



Date: August 21, 2012

In reply refer to:

Subject: Fiscal Year 2012 Year-end Financial Timeline for Processing FFIS Data

To: Jon Holladay  
John Brewer  
Kevin Close  
Connie Constance  
COD Managers  
U.S. Forest Service

Attached is the fiscal year-end timeline with critical dates for financial management processing based on the November 15, 2012, Financial Statement Deadlines, related procedures, and points of contact. (Please see the List of Attachments.)

Forest Service financial management personnel should use these documents in monitoring and meeting critical due dates for fiscal year 2012.

Please address any questions and/or comments concerning these documents to the points of contact listed below:

Points of Contact	Division/Branch	E-mail Address	Telephone Number
Bob Gargoni	COD/ACPRB	<a href="mailto:robert.gargoni@usda.gov">robert.gargoni@usda.gov</a>	504-426-5384
Carlos Metaxas	COD/ACPRB	<a href="mailto:carlos.metaxas@usda.gov">carlos.metaxas@usda.gov</a>	504-426-5338
Kirt Ulfers	COD/ACPRB	<a href="mailto:kirt.ulfers@usda.gov">kirt.ulfers@usda.gov</a>	504-426-5350
Ella Robertson	COD/FRB	<a href="mailto:ella.robertson@usda.gov">ella.robertson@usda.gov</a>	504-426-5453
Joe Giorlando	COD	<a href="mailto:joe.giorlando@usda.gov">joe.giorlando@usda.gov</a>	504-426-5491

/s/

CHARLES L. WALLACE, Director  
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Attachments

## List of Attachments

### **Attachment 1**

#### **Financial Management Calendars from September 2012 through November 2012**

**Please note: October 2012 calendar will be provided shortly.**

These calendars contain critical due dates within each fiscal month that must be met in the processing of financial data. The calendars include daily cycle processing activities consolidated with information from the FY 2012 Financial Management Key Milestones and Due Dates Chart. Please see Attachment 1 for particular required completion dates, task descriptions, and responsible areas. (**Note:** USDA, under the leadership of the Office of the Chief Financial Officer (OCFO), is transitioning the U.S. Forest Service from the Foundation Financial Information System (FFIS) to the Financial Management Modernization Initiative (FMMI), with a target date of October 1, 2012.)

### **Attachment 2**

#### **Fiscal Year 2012 FFIS Year-End Procedures for U.S. Forest Service**

This document prescribes special requirements for the following key cycle processing and conversion events, activities, and tasks:

1. Recording obligations as of September 30, 2012.
2. Submitting period-end estimates in lieu of actual obligation documents.
3. Normal processing relative to the Integrated Acquisition System (IAS).

Compliance with these requirements will ensure that final financial reports are complete and valid with supporting documentary evidence as prescribed by fiscal appropriation law. The intent is to handle the myriad of business process tasks relative to the FY 2012 closeout process in a timely and accurate fashion.

In addition, this document augments the processing calendars provided in Attachment 1.

### **Attachment 3**

#### **Fiscal Year 2012 Annual Close Guide**

The FFIS Annual Close Guide serves as a comprehensive, year-end reference manual and facilitates a better understanding of the year-end closeout process. The document contains useful information on the following topics:

- Roles and Responsibilities
- Basic Government and FFIS Elements
- Year-End Closing Plan
- Financial Operations
- Financial Analysis & Standard General Ledger (SGL) Review
- Cash Transactions, Obligations and Commitments
- Accruals
- Adjusting Entries
- Cancelled Authority
- System Assurance
- Preliminary Annual Close
- Final Annual Close
- External Reporting
- Financial Statements

The FY 2012 Annual Close Guide is located on the Controller Operations Division (COD) Web site (<http://cod.nfc.usda.gov/index.html>) by clicking the Publications tab, then selecting Annual Close Guide from "Quick Picks" in the left-hand menu, or by clicking the following link: [http://cod.nfc.usda.gov/publications/FFIS Annual Close Guide.pdf](http://cod.nfc.usda.gov/publications/FFIS%20Annual%20Close%20Guide.pdf).

### **Attachment 4**

#### **Critical Points of Contact**

The critical points of contact (POC) list provides names and telephone numbers of specific individuals within COD by branch and section for assisting in processing financial data. Also included are individuals in ACFO-Financial Systems and Government Employees Services Division, particularly the Administrative Applications Systems Branch (AASD).