**CAATS/FMS Training**

**VILT**

**Question & Answer**

**Resource Guide**

**June 4-6, 2019**

**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 CAATS/FMS Virtual Training by VBA Administrative Loan and Accounting Center (ALAC) on June 4-6, 2019. The questions are listed in the order they were asked during the training.

| **CAATS/FMS** **Question** | **CAATS/FMS****Answers** |
| --- | --- |
| Is there a report besides the F911 report that I should run to see the normal balance column?  | The F911 RSD report is a monthly report to identify General Ledger accounts that have an abnormal balance. You can also go into GLTS in FMS to see the balances and normal balances in real time. You would not need to run these reports daily since there are many transactions that may affect normal general ledger balances.  |
| How do we troubleshoot if the Beginning Balance, Period Change, and Ending Balance are out of balance? By the code number?  | You can analyze your General Ledgers using different methods. You can start with the fund, fund control point, etc.  |
| What is the life span of all the systems? Which ones are the VA keeping and which ones are they transitioning away from?  | What we know, at this time, is that we will be switching to Integrated Financial and Acquisition Management System (iFAMS) in 2021 for General Operating Expenses (GOE) financial transactions. CAATS will remain an additional program that interfaces with our new system of records (iFAMS) until they can incorporate it in the new system.  |
| Is there a preference if we distribute funds through CAATS versus FMS?  | CAATS Transactions gives the user the opportunity to upload back-up documentation, however, the transaction will have to be transmitted to FMS during the nightly process. Therefore, it is not capturing the process in real time. CN061219FMS Transactions will allow the user the capability to transfer between FCP’s in real time but it does not give the user the capability of uploading the back-up documentation. CN061219 |
| How do we get access to DMS?  | To get access to DMS please submit an electronic 9957 through FSC Online Form Submission <https://vaww.ofs.fsc.va.gov/Dashboard.aspx> |
| Does DMS eliminate the need for any manual paper work filing?  | DMS minimizes the paperwork filing. However, you should check with your Records Management to make sure that you are not eliminating any hard copies that they plan to keep.  |
| What if we are just trying to clear out our negatives in our sub BOCs? Do we still need supporting documents?  | You can upload your statements showing negative balances as your supporting documents, so you can go back to these paper trails in case you are audited.  |
| What about the initial distribution amounts? What kind of transaction is that in CAATS?  | If you are referring to the Allotment as the initial amount, these are done above station level and are directly entered in FMS.  |
| Can it be a digital signature on the DOA letter?  | The Delegation of Authority (DOA) requires both the digital and the wet signature.  |
| Can the Directors, Assistant Director, and Assistant Chief all have to process write-offs or can only one of them process?  | Debts less than $40,000.00 require an approval by the Station Finance Officer. Debts, equal to or greater than $40,000.00 but less than $100,000.00 require an approval by the VBA Chief Financial Officer/designee.Debts $100,000.00 and over must be submitted to the District Counsel of Jurisdiction for review and approval. Please see attached link for additional information and reference:[Station Debt Process](https://vbaw.vba.va.gov/VBAORM/fin/fin241c/mp4_partiv/Chapter_11_StationDebtProcesses.docx) |
| Does Congress approve the budget for the VA every year, every two years or on some other time line?  | VA Appropriation is approved every year |
| Are the limitations the same as BOC? Is the GL account charged? Such as supplies? Etc.?  | The first digits of a BOC = limitations.[Active Budget Object Codes (BOC’s)](http://vaww.va.gov/fmshome/docs/monthlyreports/BOCT_Active_Budget_Object_Codes.pdf) |
| Is there an example of what a proposed budget is supposed to look like?  | Attached is an example of the budget formulation process.Column A shows the LMTs, Column V illustrates FY 18 executed budget, and Column W is the proposed budget the station created and submits. |
| Is it wrong to process the Transfer on the SA Table? | CAATS Transactions gives the user the opportunity to upload back-up documentation, however, the transaction will have to be transmitted to FMS during the nightly process. Therefore, it is not capturing the process in real time.FMS Transactions will allow the user the capability to transfer between FCP’s in real timebut it does not give the user the capability of uploading the back-up documentation. |
