**VBA Obligations Training**

**Webinar**

**Question & Answer**

**Resource Guide**

**October 2020**

**Sponsored by:**

* Veterans Benefits Administration (VBA)
* Office of Financial Management (OFM)
* VBA Administrative and Loan Accounting Center (ALAC)

This resource guide provides answers to questions asked during the VBA Obligations Webinar delivered by VBA Administrative Loan and Accounting Center (ALAC) on September 5, 2019. The questions are listed in the order they were asked during the training. The questions were updated to reflect FY2021 information.

| **Obligations Question** | **Obligations Answer** |
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| Would an appropriate use a 1358 obligation be for $1,200 for mail meter rental, where we make 4 quarterly payments? | According to the **VAP Volume II Chapter 6 Appendix A Authority Code 20 Paragraph 4 page 24**; “Under Treasury Financial Manual (TFM) Bulletin No. 2006-07, Federal Program Agencies using commercial mail processes in accordance with the 41 CFR Part 102-192, as amended, must use Automated Clearing House (ACH) credits for postage payments when funding their USPS PostalOne! ® account and postage meter services. Postage payments directly to USPS do not require Contracting support.”  |
| Why are some 2237's put in CAAT's and some are manual sent?  What is the difference in how you decide which is done how?   |

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| If you have a contract with a base year plus 4 option years, the base year is placed in CAATS Requisition module as a VA2237. However; due to the limitations within CAATS any subsequent option must get processed manually in FMS. The Regional Office will initiate the manual VA2237 and submit to the Contracting Officer. The Contracting Officer will finalize the VA2237 and submit to ALAC to process directly into FMS.  |

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| When will the funding for VR&E travel for 2021 be open? | VR&E will receive the funding same as GOE when Congress approves the FY2021 budget. However, we are under a Continuing Resolution (CR) through December 11, 2020. According to the CR; “Travel: Consistent with SECVA and USB memos for Essential Employee Travel, the first Senior Executive in an employee’s leadership chain is responsible for determining whether the employee’s travel is essential, as the intent is to decrease employee travel and generate savings for other priorities”. Also, the CR restrictions do not apply to 0137 funds or any sub funds of 0137.  |
| FY21 Obligations can be input starting when? | Stations can establish FY 21 VA1358 obligations in CAATS now. However, we are under a Continuing Resolution (CR) of 19.7% through December 11, 2020. Obligations can get processed for existing annual contracts. For VA1358s process the full obligation at 19.7% and in the “Notes” Field within CAATS annotate the FY2021 obligation’s full amount. For Manual VA2237s; The Contracting Officer will submit to ALAC at 100% and ALAC will adjust to the 19.7% rate. For VA2237s processed in CAATS the Contracting Officer will submit the adjusted rate of 19.7% through ECMS. **Contracts for new initiatives or programs are not permitted.** This does not apply to 0137 funds or any sub funds.  |
| What is the purpose of the SA Transaction to pull funds from the unsuballowance amount in FMS? And how is a SA transaction done? | If the Regional Office (RO) needs funds, the RO will request these funds through VACO Budget. VACO Budget will pull the approved funds from the SALT tables and place them in the unsuballowance within the ALLW table where the funds will sit until they are moved in the appropriate Fund Control Point (FCP). The RO will process the SA transaction either in FMS or CAATS. For questions concerning this process please reach out to your ALAC station accountant.  |
| Is the PCS Team the only ones that can clear PCS items out of 6278? | Yes. |
| Do we still need authority to clear debts over 40K or do they have to remain on our books? | This question is covered in the Accounts Receivable Webinar or on the Accounts Receivable FAQ.  |
| Why was the decision made to stop allowing the use of the 1358 for paying SAH? | In November 2019, OFP and OFM discussed the removal of Special Adaptive Housing Inspections for the VA Form 1358 because there was no statutory authority which exempts these obligations from Federal Acquisition Regulation requirements.  We worked with LGY to ensure all of payment method and other requirements were addressed and communicated with their SAH teams. These actions should be paid by GPC unless the service cost is higher than $2,500.  |