[](//upload.wikimedia.org/wikipedia/commons/1/1e/US-DeptOfVeteransAffairs-Seal.svg)



Centralized Administrative Accounting Transaction System (CAATS) & Financial Management System (FMS)

Participant Guide

Virtual Instructor-led Training (VILT)

FY2019

Version 1

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Lesson 1: Review Accounting Systems

| Lesson 1: PowerPoint Slides | Notes |
| --- | --- |
| **Lesson 1: Review Accounting Systems** | **Slide** “Lesson 1: Review Accounting Systems” |
| **Ice-Breaker– Poll Question**  *What VA Accounting Systems do you have experience with?*   * Financial Management System (FMS) * Central Administrative Accounting Transactions Systems (CAATS) * Document Management Systems (DMS) * No experience with any VA Accounting Systems   (*Select all that apply.*) | **Slide** “Ice-Breaker– Poll Question:” |
| **Agenda**   * Learning Objectives * Administrative Accounting Division (AAD) * Financial Management System (FMS) * Central Administrative Accounting Transactions Systems (CAATS) * Document Management Systems (DMS) * Summary * Questions | **Slide** “Agenda” |
| **Learning Objectives**  The objectives of this lesson:   * Describe the AAD functions with the Regional Offices * Discuss the different financial systems and how they function together * Describe the types of transactions each system can process | **Slide** “Learning Objectives” |
| **Administrative Accounting Division**  Administrative Accounting Division (AAD) serves as the leaders in the Administrative Loan and Accounting Center (ALAC) in processing, reconciling and providing oversight for Regional Offices (RO) Nationwide.  **Process:**   * Payments * Obligations * Write-offs * Travel   **Reconciliation:**   * General Ledgers * PAID report * Compensatory and Pension Funds   **Oversight:**   * Aged Accounts * Undelivered Orders * Federal Advances * Suspense * Accounting Receivables | **Slide** “Administrative Accounting Division” |
| **Process – Payment** | **Slide** “Process – Payment” |
| **Process – Payment, Cont.** | **Slide** “Process – Payment, Cont.” |
| **Poll Question:**  The AAD provides which of these services?   * 1. Oversight   2. Process   3. Reconciliation   4. All of the above | **Slide** “Poll Question:” |
| **Reconcile – GL** | **Slide** “Reconcile-GL” |
| **Oversight – Aged Accounts** | **Slide** “Oversight – Aged Accounts” |
| **Suspense** | **Slide** “Suspense” |
| **Administrative Accounting Division**  Administrative Accounting Division (AAD) offers several training opportunities:   * One-on-One assistance with assigned Accountant * Use conference calls or share screens to resolve issues * Webinars and On-site Training classes | **Slide** “Administrative Accounting Division” |
| **Financial Management System (FMS)**  Financial Management System (FMS) is a standardized, integrated, VA-wide system that interfaces externally with the Department of Treasury and other various federal and commercial vendors.  The system supports the collection, processing, and dissemination of financial information and transactions each fiscal year. | **Slide** “Financial Management System (FMS)” |
| **CGE Transactions** | **Slide** “CGE Transactions” |
| **CAATS Transactions** | **Slide** “CAATS Transactions” |
| **Poll Question:**  Travel advances and 1358 obligations are both processed in CGE.   1. True 2. False | **Slide** “Poll Question:” |
| **FMS**  To gain access into FMS use the following URL to start the process:  <https://vaww.caats3.va.gov>  The FMS services website provides:   * User Guides * Standard Operation Procedures * Monthly Reports   Station employees’ access is limited to:   * Read-only access for all other employees * Budget transactions for employees with budget authority | **Slide** “FMS” |
| **FMS – Common Command Types** | **Slide** “FMS – Common Command Types” |
| **CAATS**   * **C** = Centralized * **A** = Administrative * **A** = Accounting * **T** = Transactions * **S** = System   CAATS is an automated system that allows web-based input of accounting source documents; web-based approval of accounting source documents; automated interface into FMS for approved transactions.   * Employee has to register to become a user at: https://vaww.va.gov/fmshome/ | **Slide** “CAATS” |
| **CAATS ACCESS** | **Slide** “CAATS Access” |
| **CAATS ACCESS, Cont.** | **Slide** “CAATS Access, Cont.” |
| **CAATS Roles** | **Slide** “CAATS Roles” |
| **CAATS Roles, Cont.** | **Slide** “CAATS Roles, Cont.” |
| **Poll Question:**  Which roles have no input capability in CAATS?   1. Approver and Read Only 2. Initiator and Auditor 3. Initiator and Read Only 4. Read Only and Auditor | **Slide** “Poll Question:” |
| **DMS**  The Document Management System (DMS) is an electronic, image-based database that allows you to store and retrieve electronic documents on your computer. | **Slide** “DMS” |
| **DMS, Cont. (1 of 3)**  Benefits of DMS include:   * No more filing cabinets for scanned documents * Easy storage and retrieval of data * Reduced cost for paper, toner and storage * Easy search capabilities – no longer will you have to search through large paper filing systems * DMS provides a good audit trail to the Financial Management System (FMS) * Attribute fields in DMS can be cross-referenced in FMS * Provides technology to develop and implement better internal controls | **Slide** “DMS, Cont. (1 of 3)” |
| **DMS, Cont. (2 of 3)**   1. Treasury Offset 2. CAC View 3. Document Split 4. CAC Processing | **Slide** “DMS, Cont. (2 of 3)” |
| **DMS, Cont. (3 of 3)**  Transactions that are processed manually by ALAC will need to be stored in DMS. These documents can be sent via fax number - (512) 460-5539 or emailed to: [ADMINACCTG.VBAMLA@va.gov](mailto:ADMINACCTG.VBAMLA@va.gov)   * Regional Offices will only have read only access which will allow the modules to be used for research. | **Slide** “DMS, Cont. (3 of 3)” |
| **Poll Question:**  Which of the following is a benefit of DMS?   * 1. Additional copies providing a secure paper trail.   2. Easy storage and retrieval of data.   3. Cross-reference with CAATS.   4. All of the above. | **Slide** “Poll Question:” |
| **FMS: Demonstration and Activity**  **DIRECTIONS: Demonstration**   * **Open**: SAMPLE Job Aid- Financial Systems. * **Observe** demonstration. * **Use** the sample job aid to write a brief description of FMS in the “Brief Description” section. * **Write** several key functions/ services/ tips in the “Key Functions/Services/Tips” section for FMS. * **Participate** in class discussion   **VIEW:**   * **Demonstration – Results** | **Slide** “FMS: Demonstration and Activity” |
| **Summary** | **Slide** “Summary” |
| **Questions?** | **Slide** “Questions” |