| When completing a transfer of funds do you have to process in FMS as well as CAATS?  |  When processing a Budget Transfer in CAATS using the Budget Modules, these transactions transmit into FMS overnight. However, when transactions are entered in FMS they do not transmit to CAATS. |
| How quickly does CAATS lock you out after being idle?  | 15 minutes |
| Does CAATS track the dollars used in the obligation? | FMS is our system of record therefore it tracks expenses that are offset against the Obligations. CAATS do not have this capability except when utilizing the CAATS reports. |
| Do we have to go through the contracting officers to deobligate?  | De-Obligations or modifications can be processed in CAATS for 1358 obligations. De-obligations or modifications will be processed by the Contracting Officers for 2237 Obligations. |
| Can we just check "Final" in CAATS if we know the invoice is the final invoice so it'll deobligate instead of having to wait on the CO? | ALAC discourages the Regional Offices from checking “final” when processing invoices in order to de-obligate. Checking “Final” will cause the remaining funds to be swept from the Obligation into the lines of accounting and reversing this action will require Contracting to re-establish the Obligation. |
| If a closed date is present and the outstanding amount is zero, does that mean it's deobligated?  |  A closed date in the OBLH table with a zero balance (0.00) means it has been de-activated. |
| Does Accepted in FMS mean the payments have been processed? |  Yes. Accepted in FMS means the transaction has been processed. |
| Do I need a 2237 to deobligate SO320J88004? An email from GSA will suffice? | SO 320J88004 has been closed and de-obligated as of 9/30/2018. |
| Do they have a timeline from when we submit the 2237 to them to when they sign it? | Acquisitions do not have a specific timeline based on the requested transactions, however, they have the lead times for BFY19 that was sent out to everyone who attended this training last week. |
| Where is a good place to find GSA vendor codes? | Since GSA is a Federal Vendor, you can see their vendor codes in the RSD report F855 or F859 (if you have any advances). If you do not have any current advances, you can go to the VNAM Table in FMS. |
| What is an example of when we would need to complete a requisition?  | Minor Constructions transactions are usually processed using the Requisitions Module. |
| Would a FY 20 Bene Travel Obligation number example be 329T09932?  | An example would be 329T09931 |
| I am unclear of what TGA means?  | Treasury General Account (TGA) |
| How do we access the treasury out a balance report?  | A list is sent from mail groupVAFSC Nationwide Accounting <VAFSCNWAccounting@va.gov> |
| Does the reconciliation report come from OTCnet?  | No |
| How do we access the LGY, Treasury Recon Deposit Transaction List, and treasury out of balance report?  | A list is sent from mail groupVAFSC Nationwide Accounting <VAFSCNWAccounting@va.gov> |
| Do stations check this report monthly, or does ALAC check it and notify us of out of balances? Then will stations have to look at this report in OTC Net?  | Stations should be monitoring. ALAC monitors as well and notifies the station of out of balances via email. |
| In what circumstance would you select prompt pay? When would it be accepted and initiated? | Prompt PaymentThe Prompt Payment rule makes sure that valid and proper invoices submitted by vendors are paid on time by federal agencies. If a vendor submits a proper and valid invoice, the agency must pay it on time. If not, the payment is late.In most cases when an agency pays a vendor late, it must pay interest. Prompt Payment determines those interest penalties and provides a variety of related resources for agency use.“In what circumstances would you select prompt pay…” I think what you were referring to Prompt Pay Exemptions when processing CT payments in CAATS. Please refer to attached link:[Accelerated Payments](https://fiscal.treasury.gov/prompt-payment/accelerated.html) |
| Where do you find the accepted date on the invoice? Why is the document stamped? | Acceptance / Delivery date : The date on which the goods or services are accepted. Enter the certification date if certification occurred within seven days of the performance of services; enter the seventh day after the performance of services if certification occurred more than seven days past the performance of services. This date does affect Prompt Pay calculations and payment scheduling. |
| Is the log date the date that you received the invoice? | The Log Date is the date on which the VA received the vendor invoice. If unknown, enter the date on the vendor invoice. This date does affect Prompt Pay calculations and payment scheduling.  |
