not set yet.
- Kristie: Cancelling Year update – we are seeing balances move – for agencies with open items, please dedicate resources this week to clear out open items. There are deadlines approaching over the next week as far as payment runs, IPAC and INTR. Some of these open cancelling year items may need to clear through these processes, so please take action to close open cancelling year items this week.
- Kristie: GTAS FY2019 TP Main Account – I have received a lot of feedback regarding open items and closing out issues. Please continue to work these items. Agencies are looking for updated reports, so we did reach out and have received a funds commitment



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and purchase order update and will work to get that out to each agency. The sales order update is expected today, and we'll get those out as soon as we receive it. PO and FC will go out to agencies today.

- Barb with FS – list of reciprocal accounts that will be affected by GTAS edits in 2019? Kristie – it's all GLs where TP and MA info is required to be reported in GTAS. I will get the reciprocal account listing and the USSGL trading partner requirements to you.
- Ella: updated PO listing was compared to last month's and initially there were 1509 POs and today there are 676, reduction of 833 docs (55%) – lots of work going on – kudos to everyone
- Vicki – how to look up component TAS info for GTAS reporting? Ella: need to reach out to TP agency to find that information. Ex: USACE is vendor and it's so old that they no longer have that information. Ella suggested getting contact info for someone from that agency. Mike E suggested looking at PO, look at vendor number and look up other more recent POs with that vendor and if it looks like an agency with a small number of TAS, then that may be the right answer. Ella said try first to reach out to agency contact for the appropriate component TAS. From a FMMI perspective, we cannot determine the information unless the TP agency only has one TAS.
- Mass Upload Template available in excel form and Mike E thinks they are online help but also sent last week via mass distribution. The PO mass upload template is on FMMI online help and we will try to send that out.
- Barb – SO mass upload – can this be used to change existing records or only create new ones? Mike E thinks that you can change and (second field U for update or C for create) only have to enter fields that you need to change
- Perri:
 - Parked documents – status on latest report is as of 9/18. Through 7/2018, only 25 parked documents. Still working to resolve older items, specifically 12/2017 because of issues with deleting those transactions. Working with the help desk to get that taken care of. Total parked was over 1,000. Will tackle August next and wants to thank everyone for their diligence. Received messages from some agencies from parked docs from 3rd QTR and will respond to those requests ASAP.
 - ABCO rejects – see some reductions, ABCO got some assistance with some of the rejects. We are going to continue to work to make sure that the accounting arguments that are creating problems are not going to continue to plague us in future. The bulk of current rejects are invalid shorthand codes and asking for agency assistance clearing these. Getting updates on the other accounting arguments/errors that are creating rejects. Agencies should be receiving those reports today or tomorrow.
- Martha: Year End Incidents
 - 22 incidents – 2 SRQ and 1 CR. – of the 22 incidents, 1 critical. Another critical SRQ related to CPAIS transform data not working properly. The CR is with



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Accenture and is being worked. Joann said that the CPAIS transfer issue ticket will be closed because that is now working.

- Open Discussion:
 - Kathy at NASS – major issues getting reports out of BI. Angelique: the tech team is looking into the issues and will send out a FMMI communication re: whether there are issues with BI.
 - Matthew at NFC – settlement set for midnight 9/30, does that include assessment cycle allocation jobs or do they need to be run sooner for order of processing? Cabrina said that will run on the last day after commitments and obligations are closed, so after 11 pm CST.
- Next meeting is Wednesday, 9/26 at 10am CST

Action Items

Description	Responsible Person	Due Date	Notes
FMMI PO mass upload template	Liz and Mike E	9/19/18	Sent out via the gov deliver email on Wednesday 9/19/18 at 11:00am CST
BI issues	BI team	9/19/18	FMMI communication was sent out on 9/19/18 at 1:15pm CST stating that the system will be unavailable for emergency performance/hardware maintenance from 6-8pm CST.
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