SAMPLE Job Aid: FMS

**Instructions:**  Outline a brief description, key functions and services of the VA Financial Management System (FMS).

1. **FMS:**
   1. Brief description:

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* 1. Key functions/services and tips:

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Lesson 2: Delegation of Authority

| Lesson 2: PowerPoint Slides | Notes |
| --- | --- |
| Lesson 2:  Delegation of Authority  ****Introduction**** | Slide “Delegation of Authority” |
| Icebreaker  **Answer this question:**  **What do you want to get out of this lesson?** | Slide “Icebreaker” |
| Agenda  **The agenda for this lesson:**   * Delegation of Authority Functions * Delegation of Authority Assignments | Slide “Agenda” |
| **Learning Objectives**  **The objectives of this lesson:**   * Identify DOA certification tasks that Stations are responsible for completing. * Identify DOA certification tasks that ALAC is responsible for completing. * Identify DOA certification tasks that CAATS is responsible for completing. | Slide “Learning Objectives” |
| Delegation of Authority  Delegation of Authority (DOA) Requirement:   * Delegation of Authority is needed for each Regional Office (RO) which the Director has the authority to approve administrative accounting documents and transactions. * Directors or their designees are required to submit a ***recertification*** of their DOA in June. | Slide “Delegation of Authority” |
| Station Responsibilities  DOA station needs to complete the following responsibilities:   * Designate in writing by name and signature the responsible subordinates to perform the administrative accounting approving official duties as specified on the DOA. * Ensure alternate approving officials are appointed in case the primary approving official is not present. * Identify all approving officials, other than the Director, to approve the Director’s travel. | Slide “Station Responsibilities”  **ACTIVITY 1: IDENTIFYING STATION RESPONSIBILITIES IN THE DOA PROCESS**  **Directions:**   1. Consider your job and the accounting tasks and budget transactions you complete during your daily accounting activities. 2. Use the space provided to write down several examples to share with the class.   **Question One:** *What are some examples of accounting tasks or budget transactions that you are authorized to complete for your station as a result of the authority delegated to you?*  Example 1:  Example 2:  **Question Two:** *What are some examples of accounting tasks or budget transactions that you need to get approval for before they can be completed by you?*  Example 1:  Example 2:  **Question Three:** *What are some examples of where you are a primary approver, secondary approver, or a subordinate in your job as you complete accounting tasks and budget transactions?*  Example 1:  Example 2: |
| Station Responsibilities, cont.  ALAC DOA certification tasks that Stations are responsible for completing:   * Ensure the documents forwarded to ALAC for processing are signed by the designated person in accordance with the DOA. Pen/ink or PIV/PKI digital signatures are acceptable. * Conduct an annual review and submit a new DOA to ALAC no later than June 30th during recertification. A Recertification of delegation must be sent to ALAC regardless of any changes. * Forward a revised DOA to ALAC in the event an employee is no longer operating in his/her delegated position. These updates are submitted throughout the year so DOA remains current. | Slide “Station Responsibilities, cont.” |
| **ALAC Responsibilities**  DOA certification tasks that ALAC is responsible for completing:   * Coordinate with the stations to ensure the approving official name and signatures are on the DOA. Pen/Ink or PIV/PKI digital signatures are acceptable. * Ensure that the correct approving official signature/initials are on each document that is sent by the station for processing. * Periodically ensure that the approving official has not changed, or that there are no additional approving officials. DOA’s should be updated as changes occur. | Slide “ALAC Responsibilities” |