| What is VCBLS/GBLS? | GBL/VCBL – Is a controlled document that conveys specific terms and conditions to protect the Government interest and serves as the contract of carriage. Government Bill of Lading (GBL)Standard Form (SF) 1103, U.S. Government Bill of Lading – International and Domestic Oversees Shipments (GBL) number sets provided by GSA begin with letter and number A-0,000,001 and continue through A-9,999,999, after which the letter symbol changes to B, then to C, etc. The Government Bill of Lading serves as our contract with the government to service a shipment.The DOD fills out Blocks 1 thru 27 and 32. Pay close attention to blocks 6 – 8 for the required service dates.VA Commercial Bill of Lading (VCBL)Standard Form (SF) 0742, U.S. Commercial Bill of Lading – represent the receipt of goods, the contract of carriage and is documentary evidence of title to goods and must contain a description of the articles comprising the shipment. |
| In FMS is there a way to see if a vendor has a prompt pay exemption? | FMS Table VEN2 has a field labeled PPAY = indicates the type of prompt pay associated with this vendor when this vendor is subject to prompt pay.  |
| Does the invoice date had to be the day you were making the payment? | Invoice Date field is the actual invoice date from the vendor’s invoice.  |
| What type of reimbursement would be done from 3875? | Payments issued to Veteran or Recipient of Child/Spouse support payments that cannot be offset by the Treasury Offset Program (TOP) |
| Does SAMS.GOV need to be completed when they complete the VA10091?  | Only if they are a small business and are registered in SAM. |
| Does every vendor have a certain effective interest rate? | The interest rate paid to each vendor is the same rate for all vendors as determined by Bureau of Fiscal Service, however, vendors will have different Prompt Pay Days when the VA will have to start accruing Interest payables.[Bureau of Fiscal service Interest Rates](https://www.fiscal.treasury.gov/prompt-payment/rates.html) |
| How does a school get a tax id# for different campuses? | A school or a business entity can choose to share an Employee Identification Number (EIN) or have separate EIN # per campus. An EIN identifies the company to the IRS in the same way a Social Security number identifies an individual. Even companies that aren't required to have an EIN can choose to get one. The IRS assigns these numbers based on the official legal name of a business.  |
| What about two schools with different names sharing the same EIN #? |  A school or a business entity can choose to share an EIN # or have separate EIN # per campus. An EIN identifies the company to the IRS in the same way a Social Security number identifies an individual. Even companies that aren't required to have an EIN can choose to get one. The IRS assigns these numbers based on the official legal name of a business.  |
| When making a payment to the veteran with a ZE payment and we use his SS #, can TOPS can offset his payment if need? | TOP can offset a payment if the Vendor code that is used is the Veteran’s social security number and if that same Vendor has been referred to TOP. When we process a ZE payment, FMS does not transmit this information to the Department of Treasury with a “Do-not-offset” code. The only way we can ensure that this Vendor payment is not offset is by using MISCVET.  |
| What information are we given when there is a reject? | The information given to the Regional Office when CAATS transactions reject in FMS varies depending on the type of transaction and reason for the reject.  |
| If our station sets up a travel in concur and uses the wrong accounting line, and the travel voucher has been paid and has not rejected, how do we move the expense to the correct accounting line? Will this be done through an MTF? | To correct the lines of accounting of any expense including travel expenses, go to CAATS 🡺Cost/Suspense Transfer Module🡺Within Station transfer submodule (EW) You can then move the expenses from the incorrect lines of accounting to the correct lines of accounting.  |
| Local Travel line of accounting will be done through CAATS now with 101 then once the travel clears then we send an email to VBA 101 to correct the line of accounting. Do we continue do this process? | Almost all travel transactions that are cross-funded will reject in FMS. We have seen a variation of procedures in resolving these rejects. The first one is, we reach out to Station 101, they then review the FMS reject and process the correction and submission on their end. Or, they ask the station to accept this expense travel as their own (meaning, the station will accrue this expense) then they can process an EB transaction in CAATS (Between Stations)  |
| At previous agency we would key the IPAC in GWA locally. That isn't the case here at the VA?  | We enter transactions in the FASPAC Website.[FASPAC](https://vaww.faspac.fsc.va.gov/)  |
| What is the process to request access to FASPAC? | VA FORM 9957 will need to be submitted to receive access for FASPAC.  |
