



**FINANCIAL MANAGEMENT MODERNIZATION INITIATIVE (FMMI)  
FISCAL YEAR 2012  
YEAREND  
GUIDANCE AND DATES**

**OFFICE OF THE CHIEF FINANCIAL OFFICER  
CONTROLLER OPERATIONS DIVISION**

**SEPTEMBER 13, 2012**

## **I. PURPOSE AND APPLICATION**

The Office of the Chief Financial Officer and the Office of Inspector General have established **October 27, 2012**, as the date for submission of final, unaudited Fiscal Year (FY) 2012 USDA Financial Statements, which results in compressed periods for the production and review of these financial reports.

This document provides the specific requirements for recording transactions in FMMI as of September 30, 2012. In general, FMMI affords the opportunity to process actual transactions until 7 p.m. Central Daylight Time (CDT) on September 30, 2012, thereby reducing the need for accruals. It is the Department's intention to significantly reduce the number of accruals posted at yearend.

To facilitate reduction of accruals, be advised that Period 12 will close at 7 p.m. CDT on September 30, 2012.

Compliance with these requirements will ensure that final financial reports are complete and valid with supporting documentary evidence as prescribed by fiscal law.

## **II. NON-PAYROLL FEEDER SYSTEMS**

Feeder systems will continue to run without interruption. In accordance with normal interface schedules, Telephone and Utility Vendors (TELE and UTVN), relocation and local Travel (TRVL), and Government Transportation (GVTS) system documents entered and accepted into the feeder by September 29, 2012, will be recorded in FY 2012, fiscal period 12. Integrated Acquisition System (IAS), GovTrip, and SmartPay documents accepted into the system by 7 p.m. CDT on September 30, 2012, will be recorded in FY 2012, fiscal period 12. Lockbox and candidate system (CREEMS, VADR, etc.) documents entered and accepted by 7 p.m. CDT on September 30, 2012, will be recorded in FY 2012, fiscal period 12.

The following is a list of specific year-end processing guidance as applicable:

- Telephone and Utility Vendors Systems (TELE and UTVN)
  - When the period of service shown on the invoice ends September 30, 2012, or earlier, FY 2012 will be charged. TELE/UTVN will develop accrual estimates which will cover complete unbilled services through September 30, 2012.
- TRVL/GovTrip/GVTS
  - Local, Temporary Duty (TDY), relocation, and Government transportation expenses are chargeable to the fiscal year in which they are actually incurred.
- Intragovernmental Payments and Collections (IPAC)
  - Includes processing of both inbound and outbound IPAC transactions. Inbound IPAC transactions are those payments and collections that are downloaded from Treasury originating from non-FMMI USDA agencies and other Government agencies. Outbound IPAC transactions are those

payments and collections entered through FMMI as sales orders (AR) and/or forecast revenues. Year-end cutoff dates for processing IPAC transactions are as follows:

- Outbound IPAC – September 21, 2012
- Inbound IPAC – 7 p.m. CDT on September 30, 2012

- INTR

- Intragovernmental payments and collections between USDA FMMI agencies are referred to by the acronym INTR. All sales orders (AR, i.e., accounts receivable) for FMMI agencies must have a purchase order for the item to clear and be processed timely. Year-end cutoff for processing INTR is September 27, 2012.

- SMARTPAY2

- Guidance is provided by OPPM and can be found at <http://www.dm.usda.gov/procurement/ccsc/index.htm>.

**NOTE:** Period-end estimates will be required for activity that will not be fully processed by 7 p.m. on September 30, 2012. However, agencies should take all steps necessary to ensure estimates are reduced, if not eliminated, prior to 7 p.m. CDT on September 30, 2013.

### III. PAYROLL

Guidance is provided by NFC under Title1, Chapter 7, Section 1 bulletin TNAINST 12-1, Fiscal Year-end Reminder, dated May 18, 2012, which is available at <https://www.nfc.usda.gov/Publications/TNAINST/TNAINST-12-1.html>.