| **ALAC Responsibilities, Cont.**  **Tasks ALAC completes when DOA documentation is received:**   * Accountants will verify updated DOA documents and signatures of all certifying officials. If certifying official signatures are missing, the Accountants will notify the stations and obtain a valid DOA. * ALAC will not process any documents until the DOA is complete with all certifying official signatures. * ALAC Supervisors should review the annual updated DOA documents to ensure all certifying official signatures are on the updated station DOA documents. These documents are reviewed and sent to Central Office. | Slide “ALAC Responsibilities, Cont.” |
| **Delegation of Authority Letter**  **The following is an example of a DOA Letter:**   * Screenshot - DOA Letter | Slide “Delegation of Authority Letter” |
| **Who is responsible?**  **Draw a star in the column of who is responsible for completing the task using your participation tools.**   * Station * ALAC * Both | Slide “Who is Responsible?”  **ACTIVITY 2: IDENTIFYING ALAC RESPONSIBILITIES IN THE DOA PROCESS**  **Directions:**   1. Read the task provided. 2. Select who is responsible for completing the task in the space provided before voting closes.   **Task One:** *Ensure DOA documents are signed by the designated person in accordance with the DOA process.*  **Station**  **ALAC**  **Both**  **Task Two:** *Identify all approving officials, other than the Director, to approve Travel.*  **Station**  **ALAC**  **Both**  **Task Three:** *Submits DOA Letters in print format using DMS/FileNet.*  **Station**  **ALAC**  **Both**  **Task Four:** *Periodically ensures that the approving officials and subordinates in the DOA Letter on file have not changed.*  **Station**  **ALAC**  **Both**  **Task Five:** *Forwards the DOA Letter to the Central Office.*  **Station**  **ALAC**  **Both** |
| **CAATS Responsibilities**  **DOA certification tasks that CAATS is responsible for completing:**   * Ensure approving officials legibly sign and initial the DOA in DMS before the approver role is granted in CAATS | Slide “CAATS Responsibilities” |
| **VR&E Letter**  **The following is an example of a VR&E letter:**   * Screenshot – VR&E Letter | Slide “VR&E Letter” |
| **Poll Question**  Who is responsible for notifying a station when an official certifying signature is missing from a DOA Document?   * + ALAC   + CAATS   + Both ALAC and CAATS   + Neither ALAC or CAATS | Slide “Poll Question”  **IDENTIFYING CAATS RESPONSIBILITIES IN THE DOA PROCESS**  **Directions:**  Select the checkbox next to the correct answer and submit your vote before voting closes.  **Question:** *Who is responsible for notifying a station when an official certifying signature is missing from a DOA Document?*  **ALAC**  **CAATS**  **Both ALAC and CAATS**  **Neither ALAC or CAATS** |
| **Questions**  **Summary** | Slide “Questions”  **ACTIVITY 3: LESSON 2 REVIEW – DELEGATION OF AUTHORITY TASKS**  **Directions:** You have just completed training on this topic and now it is time to reflect on what you learned. Take a moment to read each task below and rate your confidence in understanding each one. Use a rating scale where 1 = Not at all Confident, 2 = Somewhat Confident, 3 = Confident, 4 = Very Confident, 5 = Extremely Confident.  Question:*How* *confident do you feel in* *performing each of these job tasks?*  **Identify Station responsibilities in the DOA Process.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Identify ALAC responsibilities in the DOA Process.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Identify CAATS responsibilities in the DOA Process.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident |

Lesson 3: Starting the Funding Cycle

| Lesson 3: PowerPoint Slides | Notes |
| --- | --- |
| Lesson 3: Starting the Funding Cycle | **S**lide “Lesson 3: Starting the Funding Cycle” |
| **Ice Breaker-Poll Question:**  How familiar are you with the Budget Cycle?   1. Very familiar – I could explain it to others 2. Somewhat familiar – I could help someone else explain it to others 3. Unfamiliar – I would need it to be explained to me | **S**lide “Ice Breaker Poll Question” |
| Agenda   * Budget Cycle * Fund Distribution * Formulation of Station Budget * FMS Budget Tables * Budget Distribution in CAATS | **S**lide “Agenda” |
| **Learning Objectives**  **The objectives of this lesson:**   * Explain the budget cycle * Review FMS budget tables for transaction details * Describe the process for performing budget transactions in CAATS/FMS | **S**lide “Learning Objectives” |
| Budget Cycle  **Six Steps of the Budget** Cycle   1. Appropriation / Apportionment 2. Dept of VA 3. VA Central Office (VACO) 4. Sub-allotment 5. Allowance 6. Sub-allowance | **S**lide “Budget Cycle” |
| Budget Cycle, Cont.  **VA Budget: Formulation and Disbursement of Funds** | **S**lide “Budget Cycle, Cont.” |
| Budget Distribution  **FMS Transactions**  Stations send requests for additional funds to VACO instead of ALAC.   * FMS Transactions processed by the VA Central Office (VACO):   + Appropriation & Apportionment (AA)   + Appropriation Transfer (TA)   + Allotment (AC)   + Sub-Allotment (SL)   + Allowances (AL)   + Allowances Transfers (AT) * FMS Transactions processed by the  VA Regional Office (VARO)   + Sub-allowances Distributions (SA)   + Sub-allowance Transfers (ST) | **S**lide “Budget Distribution” |
| **Limitations**  Limitations on SASP Table   * The following comprise a Fund Control Point when combined:   + 11 Salary   + 12 Benefits   + 21 Travel   + 22 Transportation   + 23 RCU   + 24 Print   + 25 Contracts   + 26 Supply   + 31 Equipment | **S**lide “Limitations” |
| **Formulation of a Station Budget**  Stations send proposed budgets to VACO that estimates the following for the upcoming fiscal year:   * **Limitations** * **Programs** * **Projects** | **S**lide “Formulation of a Station Budget” |
| **Budget Timeline**  Two-Year Budget Submission | **S**lide “Budget Timeline” |
| **Poll Question**  **Scenario One:**  VACO disburses $250,000.00 to VARO for FY-2019.  **Question One:**  What type of FMS budget transaction does VACO staff use to disburse the funds to VARO Staff?   * 1. AA   2. AC   3. AL   4. SL | **S**lide “Poll Question” |
| **Poll Question**  **Scenario One, Cont.:**  VACO disburses $250,000.00 to VARO for FY-2019.  **Question Two:**  Which FMS table is used to process the budget transaction?   1. SA 2. AL 3. AA 4. AC | **S**lide “Poll Question” |
| **Poll Question**  **Scenario Two:**  The Station 105 equipment budget only contains $2,000.00 but the purchase is within the spending limit for equipment.  **Question One:**  Who do you contact to request additional funds?   * 1. ALAC   2. OMB   3. VACO   4. VARO | **S**lide “Poll Question” |
| **Poll Question**  **Scenario Three:**  VARO approves transferring $500.00 from the Station 105 supply budget to the Station 105 equipment budget.  **Question One:**  The funds are transferred using which type of FMS budget transaction?   * 1. AL   2. AT   3. SA   4. ST | **S**lide “Poll Question” |
| **FMS Budget Tables**  Use the following tables to locate budget transactions and details in FMS:   * Allowance Table (ALLW) * Sub-allowance Spending Control Inquiry Table (SASP) * Sub-allowance Obligation Inquiry Screen (SAOB) | **S**lide “FMS Budget Tables” |
