**VBA Advances**

**Webinar**

**Question & Answer**

**Resource Guide**

**August 2018**

**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 Advances webinar delivered by VBA Administrative Loan and Accounting Center (ALAC) on August 23, 2018. The questions are listed in the order they were asked during the training.

| **Advances**  **Question** | **Advances**  **Answer** |
| --- | --- |
| Will you be going over Fund 6278 and how to clear negatives and clearing all others in the same fund? | Items in 6278 Deposit Fund accounts are specifically earmarked for VA payroll withholdings. The Financial Services Center FSC processes payroll related journal vouchers (i.e. employee deductions, refunds, etc) to station appropriations and 6278 deposit fund accounts using PR transaction codes. FSC issued two New Flashes that provide instructions on clearing the 3875 deposit fund account: [FSC News Flash FY 11 Issue 01 FSC Payroll JVsa](https://vaww.fscdocs.fsc.va.gov/newsflash/News%20Flash%20FY%2012/FSC%20News%20Flash%20FY%2011%20Issue%2001%20FSC%20Payroll%20JVsa.doc) and [News Flash FY 2011 Issue 34, DFAS Clear Special Pay Transactions](https://vaww.fscdocs.fsc.va.gov/newsflash/News%20Flash%20FY%2011/FSC%20News%20Flash%20FY11%20Issue%2034%20Clear%20Special%20Pay%20Transactions.doc) |
| Can assistance be provided with completing the 7006 A and B forms for IPAC upload for vendors? | Yes. The [VAFSC Agreement Repository](mailto:vafscagreementrepository@va.gov) will be able to assist with the completion of IAA 7600 A&B forms. |
| Will the Motor pool be offset to our FY19 obligations and how will we get the obligation number to ALAC? | Yes. ALAC will provide the list of BFY19 Motor pool obligations, along with the Regional Offices’ six-digit account code to the [VAFSC IPAC Processing Team](mailto:%20vafscipacprocessing@va.gov) to offsetting/ expensing monthly GSA Motor pool invoices . |
| Is there a particular date that we need to clear our 3885 and 3875 by? | Throughout the fiscal year and at year end, Regional Offices must take appropriate action to review and clear items that are pending in 3875 and 3885 clearing (suspense) funds for 60+ days. Annual Year certifications require that 3875 and 3885 suspense funds do not include transactions older than 60 days, as of 7/31/2018. ALAC will continue to monitor 3875 & 3885 suspense balances, to ensure outstanding items greater than 60 days are cleared as of 09/30/2018. |
| To clear payments made sitting in fund 6278 would we use CAATS Offset Fed/Non Fed Advance to clear them? | Regional Offices may use CAATS, ‘Cost/Revenue-Suspense Transfer’ module, ‘Within Station’ submodule to clear Payroll Transactions or ‘Suspense Offsetting Receivable’ submodule to process BD transactions and clear funds in the 6278 Deposit Fund Account. |
| How do we offset from the IPAC control point? | Regional Offices must submit a Miscellaneous Transfer Form (MTF) to their ALAC accountant, with proper costing elements to transfer funds from the FCP: IPACDSB05 default accounting string to the correct obligation. The elements must match the original transaction per the F859 RSD report i.e. SDD, Vendor Code, Line #, etc. ALAC will subsequently process the offset in FMS and clear the F859 report. |
| Can a station used these tools to see about researching an IPAC from previous year or 2? | Regional Offices may use FASPAC to research old IPACs. If the IPAC is greater than 2 years, they should click the option to search in “Archived IPACs”. Research may be performed in the ‘Query IPAC’ section, using the IPAC Document Reference Number, station number, amount and/or ALC (Agency Location Code) of the other federal agency. Limit the number of filters used in the query, to yield successful results. |
| 1. Will the IPAC invoices have a cutoff date? 2. When can we deobligate the remaining funds from the 1358 | 1. The monthly cutoff date for processing IPACs is determined by the 5-day window at each end of month, around the 24th or 25th of each month. The last day that ALAC will process IPACs for BFY18 is close of business September 21, 2018.  2. Remaining funds on 1358 obligations should be de-obligated after all invoices have been offset/expensed. |
| Has there been dates established that we should be aware of for year end? | The **FY 18 Annual Close Memorandum** was sent to the VBA Regional Offices on July 31, 2018. It includes important dates and required actions to be accomplished by September 30, 2018. Also, the **FY 18 Annual Close Webinar** was presented to Regional Offices on July 26, 2018. The training materials are available on the [VBA Administrative & Loan Accounting Center website](https://vbaw.vba.va.gov/VBAORM/alac/training.asp). |
| How do I get FASPAC access? | A VA Form 9957 is required for access to the FASPAC System. Regional Offices may contact the [VAFSC IPAC Processing Group](mailto:vafscipacprocessing@va.gov) or the CUPS personnel at your station for specific instructions on completing the access form. |