### IV. DIRECT ENTRY

All transactions that are entered directly and accepted into FMMI prior to 7 p.m. CDT on September 30, 2012, will be included in FY 2012 reports. Transactions entered after **September 24, 2012**, and before 7 p.m. CDT on September 30, 2012, will be disbursed in FY 2013.

### V. CORRECTIONS TO UNPROCESSED TRANSACTIONS

Unprocessed FMMI transactions, including rejects, can appear in three document categories:

- Parked
- Batch Data Communication (BDC)
- Interface Documents (IDOC)

It is imperative that responsible entities correct unprocessed transactions continually throughout the fiscal year. All corrections to unprocessed transactions must be completed prior to 7 p.m. CDT on September 30, 2012, for inclusion in FY 2012 reports. It is important to note that corrections processed after September 25, 2012, and before

7 p.m. CDT on September 30, 2012, will be recorded in FY 2012 but will not disburse in FY 2012.

**NOTE:** For additional information regarding parked documents, FMMI provides an Online Help Procedure (OLHP) entitled Display Parked Documents. Feeder system reports related to BDCs and IDOCs are available from the agencies' Administrative Payments points of contact as appropriate. Agencies can call the COD Contact Center at 877-243-3072 or 504-426-5695 for further information.

**FY 2012 FMMI Year-end Guidelines and Dates**

<b>FMMI Item No.</b>	<b>CFS Cross Reference Item No.</b>	<b>Date</b>	<b>Task Description</b>	<b>Responsible Area</b>	<b>Comments</b>
1		9/21/2012	Last day to process outbound IPAC		
2		9/24/12	Clear all unprocessed documents (parked documents, BDCs, IDOCs) <b>NOTE:</b> Items to be disbursed in FY12 must be cleared by close of business on September 24, 2012. It is imperative that all invoices referencing a cancelling year Treasury account symbol be cleared by this date.		
3		9/25/2012	Last FMMI disbursement job (runs at approximately 1:30 a.m. CDT)		
4		9/27/2012	Last day to process INTR		
5		9/28/2012	Last day to process lockbox activities		
6		9/28/2012	Last day to process candidate system activities		
7		9/29/2012	After Final Jobs run on 09/29/2012, all feeder systems other than IAS, GovTrip and Smart Pay begin to stack jobs for Fiscal Year 2013 business		
8		9/30/2012	Last day to process Inbound IPAC, no later than 7 p.m. CDT		
9		9/30/2012	At 7 p.m. CDT, Close IAS, GovTrip and Smart Pay Channels		
10		9/30/2012	At 7 p.m. CDT, Close Period 12, Fiscal Year 2012		
11		10/1/2012	Beginning of business, Open Period 13, Fiscal Year 2012		
12		10/3/2012	Last day to process accruals		
13		10/3/2012	Submit FMS-224 for all agencies		
14		10/4/2012	ARB begin preliminary worksheets for cash adjustment		
15		10/4/2012	Close Period 13, Fiscal Year 2012 to all user except COD		
16		10/4/2012	Open Period 01, Fiscal Year 2013		
17		10/4/2012	Open channels for feeder systems to Process New Business for Fiscal Year 2013		
18		10/5/2012	By Noon, ARB finalizes preliminary worksheets for cash adjustments		

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19		10/5/2012	After Noon, FRB begin processing cash adjustment entries on behalf of agencies		
20		10/9/2012	Agencies begin approving cash adjustments (Note: Monday, 10/08/2012 is a Federal Holiday)		
21		10/10/2012	Published GWA Account Statement Available to ARB (7th workday)		
22		10/11/2012	ARB and FRB coordinate changes to cash worksheets based upon published GWA Account Statement to process final cash adjustment entries		
23		10/12/2012	FRB finalizes all cash adjustments and obtains agency approval		