| **ALLW Table**  Example of an ALLW Table in FMS: | **S**lide “ALLW Table”  **DEMONSTRATION – FMS LIVE** |
| **SASP Table**  Example of an SASP Table in FMS: | **S**lide “SASP Table in FMS”  **DEMONSTRATION – SASP Table** |
| **SAOB Table**  Example of an SAOB Table in FMS: | **S**lide “SAOB Table in FMS”  **DEMONSTRATION – SAOB Table** |
| **Poll Question**  **Scenario Four:**  You are a Financial Liaison at Station 105, who has been asked to confirm whether there is enough money in the FY-2019 budget to purchase new office chairs for all employees. The estimated cost is $2,500.  **Question One:**  Which table do you use to reference the budget?   1. ALOT 2. SALT 3. ALLW 4. SASP | **S**lide “Poll Question” |
| **Poll Question**  **Scenario Four, Cont.:**  You are a Financial Liaison at Station 105, who has been asked to confirm whether there is enough money in the FY-2019 budget to purchase new office chairs for all employees. The estimated cost is $2,500.  **Question Two:**  What LIMITATION is assigned for equipment?   * 1. 11   2. 12   3. 26   4. 31 | **S**lide “Poll Question” |
| **Short Answer Question**  Consider examples of when you will reference each FMS Budget Table during your daily (or monthly) accounting activities.  What are some examples of situations where you would use the ALLW table? | **S**lide “Short Answer Question” |
| **Short Answer Question**  Consider examples of when you will reference each FMS Budget Table during your daily (or monthly) accounting activities.  What are some examples of situations where you would use the SASP table? | **S**lide “Short Answer Question” |
| **Short Answer Question**  Consider examples of when you will reference each FMS Budget Table during your daily (or monthly) accounting activities.  What are some examples of situations where you would use the SAOB table? | **S**lide “Short Answer Question” |
| **Budget Distribution**  Example of an SA Header entry form in CAATS: | **S**lide “Budget Distribution”  **DEMONSTRATION – Distribution in CAATS** |
| **Budget Distribution, Cont.**  Example of an SA Line Item entry form in CAATS: | **S**lide “Budget Distribution, Cont.” |
| **Control Point Transfer**  Example of an ST Header entry form in CAATS: | **S**lide “Control Point Transfer”  **DEMONSTRATION – Control Point Transfer** |
| **Control Point Transfer, Cont.**  Example of an ST Line Item entry form in CAATS: | **S**lide “Control Point Transfer, Cont.” |
| **FMS – SA**  Example of how the SA Transaction appears in FMS: | **S**lide “FMS - SA” |
| **FMS – ST**  Example of how the ST Transaction appears in FMS: | **S**lide “FMS - ST” |
| **Poll Question**  What Action Code should always be used when completing an SA Line Item entry for a distribution in CAATS?   * 1. A   2. C   3. D   4. R | **S**lide “Poll Question” |
| **Poll Question**  When you complete a Control Point Transfer and enter the FCP/PRJ that you want to take funding from, the entry is made in the:   * 1. ST Header   2. ST Line Item | **S**lide “Poll Question” |
| **Poll Question**  When completing an ST line item entry form, what field selection must be made in order for the control point transfer to process in CAATS/FMS?   * 1. Select Y in the 'From Indicator' field.   2. Select N in the 'From Indicator' field.   3. Check the Description checkbox before entering a Description in the Description Field.   4. Select the current quarter (1, 2, 3, or 4) in the Quarter field. | **S**lide “Poll Question” |
| Summary  **Today you:**   * **Explained the budget cycle** * **Reviewed FMS budget tables for transaction details** * **Described the process for performing budget transactions in CAATS/FMS** | **S**lide “Summary” |
| **Questions** | **S**lide “Questions” |