| Are we allowed to give the vendor information from FMS that payment have cleared? | FMS does not have a table that we can use to inform a vendor if a payment has cleared. We can follow the Payment research table procedure but we are limited to giving the Vendor a tracer number that they can take to their bank to inquire about this deposit or check. The tracer number is an identification that we have released and made the payment. It is not a confirmation that they cashed or cleared the check or deposit.  |
| Is it possible to modify the CAATS header lines table to add one more column for invoice number?  | No. |
| If possible could we receive a payment research flowchart? | ALAC will create this and it will be published under our Training website with all other course information.  |
| Where can I get a check tracer request form? | Check Tracer Request Form : OF41 form <https://www.gsa.gov/Forms/TrackForm/32691>  |
| Why does the VA not allow TCIS access locally for these tracer requests? | The VA does allow TCIS access locally for tracer requests.  |
| There was a BD for the employee on LWOP. I created a Receivable in CAATS on my Month End Reconciliation and now I have two transactions for the employee. Is that how it should appear? If not how do I correct this? Does this create an invoice? | When DFAS creates a billing document due to an Employee’s leave without pay (FEHBLWOP) this gets transmitted into FMS directly. The Regional Office does not need to enter this again in CAATS.  |
| Do waiver rights attach to debts? | Yes, waiver rights is attached to the debt and not the debtor. Only a benefit debt or beneficiary is entitled to waiver consideration.(1) If Station Finance receives a debtor’s request for waiver, the consolidated Committee on Waivers and Compromises (COWC) of jurisdiction must respond to the waiver request. This duty cannot be delegated to a non-COWC employee. If the debt is not eligible for waiver, then the COWC must prepare a waiver denial decision and a waiver decision notification letter. Station Finance prepares the waiver package and sends it to the consolidated COWC as a station debt.(2) Station finance annotates the Station Debt Log. (3) The consolidated COWC makes waiver decision and notifies the Station of Jurisdiction.(4) Station Finance annotates the Station Debt Log with waiver information and determines next steps for collection and/or write-off.(5) Station Finance creates a Write-off document using Benefit Debt Waiver/Compromise Write-off Sub-module, where a source document authorizing write-off is required.(6) Station Finance uploads the source document authorizing a write-off as an appendix to CAATS.(7) Resume debt collection process if waiver is denied.[Chapter 11: Station debt Processes](https://vbaw.vba.va.gov/VBAORM/fin/fin241c/mp4_partiv/Chapter_11_StationDebtProcesses.docx)  |
| Does DFAS still establish an FEHB Debt if an employee has been separated and is a prior employee?  | If a debt is owed, DFAS will create a billing document and will transmit this to VA via FMS.  |
| How do we process offsets once we determine the FEHB debt has been paid through payroll deductions? | Please follow the procedures on offsetting FEHBLWOP debts paid through payroll deductions:[2019 Accounts Receivables Webinar](https://vbaw.vba.va.gov/VBAORM/alac/docs/2019_Account_Receivables_Webinar_Version_II.pptx)  |
| Does DFAS sends out collection letters? | DFAS is governed by the Debt Collections Improvement Act, therefore, they are required to notify the debtor immediately as soon as the debt is created. Once this is transmitted to the VA via FMS the debt becomes our responsibility to manage it.[Debt Collection Improvement Act](https://www.fcc.gov/licensing-databases/fees/debt-collection-improvement-act-implementation)  |
| Who is providing due process for debt?  | The station provides due process to the debtor. The station must ensure the debtor knows the following:1. Debt Notification - Letter
2. Reason for debt
3. Amount of Debt
4. Timeline
 |
| Do we manage FEHB debt at the station level? As far as sending debt letters? | The RO is responsible for managing all station debts. With a few exceptions (see paragraphs b. and e. at link below), most station debts cannot be established in BDN or VETSNET. Types of station debt include the following: • Chapter 31 (47B) subsistence debts on active records effective September 11, 2017, DMC manages all Chapter 31 47B debts regardless of the award status• Auto Grants and related actions• Adaptive Equipment and related actions• Specially Adaptive Housing Grant• Special Home Adaptation Grant• Revolving Fund Loan (RFL) (10B) debts (when no benefits are available for offset)• Debts owed by non-Veteran/non-beneficiaries (such as a fiduciary [see MP-4, Part IV, Chapter 13, Fiduciary Misuse Debt Processes], vendor, wrong payee on DD/EFT account when the recipient of the benefit payment is not a VBA payee, wrong non-Veteran/non-beneficiary who received accrued benefits, or non-Veteran/non-beneficiary who received an overpayment.) • Chapter 903 (53B) education debts (handled by the three education Regional Processing Offices (RPO) • Restored Entitlement for Survivors (REPS) debts (handled by DMC as of July 2018) • Chapter 18 Spina Bifida and Birth Defects (37B) debts (handled by DMC as of 2017)• Payroll debts – Separated employee payroll debt remaining after final salary is processed by Defense Finance and Accounting Service (DFAS).• School Liability from compliance surveys conducted by Education ServicePlease see link below:[Station Debt Process](https://vbaw.vba.va.gov/VBAORM/fin/fin241c/mp4_partiv/Chapter_11_StationDebtProcesses.docx) |
