

Meeting Date:	September 5, 2024, 1:00 PM – 2:00 PM, Central Time
Location:	Teams Meeting
Purpose:	FMS FYE 2024 Fiscal Yearend Meeting
Desired Outcome:	Plan and improve yearend close process for FY 2024.

Attendance

Name	Present?	Name	Present?
AMS	YES	OBPA	YES
OPPE	YES	OCFO	YES
APHIS	YES	OCIO	YES
ARS	YES	Office of Hearings and Appeals (NA)	YES
CCC	NO	OIG	YES
Chief Economist	NO	OSEC	NO
Civil Rights	NO	Procurement Systems Division	YES
Communications	NO	RD	YES
DM	YES	RMA	NO
ERS	YES	Agreements Management Branch	YES
FAS	YES	Asset Reconciliation Branch	NO
FNS	YES	BI Backend Processing	YES
Forest Service	YES	Customer Support Branch	YES
FPAC – Business Center	YES	Financial Reporting Branch	YES
FSA	YES	Treasury Services Branch	YES
FSIS	YES	Master Data Management Branch	YES
General Counsel	YES	Processing Services Branch	YES
Homeland Security	YES	System Security	YES
NASS	YES	Working Capital Fund	YES
NIFA	YES	Quality Production Management	YES
NRCS	YES	Consolidating Reporting Division	YES

Agenda

Time	Speaker	Topic
15 minutes	Ella Robertson	Year End Timeline
5 minutes	Tim Ross	Aged IPAC Bills
5 minutes	Andrew Grady	GTAS Edit Related to Reimbursable Activity
5 minutes	Wanda Ussin	Parked Documents/ABCO Rejects
5 minutes	Martha Dixon-Dillard	ServiceNow Status
25 minutes	All	Open Discussion

Year-End Timeline

- **Conversion of ABCO Receivables:** We're focused on the conversion of ABCO receivables related to canceling year TAS, as well as the settlement and overhead process for resource-related billing.
 - We plan to run payroll for pay period 18 over the weekend of September 28th and 29th.
 - Currently working on system enhancements to process accruals related to lease activities using GL account 6930. The goal is to implement these improvements before year-end.
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IPAC (Intra-Governmental Payment and Collection):

- As of September 5th, 97 IPAC bills remained outstanding.
 - An effort is being made to remove agencies with only one or two outstanding IPAC bills, which will allow resources to be devoted to those agencies with a higher volume of bills.
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Canceling Year Open Items:

- Continuous updates are expected for direct funds, payables, and ULOs, with a focus on resolving all ULOs before the end of the fiscal year.
 - Reimbursable breakdowns have been provided to agencies by funded program. For detailed analysis, please contact FRB.
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Parked Documents

- As of September 3, 2024, the total dollar value of parked documents is just over \$2 million.
 - Please reach out to Chris Fulton, Fabian Clay, or Wanda Ussin if there are any issues clearing parked documents.
 - Please focus on clearing third-quarter parked documents, particularly any unusual TE and ZS documents.
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ABCO Rejects:

- As of September 3rd, 2024, there are 11 IDOCs outstanding with a total absolute value of \$2,938.48
 - We are looking for a point of contact for ERS.
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ServiceNow:

- As of September 5th, 2024, there are 15 ServiceNow tickets related to year-end
- Please label ServiceNow tickets as "year-end activity" in the Configuration item to prioritize them over other tasks.

Action Items

Description	Responsible Person	Due Date	Notes
-Can document type DN, transaction model/transaction variant YE/DN be used to record accruals for leasee lease payment expense?	-Ella Robertson	Prior to close of period 13.	Still open. DFCT0011336