Lesson 4: Obligations

| Lesson 4: PowerPoint Slides | Notes |
| --- | --- |
| **Lesson 4: Obligations** | **Slide** **1.** “Lesson 4: Obligations” |
| **Ice Breaker – Poll Question**  How many obligations have you processed in the past 12 months?   * 1. None   2. Fewer than 20   3. Between 20 and 100   4. More than 100 | **Slide** **2.** “Ice Breaker – Poll Question” |
| Agenda   * **Learning Objectives** * **Numbering Schema** * **Policies** * **Procedures**   + **VAF 1358**   + **VAF 2237** * **Local Travel Obligations** * **CAATS Obligations** * **Summary** * **Questions** * Financial Policies | **Slide** **3.** “Agenda” |
| **Learning Objectives**  The objectives of this lesson:   * Recognize the acceptable methods to establish and modify obligations per VAF policy * Use the FMS tables to determine the accounting string * Understand the CAATS obligation modules * **Establish, modify, and cancel obligations** | **Slide** **4.** “Learning Objectives” |
| **1358 Obligation Numbering Schema**  **Fund Type/Numbering**  Non-Federal/JX0001-JX3999  Certified/JX5000-JX7999  Federal/JX8000-JX9999  Minor Construction Non Federal/ZX0000-ZX3999  Minor Construction Certified/ZX5000-ZX7999  Benefit Travel/TX9931  **\* Note: X = BFY** | **Slide** **5.** “1358 Obligation Numbering Schema” |
| **Requisition Numbering Schema**  **Fund Type/Numbering**  GOE/JX4001-JX4999  Construction/ZX4000-ZX4999  IT (Prior Years Only) SX4001-SX4999  **\* Note: X = BFY** | **Slide** **6.** “Requisition Numbering Schema” |
| **1358 Obligation Procedures**  **Steps for Processing 1358 Obligations**  **Step 1:** Determine required goods and services.  **Step 2:** Create the Obligation Number.  **Step 3:** Establish an Intra-Agency Agreements (IAA) number.  **Step 4:** Submit the IAA number.  **Step 5:** Request a 1358 Obligation in CAATS.  **Step 6:** Enter the IAA number in “Notes Section”. | **Slide** **7.** “1358 Obligation Procedures” |
| **1358 Obligation Procedures, Cont.**  **Step 1:** Determine required goods and services.   * Policies * Procedures * Approved Uses/Invalid Uses   VAF Policies and Procedures, Volume II, Chapter 6 January 2013. | **Slide** **8.** “1358 Obligation Procedures, Cont.” |
| **1358 Obligation Procedures, Cont.**  **Step 1, cont.:** Determine required goods and services.  Examine prior year operating plan to identify current needs and services.  Type/Details:  Employee reimbursements   * + Training   + Professional Liability   + Insurance   Travel   * + Benetravel   General   * + Motorpool   + Printing | **Slide** **9.** “1358 Obligation Procedures, Cont.” |
| **1358 Obligation Procedures, Cont.**  **Step 2:** Create the Obligation Number.  Based on the required goods and services, the Obligation number must be created following the numbering schema.  **Step 3:** Establish an IAA number.  If these are Intra-agency agreements (IAA) between/within VA offices/facilities where payment will cross Treasury Account Symbols, an IAA number will have to be established. | **Slide** **10.** “1358 Obligation Procedures, Cont.” |
| **1358 Obligation Procedures, Cont.**  **FSC Repository Process** | **Slide** **11.** “1358 Obligation Procedures, Cont.” |
| **1358 Obligation Procedures, Cont.** | **Slide** **12.** “1358 Obligation Procedures, Cont.” |
| **1358 Obligation Procedures, Cont.** | Slide **13** “1358 Obligation Procedures, Cont.” |