| When creating the Debt letter, do we go through CAATS? | When creating debt letters that are not created by DFAS, Go into CAATS 🡺Accounts Receivables module 🡺 select one of the Accounts Receivables Submodules.  |
| What is the timeline that 3875 funds need to be cleared?  | 036F3875 Budget Clearing Account (Suspense)This account temporarily holds unidentified remittances that ultimately will be credited to a receipt, appropriation or fund account but the correct fund account is not known at the time of receipt, or, when it is known or can be reasonably presumed that the remittances will be refunded or ultimately paid to a private firm or individual. Examples of this type of receipt are:• Collections in cases where the exact amount due the Government has not been determined and refund of all or part of the collection is possible;• Collections covering advance payment of fees for copying Government records and certain Medical Care Collections Fund (MCCF) claims that need additional investigation;• Collections of guarantees and deposits in connection with bids or contracts;• Collections to be applied in conjunction with appropriations or funds as payment of vouchers; and• Withheld taxes for moving expenses.Finance staff at VA stations will research transactions in the clearing/suspense accounts to identify the proper accounting treatment and transfer transactions to the appropriate appropriation/fund. Transactions remaining in the clearing (suspense) accounts longer than 30 days require approval from the responsible official. Every effort should be made to clear these transactions within 60 days. All accounting entries used to transfer funds from clearing (suspense) accounts will be properly documented.Reference:<https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIIChapter02C.pdf> |
| I often see debit transactions to 6278 for payroll. When I clear them, I will see a credit transaction for the same amount for that same employee. If I did nothing would these two transactions automatically offset? | Fund 6278 – All Other Payroll withholding. Although sometimes this fund is used for adjustments, it is still the Regional office’s responsibility to clear these items.Please see the Newsflash for processing these items:[FSC News Flash FY11 Issue 01](https://vaww.fscdocs.fsc.va.gov/newsflash/News%20Flash%20FY%2012/FSC%20News%20Flash%20FY%2011%20Issue%2001%20FSC%20Payroll%20JVsa.doc) |
| Can you explain the purpose of the table JVLT? | This table shows the debits and credits of different Journal Vouchers sorted according to the transaction codes. |
| How do we get access to put in a DFAS Remedy ticket?  | To gain access to remedy, a DD2875 will need to be submitted. Please visit: <https://vaww.infoshare.va.gov/sites/epay/DCPSaccess/default.aspx> for more details.  |
| Can ALAC change the UDN number? | ALAC Can change the UDN number. If a transaction is rejecting due to an incorrect UDN number, your ALAC Accountant will email you for the correct UDN. However, if you are moving one transaction into another to correct a UDN, this can be accomplished by going into CAATS🡺Cost/Suspense transfer🡺Within Station Transfer submodule. “From” box will be where the incorrect UDN is being transferred from and the “To” box will where the correct UDN will be transferred to. |
| Is the approver the one responsible for ensuring we are selecting the right option? | It is both the initiator and the approver’s responsibility that the correct transaction, accounting string and documentations are entered into CAATS.  |
| What reason would a station accrue funds? | There are several reasons why we accrue expenses depending on the types of accruals we are processing.There two types of Accruals:PayrollPurchase CardThere are three types of entries:Automatic AccrualsRO input directly into CAATS (CAATS)ALAC input directly into FMS (Manual)Accrual is a vast topic for the VA. Please look at this Lync Video for more information[: Suspense and Accruals 2018](https://vbaw.vba.va.gov/VBAORM/alac/videos/Lesson_9_Suspense_and_Accruals_CAATS_FMS_and_DMS.asx).  |
