



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

Meeting Date:	July 22, 2021, 10:00 am – 11:00 am, Central
Location:	Microsoft 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	-	OSEC	X
Civil Rights	X	Procurement Systems Division	-
Communications	X	RD	X
DM	-	RMA	X
ERS	X	Agreements Management Branch	X
FAS	X	Asset Reconciliation Branch	X
FNS	X	BI Backend Processing	-
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	X	Processing Services Branch	X
Homeland Security	X	System Security	-
NASS	X	Working Capital Fund	X
NIFA	X	Quality Production Management	-
NRCS	X	Consolidating Reporting Division	X

Agenda

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

FY 2021 Year End Meeting Minutes

- Kristie: Roll Call
 - William Dempsey ask that Executive Secretariat be removed from roster. The Office of the Executive Secretariat (OES) was moved under the OSEC last August 2020. OES has no new activity this fiscal year. WCF handles all accounting activity for OES.
- Ella: Lessons Learned:
 - Walked through lessons learned from last year.
 - Still had a concern about document type exclusions for Period 1, they did not work properly last year end. Completed a review on the set of the tables that control that and updated as necessary.
 - In FY20 the OMB validation rule for change in cancelling TAS was introduced – excess cash and authority in the reimbursable fund. GL 4350 with a “R” indicator would fail. FRB has been sending out your cash balances with reimbursable fund to clean up. CFO has been getting those notifications as well. More follow-up on reimb. cash items in coming weeks.
 - Every year, we have POs with multiple budget period assignments. Cannot be closed with the automatic job that Cabrina Harrison runs on 9/30. If you have those, please close out before yearend.
 - REE Mission Area – Gary brought up SmartPay Reallocation process have to go thru multiple steps to process in period 13. We changed the process- will hold the reallocation file until 5th of Oct. like we did last year.
 - Disbursing activity that was processed on Sept. 29th, when processing – fixed date for Oct. 1. Payment needed to be disbursed by Sept 30 to avoid PromptPay. Attempting to make a change in the process. Will talk about in the Timeline.
 - Any questions on last year’s processing? Nothing
- Ella: Year End Timeline:
 - Sharing screen to walk through document. There were a few changes. CSD will send out new document.
 - Pg 1- Any concerns about dates for system? Nothing.
 - Pg 2- SmartPay – still waiting to confirm dates. Any concerns? Nothing.
 - Pg 4, Pg 5- Any concerns? Nothing.
 - Pg 6- Corrected date - was 2020, changed to 2021.
 - Step 1-11. No questions.
 - Step 12-21.
 - Discussion with Lloyd Davis. Run job for cash on 28th and confirm before 9/30. Job run on 29th will not have a 2021 pay date. Lloyd will run confirmation job to clear.
 - Step 22-30
 - #26 Made change. But think resolved issue. Please let us know if you have problems.
 - Keep Period 12 open for month end close jobs (Cabrina), FNS, MRP, IPAC process for 9/30 on the 1st workday. You know who you are.

- Step 31
 - Will continue Hold SmartPay Interface Job (Lessons Learned). Charge card, Fleet. No activity will process until released in Oct.
 - Step 32
 - Had a different date. But we changed it due to analysis. Work date Oct 4th.
 - Step 38
 - Changed the start date to Oct 8th.
 - Step 41
 - Cash adjustment will begin Oct 8th.
 - Step 42
 - Will change
 - Step 43-53
 - Any concerns about dates? Nothing.
 - Step 54-58
 - No response.
 - If anything comes up, we can make changes.
- Canceling Year
 - Reimbursable cash balance are run monthly. Spreadsheet was not attached but will include with invites going forward.
 - Sent to agency and the CFOs
 - If you want report, let Ella know.
 - There are a few agencies with a GL 4802 w/o a GL 1410 balance. Ask FRB accountant if you are not already aware and working to clear. A Tier 2 ticket may be needed to get resolved.
 - You should receive these balance details from accountant monthly.
 - Any questions? Nothing. No questions from the agency.
- Perri:
 - ABCO Rejects –
 - 2,004 ABCO rejects. A few will be archived due to account assignments.
 - Will submit ticket to archive later this week. 25-30 across various agencies.
 - If you need the report reach out to Wanda Ussin and cc: Perri Johnson.
 - Parked Documents
 - 1,054 parked docs
 - Feb 2021 – 9; Mar 2021 – 1; June – 15; and July – 1,028
 - Reached out to POC for those created in Feb, March and June to have resolved by next meeting.
 - All are cooperating. Always see an increase in parked documents at year end.
 - Keep working, so they won't pile up past the 10 day.
- Martha: Year End Incidents:
 - ServiceNow Tickets
 - I will pull the new report on Monday at 2pm on the weeks we have meetings
 - Please use the correct configuration item for incidents to show as Year End or Canceling Year

- If you need help email FMS.Help.USDA.gov
- Kristie: All: Open Discussion.
 - Any questions or comments. Nothing.
- Ella:
 - When I mentioned the new SmartPay process earlier, it doesn't mean you cannot process. Jobs will be stacked. Will not hinder you doing your normal business.
- Next meeting - August 12 at 10am CT.

Action Items

Description	Responsible Person	Due Date	Notes
Changes on Timeline. CSD will send out new document.	CSD		
-	-	-	-
-	-	-	-