



**Financial Management Modernization Initiative (FMMI)  
Fiscal Year 2019 Yearend Meeting Recap**

<b>Meeting Date:</b>	August 28, 2019, 10:30 am – 11:30 am, Central
<b>Purpose:</b>	Year End Activities
<b>Desired Outcome:</b>	Plan and improve yearend close process for FY 2019.

**Attendance**

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

**Agenda**

<b>Time</b>	<b>Speaker</b>	<b>Topic</b>
3 minutes	Kristie Guidry	Roll Call
15 minutes	Ella Robertson	Follow on Discussions, Year End Timeline
5 minutes	Kristie Guidry	Cancelling Year
5 minutes	Perri Johnson	Park Documents, ABCO Rejects
5 minutes	Martha Dixon-Dillard	Year End Incident
10 minutes	All	Open Discussion

# Financial Management Modernization Initiative (FMMI)

## Fiscal Year 2019 Yearend Meeting Recap

### FY 2019 Year End Meeting Minutes

- Ella:
  - DATA Act – Accenture has been working on the development for the BOC change of NA to XX99 and they found an issue. If someone puts 2 or more different commitment items on the document, the system would derive budgetary postings. We are going to change the guidance to use BOCs that end in “N” which means they are non-DATA Act relevant. These are 3-digit codes that end in N and were created for cost distribution. Now we will also use these for the spending adjustments. The change will not be available for use in August, but possibly September. The current process defaults to NA. ***Please see the table of “N” BOCs on the last page of this recap.***
  - Memorandum accounts for the BAR. I sent out the analysis for FS and had a conversation with Nathan Wells. There are 2 BOCs that are currently being used (3260 and 3560) that have always been expensed, we have never capitalized these BOCs. We have had to do some research on these BOCs and still need to reach out to some agencies that have activity in these BOCs to make sure we understand the business activity. We need to make sure we are configuring the system correctly. Most agencies are not affected, but I wanted to mention that this is something we are trying to get into the system before year end to stop the bleeding on the postings that are not creating the memo accounts.
    - Mira: You sent me action items on DA and OCFO – I have not been able to get a list of who is the property manager for these staff offices. I would appreciate if anyone could help me with who to contact. Ella will call Mira offline.
- Ella: Year End Timeline:
  - Page 2 – SmartPay – changed FY reference
  - Item 16 – last FY19 SmartPay file received on Sept 28<sup>th</sup>
  - Item 39 – last FY19 US Bank reallocation file received on Oct 4<sup>th</sup> (these are the estimates the agencies would need to enter in FY19 if they feel necessary)
  - The updated Guidance with Dates and Timeline can be found on the FMS Website: [https://www.nfc.usda.gov/FSS/ClientServices/FMS/FMMI/Reference\\_Material/index.php](https://www.nfc.usda.gov/FSS/ClientServices/FMS/FMMI/Reference_Material/index.php)
- Kristie: Cancelling Year
  - Your FRB Accountant has been sending out the open item updates monthly. As we move into September, we will try to update these weekly for the agencies that still have open items. If you are not receiving these updates, please reach out to your accountant or their supervisor. If you have any questions on cancelling year, please feel free to reach out to us at any time to discuss. Please continue to work these open items. If there is an issue that you are having trouble resolving with your cancelling year, we ask that you submit Service Now Incidents sooner rather than later so we can start addressing these issues.
- Perri:
  - Parked documents – increase from last meeting – 1,200 to 3,142 – anticipate a lot of activity at year end as people enter year-end adjustments. We ask that as you enter these documents, we ask that you stay on top of the people who are supposed to be approving these documents. The absolute dollar value of these adjustments is very high.

## Financial Management Modernization Initiative (FMMI)

### Fiscal Year 2019 Yearend Meeting Recap

- ABCO rejects – 1,971 rejects – working to clear them and receiving new ones as we do – have some that should have been bypassed. Submitting tickets to have these items archived.
- Martha: Year End Incidents
  - Incidents – 16 open – 4 waiting user validation
  - SRQ – 1
  - CR – 1
- Open Discussion:
  - Kevin w/OCIO – SmartPay – new accounting codes are effective on 10/7 – will the transactions coming in be able to post ok between 10/1-10/7? Perri: there is a window of time where those expired funds stay open for these transactions to flow through. However, we will reach out for confirmation as that time nears.
- Next meeting is Wednesday, September 4<sup>th</sup> at 10:30am CST.

#### Action Items

Description	Responsible Person	Due Date	Notes
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

**Financial Management Modernization Initiative (FMMI)  
Fiscal Year 2019 Yearend Meeting Recap**

<b>4 Digit BOC for Spending Adjustments</b>	<b>3 Digit Roll Up BOC for DATA Act</b>	<b>BOC Description</b>
111N	111	PERMANENT FT
113N	113	PT EMPLOYMENT
115N	115	OTHER PERSONNEL COMPENSATION
121N	121	CIVILIAN PERSONNEL BENEFITS
130N	130	BENEFITS FOR FORMER PERSONNEL
210N	210	TRAVEL & TRANSPORT - PERSONS
220N	220	TRANSPORTATION OF THINGS
231N	231	RENTAL PAYMENTS TO GSA
232N	232	RENTAL PAYMENTS TO OTHERS
233N	233	COMMUNICATIONS/UTILITIES/MISC
240N	240	PRINTING AND REPRODUCTION
251N	251	ADVISORY AND ASSISTANCE SERVICES
252N	252	OTHER SERVICES FROM NON-FEDERAL SOURCES
253N	253	OTHER GOODS SERVICES FROM FEDERAL SOURCES
254N	254	OPERATION AND MAINTENANCE OF FACILITIES
255N	255	RESEARCH AND DEVELOPMENT CONTRACTS
256N	256	MEDICAL CARE
257N	257	OPERATION AND MAINTENANCE OF EQUIPMENT
260N	260	SUPPLIES AND MATERIALS
310N	310	EQUIPMENT
320N	320	LANDS & STRUCTURES
330N	330	INVESTMENTS & LOANS
410N	410	GRANTS SUBSIDIES & CONTRIBUTIONS
420N	420	INSURANCE CLAIMS AND INDEMNITIES
430N	430	INTEREST AND DIVIDENDS
440N	440	REFUNDS
940N	940	FINANCIAL TRANSFERS