



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

<b>Meeting Date:</b>	October 7, 2021, 10:00 am – 11:00 am, Central
<b>Location:</b>	Teams Meeting
<b>Purpose:</b>	Year End Activities
<b>Desired Outcome:</b>	Plan and improve yearend close process for FY 2021.

**Attendance**

<b>Name</b>	<b>Present?</b>	<b>Name</b>	<b>Present?</b>
AMS	X	OBPA	X
OPPE		OCFO	X
APHIS	X	OCIO	
ARS	X	Office of Hearings and Appeals (NA)	X
CCC	X	OIG	X
Chief Economist	X	OSEC	
Civil Rights		Procurement Systems Division	
Communications		RD	X
DM	X	RMA	X
ERS	X	Agreements Management Branch	X
FAS	X	Asset Reconciliation Branch	X
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	X	Processing Services Branch	X
Homeland Security	X	System Security	X
NASS	X	Working Capital Fund	X
NIFA	X	Quality Production Management	X
NRCS	X	Consolidating Reporting Division	

**Agenda**

<b>Time</b>	<b>Speaker</b>	<b>Topic</b>
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 – Kristie
- Year End Timeline – Ella Robertson
  - We do have one more meeting next week on the schedule as a touch point. Which will be on the 14<sup>th</sup> of October.
  - 10/1/21 - Can enter USDA adjustments to bring ITRS in balance.
  - 10/5/21 - Asset Reconciliation Branch (ARB) ensures that the FMS-224 reclassification schedule is processed by third workday.
  - Cabrina
    - 290,000 documents that need to be reversed, processing them in chunks so jobs can run concurrently.
    - If you want a document reversed, do not use the 9/30 date. It must be a date in the current period of reversal.
  - 10/5/21 - Period 14 Opens by 12:01 a.m. ET.
  - 10/6/21 - Begin running test files through GTAS to determine if there are rejects based upon the Super Master Appropriation File (SMAF) to be produced by Treasury on October 6th.
  - 10/6/21 – 10/8/21 ARB completes the process of creating the cash reconciliation worksheets.
  - 10/13/21 - Close ITRS for all agencies with CCC and the Capital Transfer Agency.
  - 10/13/21 - Final SMAF is produced October 10th which is the 8th workday. ARB must provide any changes to the cash adjustment based upon final GWA Account Statement.
  - 10/13/21 - ARB will complete final cash adjustment spreadsheets based upon final GWA published file.
  - 10/13/21 - Finalize process to write down sales orders for those agencies final run to with CCC or the Capital Transfer for Credit Agency as a trading partner. Followed by the close anticipated accounts for all agencies with CCC or the Capital Transfer for Credit Agency as a trading partner
  - 10/13/21 - Close Period 13. At 9:00 p.m. CT **remove validation rule that prevents the processing of SA, DN, YA, YB, YC, and YD doc types in FMMI.**
  - 10/13/21- Reverse all accruals for FY 2021 other than system generated payroll accruals.
  - 10/13/21 - Based upon the final cash spreadsheet produced in item 47, Agencies and OCFO, FMS process final adjustments. If no changes, OCFO, FMS will submit reports to get agency approval for submission of files.
  - 10/14/21 - Reverse PP 19 payroll accruals.
  - 10/14/21 - Close period 14 for all transactions at midnight CT.
  - 10/16/21- Process PP 19 actual payroll, Reverse FY 2021 cash adjustments.
  - 10/16/21 - No payroll accruals will be processed for the month of October.
  - 10/21/21 - Process PP 20 actual payroll as normal.

- Canceling Year Open Items – Andrew Grady
  - No report was sent out because everything is cleared.
- ABCO Rejects – Perri Johnson
  - Continue to make progress with the ABCO rejects. Seems like a small amount. Still have a few error messages. Hope to have a few more removed off by the next report.
  - Like to confirm reaching out to our reporting and cash rec to make sure we are not creating any discrepancies
- Parked documents
  - Looking relatively good related to SmartPay. Interface was put on hold last month. So, we expected to see some parked documents. Will see those number go down it since started up again
  - There is a large absolute value. If you have documents that need to be deleted or remain, please reach out to us.
  - Continue to work to ensure that your documents are not out there no longer than 10 days.
- Service Now – Darrell Kennedy
  - 20 tickets for year end
    - 15 Incidents
    - 2 Defects
    - 1 Enhancement
    - 2 SRQs
  - Those number should go down because Tier 2 is working on them
- Open Discussion
  - Eddie – Closed all agencies with green.
  - Reach out if you have any concerns.
- Next meeting will be Thursday, October 14<sup>th</sup>.

**Action Items**

Description	Responsible Person	Due Date	Notes