



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

<b>Meeting Date:</b>	October 14, 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

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	
Civil Rights		Procurement Systems Division	X
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	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 – Kristie
- Year End Timeline – Ella Robertson
  - Winding down on entering in the system
  - Today is the last day to do cash adjustments in Period 14. All should have been identified by now
  - All payroll accruals have been reversed unless budget exceeded errors. Contact those agencies if that is the issue.
  - Period 14 will close tonight.
  - Pay Period 19 will process on Sat.
  - Period 15 is for audit adjustments. Once completed when Connie and Kevin give the go a heard, will be building the balances.
- Canceling Year Open Items – Andrew Grady
  - Kristie - Left Canceling Year on agenda in case something had changes.
  - Andrew- Nothing to report, everything has cleared.
- ABCO Rejects – Perri Johnson
  - We do have a reduction from last week. Still working with agencies to get some SHC reactivated. Numbers have not gone down but working behind the scenes.
  - Working to get the rejects cleared.
  - Working with Tech to get the rejects with \$0 dollars cleared. Will get back with them to resume.
  - Should still see a steady decrease as we work on these.
  - Trying to determine how to resolve that reject. CAPS reject is relatively new on our radar. Don't see many CAPS rejects. It is related to GTAS error mgs. We are working thru these.
  - Getting those SHC activated and other things required to resolve these rejects.
- Parked documents
  - Didn't see a lot of movement from the carryover of FY2021. Still have transaction in Aust and September. August did not change - Link to SmartPay. Agencies working with us to get those resolved
  - Getting a lot of messages to get updates in FMML. Had quite a volume. Will continue to work in the order received. Hope to be caught up by the end of week.
  - For Sept - We still have a lot of transactions in the system. We went from 382 to 342, so, not much movement. I ask that you all look at those transactions and work on getting those resolved. A lot are related to adjustment documents that were entered. A few were related to SmartPay, but not a lot. A small number. Still need to work on getting those other items cleared. We had some system issues with FMML on last week, but we will be back on track. Will
  - Please respond to the notification if they need to remain, otherwise, expect them to be deleted.
  - If something is sitting out there and know that it needs to be deleted, the agency can delete if they have access. But wait to hear from FMS regarding these rejects.
  - October 2021 -Large number that were entered that first week. Some are at the 10-day mark and others are approaching the 10day mark. Agencies need to

continue working by the 10-day rule, so we can have good results by 2022. Look good as long as we don't have a high volume of parked documents with absolute value

- If you need any assistance, reach out. Can provide the data to you. It has worked well in sending the reports to the individual and not just to the POC. Focused on sending to individuals, but still sending to POC periodically and upon request. So, we have a good FY22.
- Thanks, and Happy New Year
- Service Now – Martha Dixon-Dillard
  - 18 tickets for year end
    - 12 Incidents
    - 3 Service Request
    - 2 Defects
    - 1 Enhancement
  - Ticket have been resolved or waiting on agency verification.
    - Send email to FMSC.Help if you need a status on a ticket.
- Open Discussion
  - Betsy – Question: Do they need to do an adjustment for six-digit receipt acct. Does FS need to make that adjust to 121099? Getting an error on the RSC. Andrew will reach out to Betsy offline.
  - Toris – Question: To Ella, Payroll Accrual, they did flip out or they did not?
    - Ella – Cabrina reported on that. Can you repeat the question? We reversed the Pay Period19 accruals. Cabrina reported that there were errors “Budget Exceed” errors. Majority of the errors. Don't think that ours flipped out. Will be reaching out to you all later
- Kristie - This is our last year end call. There will not be a meeting next week. If anyone has any questions or concerns, please do not hesitate to reach out to us. We will continue working thru any issues that come up to get us thru 4 quarter reporting. Please reach out to us if you need assistance with anything.

### Action Items

Description	Responsible Person	Due Date	Notes
Betsy - Do they need to do an adjustment for six-digit receipt acct? Does FS need to make that adjust to 121099? Getting an error on the RSC. Andrew will reach out to Betsy offline.	Andrew Grady	10/14/21	completed
Reach out to Toris on payroll accrual reversal	Kristie Guidry	10/14/21	completed