**VBA Payment Processing Webinar Training**

**Frequently Asked Questions**

**Resource Guide**

**January 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 Payment Processing Webinar Training delivered by Administrative Accounting Division (AAD) from VBA Administrative and Loan Accounting Center (ALAC) on January 24, 2019. The questions were submitted on the whiteboards and on the Skype IM during the training.

## VBA Questions and Answers (Q&A)

| **Payment Processing Question** | **Payment Processing Answer** |
| --- | --- |
| If the vendor code/AAI is not correct for VRE invoices, then we should contact the VRE office? | If the vendor code is incorrect on the invoice, please coordinate with the VR&E office. Schools who submit VAFSC Vendorizing Form (VAF 10091), must select the WINR Box in the Miscellaneous Action box.This selection triggers an FMS to CWINRs interface. If this box is NOT selected, the vendor code will be updated in FMS, and will never interface with CWINRs. |
| How will payments be researched for invoices processed via IPPS? | VRE Read Only access (Support Services Division and all other IPPS Users). Research using the Invoice Inquiry System (IIS).Note, the IIS enables IPPS users to search for the status and details of invoices based on specific search criteria. The search is restrictive to the station(s) you are assigned access to. [**VRE e-Authorization & e-Invoicing National Training**](https://hcm03.ns2cloud.com/sf/learning?destUrl=https%3a%2f%2fva%2dhcm03%2ens2cloud%2ecom%2flearning%2fuser%2fdeeplink%5fredirect%2ejsp%3flinkId%3dITEM%5fDETAILS%26componentID%3d4528353%26componentTypeID%3dVA%26revisionDate%3d1568999340000%26fromSF%3dY&company=VAHCM03) |
| When a vendor has a change in banking information for VR&E invoicing / payments, are we still utilizing the VA Form 10041 to submit updates? | VA form 10091 is used. Blocked vendors are vendors whose address or banking information is incorrect in the system (so they are unable to be invoiced). If there is an issue, have the vendor log into SAM.gov and update their information.  |
| How do we pay invoices for the VR&E purchase requests that are under the VR&E Purchase Request Module? Would it be under Certified Invoices? | VR&E and its Vendor/Facility will submit, process and approve invoices online. Vendors or Facilities can use their Tungsten Accounting System to submit invoices electronically to VR&E. Therefore, the invoice is then created in the Tungsten Network by the Vendor/Facility based on the authorization and sent back to IPPS for the VRC to certify and pay via IPPS.[**VRE e-Authorization & e-Invoicing National Training**](https://hcm03.ns2cloud.com/sf/learning?destUrl=https%3a%2f%2fva%2dhcm03%2ens2cloud%2ecom%2flearning%2fuser%2fdeeplink%5fredirect%2ejsp%3flinkId%3dITEM%5fDETAILS%26componentID%3d4528353%26componentTypeID%3dVA%26revisionDate%3d1568999340000%26fromSF%3dY&company=VAHCM03) |
| Please explain how Prompt Payment applies to State Approving Agencies (SAA). Specifically, where Regional Offices prepare the SF 1034’s on behalf of the Education Liaison Representatives (ELRs).  | State Approving Agencies are considered Commercial Vendors in FMS and are not eligible for accelerated payment. |
| Currently Certified payments locks in CAATS every time I attempt to Save/Save and Finish the Line Item detail. I must CTRL/ALT/DELETE to close the application and login again. Is there a fix for this | Please review attachment.  |
| Is an attachment required for all payments? | Yes, attachments are required for all payments. Attachments should be in the form of an invoices, please review RO Guide Chapter 3 below.<https://vbaw.vba.va.gov/VBAORM/fin/fin241c/ro_guides/Chapter_3_VoucherAudit.docx> |
| What information must be included in a Station’s CAATS Certified Payments Log?  Where in policy is this guidance found? | All invoices certified, whether in hard copy or by electronic means, will be supported with enough documentation to enable the audit of the transactions as required by law.https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeVIIIChapter01A.pdf |
| Are some payments technically exempting from prompt pay because of payments to other state agencies?  | No agency is exempt from Prompt Pay. However, some vendors are approved for accelerated payment – such as small and prime vendors.<https://fiscal.treasury.gov/prompt-payment/accelerated.html> |
| What is a Prime Vendor? | A Prime Vendor is the primary vendor on a contract with the Federal Government. However, the primary vendor can subcontract out some of the jobs to multiple vendors, some of which may be small businesses.  |
|  I noticed in the training the full SS# was used in the invoice field when processing suspense payments, is this ok? Or should the last four numbers of the SSN# be used? | The station should use last name and last four of the SSN or Claim Number. |
| Once IPAC is turned in how would the station go about tracking the IPAC to completion? | The station can review the UDN on UDDT in FMS to determine final disposition. Once the funds have been transferred from the UDN in FMS, the transaction is completed. |
| What happened to RSD? | Beginning December 1, 2019, Austin Information Technology Center (AITC) has retired RSD Web (OLD EOS/API). RSD was replaced with Financial Content Management (FCM) - EOS Thin Client web base application. FCM reports are the same reports you would see under RSD. Additionally, it replaces PAID and SnapWeb.<https://vaww.fcm-paid.aac.va.gov/EosThinClient/index.jsp> |
| Is there guidance for tracking expenditures related to the recent Puerto Rico earthquakes? | Click here for: [FSC NewsFlash FY20 Issue 07 - Accounting for Puerto Rico Earthquake Costs](https://vaww.fscdocs.fsc.va.gov/newsflash/News%20Flash%20FY20/FSC%20NewsFlash%20FY20%20Issue%2007%20-%20Accounting%20for%20Puerto%20Rico%20Earthquake%20Costs.docx) |
| How do we correct an employee vendor code? | Click her for: [FSC Newsflash FY20 Issue 03 - Employee Vendor File Webform](https://vaww.fscdocs.fsc.va.gov/newsflash/News%20Flash%20FY20/FSC%20NewsFlash%20FY20%20Issue%2003%20-%20Employee%20Vendor%20File%20Webform.docx) |
| How do we process IPACS and 1047s for SBP offsets and recoupments from monthly benefits and how to create 1047s in CAATS to pay attorney fees to vendorized attorneys? | Stations do not have access to process IPACS. An IPAC Payment/Collection Request needs to be completed, signed and sent to ALAC for input.To make a payment to an attorney, in CAATS under Payments > Suspense Payments please process Attorney Fees and Other Transactions - Treasury Offset Eligible (ZS) payment.To get an attorney vendorized, please complete form VA10091 and submit to the FSC Vendorizing team. Contact information is below |
| Please explain the different prompt payment types- and how are they assigned by FSC.  | In FMS you can view the prompt pay types by vendor code on the VRPT screen. For any additional questions please contact the FSC Vendorizing team.VAFSCCSHD@VA.GOVStation Care Center 1 (866) 372-1141Customer Care Center 1 (877) 353-9791Secure Fax (512) 460-5221 |