



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

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| Meeting Date: | September 30, 2021, 10:00 am – 11:00 am, Central |
| Location: | Teams Meeting |
| Purpose: | Year End Activities |
| Desired Outcome: | Plan and improve yearend close process for FY 2021. |

Attendance

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

Agenda

| Time | Speaker | Topic |
|------------|----------------------|-------------------------------|
| 5 minutes | Kristie Guidry | Roll Call |
| 15 minutes | Ella Robertson | Year End Timeline |
| 5 minutes | Andrew Grady | Canceling Year Open Items |
| 10 minutes | Perri Johnson | Parked Documents/ABCO Rejects |
| 5 minutes | Martha Dixon-Dillard | ServiceNow Status |
| 20 minutes | All | Open Discussion |

FY 2021 Year End Meeting Minutes

- Roll Call – Dedria White
- Year End Timeline – Ella Robertson
 - Actives that will be happening around SMARTPAY
 - Perry -
 - **September 30, 2021**, the cardholders should remember to perform the following activities: (1) approve and reconcile all FY 21 transactions that have posted to Access Online, (2) complete all related comments and items description information for compliance and audit purposes, and (3) ensure submission of period end estimates. The approving official should remember to “final” approve all FY 21 purchase card and convenience check transactions.
 - **October 1, 2021**, cardholders may begin using the FY 21 codes.
 - 9/30/21 - Disbursement job runs at approximately 1:30 a.m. CT, pay date 10/1/2021. Will post to cash in FY2020.
 - 9/30/21 - Last day to process agency interface system activities for 2021.
 - 9/30/21 - Last day to process inbound IPAC, no later than 6 p.m. CT.
 - 9/30/21 - Run settlement, overhead, RRB for TOWA, FOWA, ROWE, and ROWA.
 - 9/30/21 - Close commitments for all budget years, close unliquidated obligations for canceling years. FMS will run settlement for Forest Service. Run last CAPS interface file for FY 2021. Once previous task are complete, close cash accounts to general population.
 - 9/30/21 - Last day for agencies to close their own sales orders.
 - 10/1/2021 - Process IPAC bills dated 09/30/21 with a 09/30/21 process date and Accounting Period=12.
 - 10/1/2021 - Period 12 is closed to the general population, which is a soft close. Will allow the Cash Group to close out their documents. Special activity for MRP that needs to get in period 12
 - 10/1/2021 – Open period 13
 - 10/1/2021 - Open Period 1, Budget Fiscal Year 2022 **only**, at 12:01 a.m. ET for all users. For prior budget periods all document types will be processed through FMML. See notes for limitation on current budget year.
 - 10/1/21 - Continue to write down sales orders.
 - 10/1/2021 - FRB and agencies that perform their own reporting continue to analyze trial balances to ensure variances are mitigated, especially canceled years or last-minute issues.
 - 10/1/2021- Hold Smart Pay Interface Job. FMS/QPMD will place a hold on the SmartPay interface job for Fiscal Year 2022 starting October 1, 2021 until around October 5, 2021. This will put a hold on all SmartPay activities. The SmartPay interface job will resume on October 6, 2021 to catch up all activities.
 - 10/1/21-10/8/21 - Can enter USDA adjustments to bring ITRS in balance. **Exception:** Agencies may still enter new accruals for activity with CCC or the Capital Transfer for Credit Agency.

- 10/1/21 – 10/11/21 - Continue entering Non-USDA accruals/adjustments.
- 10/4/21 - Continue entering Non-USDA accruals/adjustments.
- 10/4/21 - Period 12 is closed for CARS processing.
- 10/5/21 – 10/6/21 - Period 14 Opens by 12:01 a.m. ET. All agencies that process GTAS adjusting entries can enter documents. This includes Forest Service, FNS, FSA and the accountants in OCFO New Orleans that services the remaining agencies in USDA.
- 10/6/21 – 10/8/21 - ARB completes the process of creating the cash reconciliation worksheets.
- 10/7/21 - Load ITRS as of September 30th and continue ITRS adjustments.

- Canceling Year Open Items – Andrew Grady
 - Reimbursable Balances
 - Direct and Reimbursable we are all cleared except for the ULO
 - Reimbursable cash we have 4 agencies
 - AMS has a small balance that hasn't changed this week
 - AHPIS has 2 cents that was created a few days ago
 - FSA has a new large cash balance related to USAID collections
 - ERS has a cash balance that will clear with the confirmation job this evening.
 - Please reach out to your FRB accountant if you need help clearing these
 - Ella – Today will be the last day that you are able to post to cash. Those items need to be cleared today.

- ABCO Rejects – Perri Johnson
 - We do have another reduction in the ABCO rejects.
 - We have been meeting to resolve some of the ABCO rejects.
 - We have met with some agencies to resolve those items. Dealing with shorthand codes or the ABCO interface. Making sure the correct shorthand codes were sent over for FMMI transaction.
 - Working with ABCO NFC and the POC to resolve the rejects. Plan of action to outline the resolution to help with ABCO rejects.
 - Emails were sent out to agencies on resolve there rejects.
 - Two agencies that don't have a POC on a ABCO rejects.
 - If you have any question reach out to Perri.

- Parked documents
 - Continue to see improvements on the parked documents
 - We had 30 parked transaction and we are down to 7 transition. A ticket was submitted to have some of those transaction to be deleted. That should bring it down to only September transaction.
 - Notification was sent out to the agencies with outstanding transaction.
 - Please look at the entries with the high dollar amount. Those are the ones that bring the most attention to the auditors.
 - Ella – parked documents need to be cleared or canceled out. Perri will send out a notification out to those that has a high dollar amount

- Service Now – Martha Dixon-Dillard
 - 28 tickets for year end
 - 20 Incidents
 - 2 Defects
 - 1 Enhancement
 - 5 SRQs
 - 4 canceling year tickets need to be resolved today.
 - Ella – incidents that are hitting the cash account needs to be closed today.

- Open Discussion
 - Question- Can you explain who has access to period 13 and 14?
 - Answer from Kristie: all users have access to period 13. Period 14 is for FRB and agency users who will be parking and posting cash adjustments. If you need to be on the list, please reach out to Kristie to gain access. We will need the Username and ID.
 - Next meeting will be Thursday, October 7th.

Action Items

| Description | Responsible Person | Due Date | Notes |
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