



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

Meeting Date:	October 7, 2016, 10 am – 11 am, Central
Purpose:	To discuss Year-End 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	Yes
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	
NASS	
National Appeals Division	

Name	Present?
NIFA	Yes
NRCS	Yes
OBPA	
OCFO	
OCIO	
OIG	Yes
OSEC	
Procurement Systems Division	Yes
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	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



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- A FMS notification email was sent out this morning on the FSDW. More periods were open this year than we have ever had in the past. We had a “lesson learned” that the Period 12 close and the Period 13 open must occur at 1:00 am CST on 10/1, so that the system time would be 12:00 am mountain time. We have identified the issue to be related to this timing of the period open/close. We will close the system again tonight at 11 pm CST to complete the re-extract from FMMI and reload to FSDW to correct the variances.
- Riham Ramadan: I processed a budget document yesterday, but I can’t see it in my drilldown. Ella: Marcy will call you.
- ARB is on target with delivering the cert sheets today.
- ITRS will close on Monday, 10/10.
- REINIT will not run this weekend, because it will lock users out of the system.
- PP19 accruals will be reversed on October 11th after we close Period 13 at 9 pm. Actual PP19 expenses will be loaded the weekend of October 15th.
- Barbara Blackwell: Is the DR document considered functional or non-functional? Ella: If you have the ability to enter a period on the document, it can be entered in Period 13.
- Sharon w/NIFA: We have until Monday to enter our YEs? Ella: You have until Tuesday, 10/11 when we close Period 13.
- Shelda Melancon: We finished the sales order close for ARS, NRCS and FS.
- Michelle Canady: I just want to make sure our 2 tickets don’t get closed. Angelique: They are still open.
- Toris ONeal: When will our accruals reverse? Ella: Cabrina will run the full accrual reversal job on the night of 10/11 after Period 13 closes.
- Larry Blim: You are going to refresh FSDW again tonight, so tomorrow our balance should be right? Ella: Yes, FRB will reconcile first thing in the morning. As soon as the reconciliation is complete, we will reopen Periods 13 & 14 in FMMI. An email notification will be sent out.
- Betsy w/FS: When can we start entering our cash adjustments in Period 14? Ella: Any time you are ready. The period is open, but please remember you must request security to Period 14.
- Ella: Reminder, you need to request access to Period 14. If you have already done so, and are still having issues, please let us know.

Action Items

Description	Responsible Person	Due Date	Notes