



## Financial Management Modernization Initiative (FMMI) Fiscal Year 2022 Yearend Meeting Recap

<b>Meeting Date:</b>	September 22, 2022, 10:00 am – 11:00 am, Central
<b>Location:</b>	Teams Meeting
<b>Purpose:</b>	Year End Kickoff Meeting
<b>Desired Outcome:</b>	Plan and improve yearend close process for FY 2022.

### Attendance

Name	Present?	Name	Present?
AMS	X	OBPA	
OPPE	X	OCFO	X
APHIS	X	OCIO	X
ARS	X	Office of Hearings and Appeals (NA)	X
CCC		OIG	X
Chief Economist		OSEC	X
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		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
10 minutes	Andrew Grady	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 2022 Year End Meeting Minutes

#### Ella Robertson – Year-End Timeline

- We have quite a few tasks between now and next week’s meeting

- The payroll job ran over the past weekend. There are no outstanding rejects related to the payroll run.
- We don't have to wait till year-end to start our sales orders process. We should be working our sales orders throughout the year.
- On 9/23 the last outbound payment run for IPAC will be at 4:00pm CST
- Last ABCO interface run FY 22. Hold ABCO files until 10/3 instead of running on 10/1
- Foreign manual payments you want to get processed for FY 22 must be received by 11:00 am 9/27 to ensure payment
- Last day to run federal resource related billing for USDA to USDA (INTR billing) 4 pm CST on the 9/28
- No new accruals or payable entries should be made between USDA to USDA
- We are trying to finalize our IRTS reconciliation – 9/22 was the last day any new receivables or payables should be made for intra activity
- CRD notification load ITRS data Period 13 load
- 9/29 last run of Disbursement Job posting to Cash for FY 22
- 9/30 Disbursement Job run will post to cash FY 2023

#### **Andrew Grady – Canceling Year Open Items**

- FRB has started scheduling meetings this week with agencies to discuss open items
- Regular occurring touch points between now and year end for those with these open items
- DA, still have FMMI receivable with no offset on the budgetary side. FAS, Homeland Security and Secretary relationship disparities
- If you have issues with your budgetary/proprietary relationships, please get incident tickets entered, those take some leg work.
- Advances – DA has a dangling budgetary balance  
FAS and FRB will be meeting soon to discuss advances
- Homeland Security and Office of the Secretary still have reimbursable advances balances.
- AMS has been in contact with FRB. ARS, DA and CIO. You guys have reimbursable ULOs now, those do have to be cleared before the close of year end.
- Reach out to Andrew or reach out to your FRB supervisor.
- NRCS ABCO balances have been cleared
- ARS and APHIS had some accruals post to cancelling year. Liability accounts 2213 and 2010 from payroll. We (FRB) will need corrected shorthand codes to back out that activity
- Per Jennifer with FPAC Business Center, FSA and RMA, most of their open direct obligations are still green book related. Andrew will touch base with Jennifer
- Per Eddie Reso, there should be only one Green Book program left open (Faith-based)

#### **Perri Johnson – Parked Documents/ ABCO Rejects**

- We continue to have a large volume of parked documents in the system. There are a lot of adjustments, a lot of activity going on to assist with the year-end close.
- We did have a push on the August transactions, and we went from 175 last week to 20 this week (9/19).
- We are nearing September 30th and we will not be able to continue to let those items remain parked in the system. So those users will be contacted this week. The documents must be resolved or will be deleted by the ABCO Report next week.
- We did have some new rejects in ABCO and we will be sending out ABCO Reports. Today (9/22) and probably some tomorrow as well.
- We're actively working with the CF and the Forest Service.

- We have a lot of September transactions that aren't in compliance with the 10-day turnaround. Actively working with users to get transactions posted as soon as possible.

**Martha Dixon Dillard – Service Now Status**

- 1 Defect
- 3 Enhancements
- 17 Incidents
- 2 Service Requests

**Timothy Ross – Open Discussion**

- If the agencies have checks that need to be sent to the US Bank lock box. Highly encourage that checks sent by the close of business tomorrow because of COVID restrictions at U.S. bank, it could take up to five business days before your collection section can actually see it at Treasury and actually do the processing of that collection.
- Regarding the open IPAC bills that are greater than 60 days. We have 85 IPAC bills that are older than 60 days and we in the IPAC Processing Section and IPAC Control need the agencies to reach out and start working on those too so we can get those processed by year end.

**Darrell Kennedy – Open Discussion**

- Last year FMS implemented a process to prevent obligations on expired funds for travel TDY transactions and we put some steps in place on the Concur and the FMMI side to eliminate erroneous obligations.
- We addressed this last year and so some agency individuals have asked about the open window for processing expired transactions. Beginning October 1st through November 30th of 2022. We will open the window, allowing the usage of the bypass table to process travel transaction. If you have any problems with processing these type transactions for authorizations or vouchers.
- Our FMS help desk staff will help you guys in processing these type transactions.

**Dion Carter – Open Discussion**

- The cutoff for ITRS purposes, we will be loading ITRS 2 more times. Loading again on the 29th as of the 28th for any activity and so that should catch everything on the 28th. Work with your trading partner to try to get resolution on your USDA-to-USDA agreements.

**Upcoming YE Meetings:**

September 29th, October the 6th and October the 13th.

**Action Items**

Description	Responsible Person	Due Date	Notes
NONE	NONE	NONE	NONE