Financial Management Services (FMS)
FY 2022 Yearend Meeting Recap

**Meeting Date:** September 8, 2022, 10:00 am – 11:00 am, Central

**Location:** Teams Meeting

**Purpose:** Year End Kickoff Meeting

**Desired Outcome:** Plan and improve yearend close process for FY 2022.

### Attendance

<table>
<thead>
<tr>
<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>
<td>OPPE</td>
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<td>OCFO</td>
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<td>OCIO</td>
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<tr>
<td>ARS</td>
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<td>Office of Hearings and Appeals (NA)</td>
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<td>CCC</td>
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<td>OIG</td>
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<td>Chief Economist</td>
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<td>OSEC</td>
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<tr>
<td>Civil Rights</td>
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<td>Procurement Systems Division</td>
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<tr>
<td>Communications</td>
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<td>RD</td>
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<td>X</td>
<td>RMA</td>
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<td>Asset Reconciliation Branch</td>
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<td>BI Backend Processing</td>
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<td>Customer Support Branch</td>
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<td>FSIS</td>
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<td>Master Data Management Branch</td>
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<td>Processing Services Branch</td>
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<td>System Security</td>
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<td>Quality Production Management</td>
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<td>NRCS</td>
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<td>Consolidating Reporting Division</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>
</tr>
<tr>
<td>10 minutes</td>
<td>Andrew Grady</td>
<td>Canceling Year Open Items</td>
</tr>
<tr>
<td>10 minutes</td>
<td>Perri Johnson</td>
<td>Parked Documents/ABCO Rejects</td>
</tr>
<tr>
<td>5 minutes</td>
<td>Martha Dixon-Dillard</td>
<td>ServiceNow Status</td>
</tr>
<tr>
<td>15 minutes</td>
<td>All</td>
<td>Open Discussion</td>
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**FY 2022 Year End Meeting Minutes**

- Deon Markey – Roll Call
- Ella Robertson – Year End Timeline
  - Canceling Year – ABCO roll will run tomorrow. Normally run at night. Will forward to Andrew and Kristie
  - Payroll Accrual – On target to complete between Sept 13-16\(^{th}\)
- ITRS Load – Agencies with settlements will run job next week
- Payroll file by next weekend (Sunday)

- Andrew Grady – Canceling Year Open Items
  - Direct A/R – Still have balance open – AMS FS, FNS
  - Direct Advances – FSA, FSIS. If require Tier 2 assistance, please submit sooner than later
  - Direct AP – AMS, ARS, FSA
  - Direct ULO – There are many. Will not go over them. Please continue to work balances
    - M. Grudzinskas – Concern about the balances being Green Book. Send email to Andrew to discuss
    - RD and DA has same concerns about balances being Green Book
    - Jennifer Childs is the OCFO POC per John Brown -she is actively working to get these closed out.
    - Kristie asked John Brown to see if Jennifer can send out email to those agencies impacted
    - Lassie said they usually close by Sept 30th
    - Chris Mikkelsen – Why it that it takes so long to get notification to close Greenbook activity?
    - Sara Warner – Government-wide at the mercy of other agencies. It is a multi-step process and have a time period to get invoices cleared.
    - William Dempsey, Working Capital – Any agencies with open PO for 2017. They should be closed.
    - Ella – Had conversation with Cabrina – ULO. Anyone has multiple account assignments, please work on sooner than later. Of course, we know some agencies in the past may have spending up to the end.
    - Please look at your POs with multiple account assignments.

- Perri Johnson – Parked Documents/ABCO Rejects
  - Parked Documents – Continue to monitor. Did see an increase. Check this morning about 867. Will fluctuate as people process.
  - ABCO Rejects – Seeing a reduction. Working on Shorthand rejects. 532 ABCO rejects.

- Darrell Kennedy – ServiceNow Status
  - 18 Open ServiceNow Tickets
    - 14 Incidents
    - 1 Service request
    - 1 Defects
    - 2 Enhancements
      - May not get worked before year end

- All – Open Discussion

- Next Meeting September 15th

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### Action Items

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<thead>
<tr>
<th>Description</th>
<th>Responsible Person</th>
<th>Due Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Greenbook Charges</td>
<td>Jennifer Childs/John Brown</td>
<td>TBD</td>
<td>Jennifer will reach out to impacted agencies to discuss their Greenbook charges</td>
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