| When you receive funds from an employee for jury duty does the check go under 6278 or the yearly appropriation? | Jury duty stipend should be deposited into fund 3220.[VA Financial Policies and Procedures, Volume II, Chapter 2, Appendix B.](https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIIChapter02.pdf)  |
| Should a station accrue overtime? | The Regional Offices should accrue overtime if the overtime has not been entered in VATAS before the cut off time on the last pay period of the month but before the end of the month.Accrual is a vast topic for the VA. Please look at this Lync Video for more information[: Suspense and Accruals 2018](https://vbaw.vba.va.gov/VBAORM/alac/videos/Lesson_9_Suspense_and_Accruals_CAATS_FMS_and_DMS.asx). |
| Do we need to do an accrued funds for payroll at the end of every FY? | Accrual is a vast topic for the VA. Please look at this Lync Video for more information[: Suspense and Accruals 2018](https://vbaw.vba.va.gov/VBAORM/alac/videos/Lesson_9_Suspense_and_Accruals_CAATS_FMS_and_DMS.asx) |
| How would a station know if the payroll accrual was picked up? | Accrual is a vast topic for the VA. Please look at this Lync Video for more information[: Suspense and Accruals 2018](https://vbaw.vba.va.gov/VBAORM/alac/videos/Lesson_9_Suspense_and_Accruals_CAATS_FMS_and_DMS.asx)  |
| What documentation is required for the receiving a paid invoice?  | The Vendor invoice showing the date of the invoice, what type of goods and services were purchased, and accepted date should be a valid invoice to use for documentation.  |
| Currently after you open a new purchase CAATS asks if your purchase is under $3500 with the new supply purchase now at $10000 is that going to change? | No, there are no funds available to make any changes to CAATS. |
| How long does an inactive card remain on the list? | For audit purposes the card will stay in CAATS in an inactive state until CAATS is subsumed by iFAMS. |
| Do purchases accrue to the default accounting string, or to where we specify in the transaction? | The accrual is based on the unreconciled purchase orders that are in approved status.  |
| Will the unreconciled orders or unreconciled charges be included in the accrual processed at the end of the month?  | All purchase card orders that are in approved status, but unreconciled or partially reconciled, will be included in the accrual processed at the end of the month.  |
| As the purchase card holder and initiator in CAATS; How long does it take for me to fully reconcile a charge once I've done the receiving step? | As soon as the charge is an CAATS and you process the reconciliation as a final reconciliation the status will change to fully reconciled. |
| Is there a change in price for construction and service charge since supplies have changed? | No, the limits for construction and services have not changed. |
| My purchase card holder keeps being reduced to $1 for unreconciled transaction after a billing cycle. Do we just contact purchase card ops to restore the limit? | FSC purchase card ops will not restore the limit until all reconciliations have been completed. |
| Do we have to have a paid invoice to receive? | The receipt of goods or services must be documented. Some acceptable documentation methods include signing and dating either the packing slip or the receipt/invoice. |
| Do we have who has what accesses for CAATS/ FMS -SSD Chief, Accountant, Card Holders, Financial Techs, etc.? | In CAATS, under the reports module, the CAATS reports submodule, select User Access Report. Scan by station number and then the employee name. |
| Can an email from the approving official approving a quote be sufficient or does the quote itself has to be signed? | The email is sufficient but must be retained as supporting document. It can be added as an attachment to the purchase card order. |
| How can the RO Accountant recognize the purchase card charge when there are multiple charges on the finance reports that are the same for the same card?  | You need to look at the dollar amount, the vendor name and the date of the purchase card charge to determine which purchase card order it should be reconciled to. |
| Should VR&E assign a 4000-series BOC for a supply item or 2620? Is a job aide available to clarify BOC choices. | Look at the website <https://www.va.gov/finance/policy/pubs/volumeXIII.asp> Chapter 2A – Budget Object Codes Appendix – it lists all BOC’s and some have a short description to help you decide which to use. |
| Is there a module in CAATS to increase the obligation? | To increase 1358’s in CAATS go to the Obligations Module, 1358 Processing and then the Modify 1358 Obligation submodule. |
| The direct disbursement number is the Invoice number, right? | Yes, the Direct Disbursement number (SDD) for GSA invoices are the invoice numbers. |
| Could you send out job aids for all the examples that were shown in CAATS for the various modules and how to examples?  | Samples of documents should be in the CAATS/FMS power point presentations. |