**Financial Management Modernization Initiative (FMMI)**  
**Fiscal Year 2021 Yearend Meeting Recap**

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>August 26, 2021, 10:00 am – 11:00 am, Central</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Teams Meeting</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Year End Activities</td>
</tr>
<tr>
<td>Desired Outcome:</td>
<td>Plan and improve yearend close process for FY 2021.</td>
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**Attendance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Present?</th>
<th>Name</th>
<th>Present?</th>
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<tbody>
<tr>
<td>AMS</td>
<td>X</td>
<td>OBPA</td>
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</tr>
<tr>
<td>OPPE</td>
<td>X</td>
<td>OCIO</td>
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<tr>
<td>APHIS</td>
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<td>Office of Hearings and Appeals (NA)</td>
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<td>OIG</td>
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<tr>
<td>CCC</td>
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<td>OSEC</td>
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<td>Chief Economist</td>
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<td>Master Data Management Branch</td>
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**Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Speaker</th>
<th>Topic</th>
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<tbody>
<tr>
<td>5 minutes</td>
<td>Kristie Guidry</td>
<td>Roll Call</td>
</tr>
<tr>
<td>15 minutes</td>
<td>Ella Robertson</td>
<td>Year End Timeline</td>
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<tr>
<td>5 minutes</td>
<td>Andrew Grady</td>
<td>Canceling Year Open Items</td>
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<tr>
<td>10 minutes</td>
<td>Perri Johnson</td>
<td>Parked Documents/ABCO Rejects</td>
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<tr>
<td>5 minutes</td>
<td>Martha Dixon-Dillard</td>
<td>ServiceNow Status</td>
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<tr>
<td>20 minutes</td>
<td>All</td>
<td>Open Discussion</td>
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FY 2021 Year End Meeting Minutes

- Year End Timeline – Ella Robertson
  - FS questioned the timing of Payroll Accruals in Sept. Ella confirmed that the Year End Guidance and Dates timeline is correct. We are running the accruals earlier this year to give us more time to correct rejects if necessary. FS asked that FMS update the website and Ella stated she will investigate it.

- Canceling Year Open Items – Andrew Grady
  - Reimbursable cash balances are looking good – down to about $112k. OCIO has not had much movement from the beginning of the year. REE agencies still have balances to address. Please continue to work these balances
  - A few tie-point issues for the reimbursable funds were cleared early this week after the report was run. That will be reflected on the next report.
  - Outstanding ULO on reimbursable funds for about 67 TAS
  - Please reach out to your FRB accountant or supervisor with any questions/concerns.

- ABCO Rejects – Wanda Ussin
  - 1,970 rejects as of yesterday – 7 have been identified as canceling year. We will be reaching out to the FRB accountants on these
  - We are discussing a strategy for cleaning up old items that cannot be corrected
  - Please reach out to Wanda Ussin or Perri Johnson if you need a current report for your agency

- Parked Documents – Wanda Ussin
  - 1,524 parked docs as of yesterday. We need to focus on the 3rd Quarter and July documents

- Service Now – Martha Dixon-Dillard
  - 8 tickets for year end
    - 4 Incidents
    - 1 Enhancement
    - 3 Defects – we determined one was a duplicate so there are 2 remaining

- Open Discussion
  - Lisa Smith – BOCs that crosswalk to OMB will affect DATA Act reporting
  - Moving to a weekly meeting schedule. Next meeting will be Thursday, Sept 2nd.

Action Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Responsible Person</th>
<th>Due Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Update FMS website calendar for payroll accrual dates</td>
<td>Ella Robertson</td>
<td>09/02/21</td>
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