| **1358 Obligation Procedures, Cont.**  **Step 4: Submit the IAA number.**  **Submit the IAA number to the FSC Agreement Repository for review.**  **Step 5: Request a 1358 Obligation in CAATS.**  **Request a 1358 Obligation in CAATS and include the FSC IAA Email as support document.**  **Step 6: Enter the IAA number in “Notes Section”.**  **Enter the IAA number in the “Notes Section” of the 1358 Obligation.** | Slide **14.** “1358 Obligation Procedures, Cont.”  **REVIEW Steps 4, 5 and 6.**  **EMPHASIZE the processes involved in submitting an IAA number, requesting a 1358 obligation in CAATS, and entering the IAA number.**  **ASK participants: Which of these six steps might they be most likely to forget to do?**  **NOTE:** Use the participants’ responses to this question to help you gauge their comprehension as you are introducing this material. You can tailor your approach and/or discussions on this topic based on their responses.  **TELL** participants to respond using the chat feature.  **REMIND** participants to enter only a single number; from 1 to 6.  **REVIEW/DISCUSS** participant responses, which will vary. |
| **Poll Question:**  What is the first step that should be taken when processing 1358 obligations?   1. Create the Obligation Number 2. Determine required goods and services 3. Establish an IAA number 4. Submit the IAA number | **Slide 15.** “Poll Question” |
| **CAATS 1358 Obligations** | **Slide** **16.** “CAATS 1358 Obligations” |
| **1358 Supporting Documents**  Examples of Required Support Documents:   * Interagency Agreements (IAAs) * Memorandums of Understanding (MOUs) * GSA 2957, Reimbursable Work Authorization (RWA) * VA 2269, Interagency Cross-Servicing Support Agreement * FPS 57 (T), Security Work Authorization (SWA) * Invoices * Settlement Agreements for Tort Claims * SF-1, Request for Printing and Binding * National Contracts – No IAA   + Example – GSA Motorpool | **Slide** **17.** “1358 Supporting Documents” |
| **Poll Question:**  Funding for goods and services should be reserved before an IAA number has been requested.   1. True 2. False | **Slide 18.** “Poll Question” |
| **1358 Travel Obligations**   * All local Travel obligations must be processed in Concur Government Edition (CGE). * ***Beneficiary travel*** for Chapter 31 Veterans  (Centrally Billed Travel Card) should be established as follows:   Obligation No: XXXTX9931  Fund: 0137NS  Cost Center: 308000  ACC/FCP: 0137000CC  BOC: 4146 | **Slide** **19.** “1358 Travel Obligations” |
| **1358 Travel Obligations, Cont.** | **Slide** **20.** “1358 Travel Obligations, Cont.” |
| FMS Travel Research Tables   * **TOHT - Travel Order Header Inquiry Table**   + Lists all travel obligations entered into FMS * **TOLT - Travel Order Line Inquiry Screen**    + Lists the accounting information associated with each travel obligation entered into FMS | **Slide** **21.** “FMS Travel Research Tables” |
| **Requisitions Obligation Procedures**  **Steps for Processing 2237 Obligations**  **Step 1:** Determine required goods and services.  **Step 2:** Reserve funding for goods and services.  **Step 3:** Analyze existing obligations. | **Slide** **22.** “Requisitions Obligation Procedures” |
| **1358 Obligation Procedures**  **Step 1:** Determine required goods and services.   * Policies * Procedures * Approved Uses/Invalid Uses   VAF Policies and Procedures, Volume II, Chapter 6 January 2013 | **Slide** **23.** “1358 Obligation Procedures, Cont.” |
| **Requisitions Obligation Procedures**  Step 2: Reserve funding for goods and services.   * VAF 2237 * Approved Uses   + De-regulated Utilities   + Postage   + Furniture * CAATS Requisitions Module   + Purchase requisition Sub-Module | **Slide** **24.** “Requisitions Obligation Procedures” |
| **Requisitions Process**  CAATS-Purchase Request Sub-module, to:  Initiator enters PR, to:  Approver DOA, to:  Finance Approve ALAC/AAD, to:  Electronic Contract Management System (eCMS) Used to make award, to:  CAATS-Establish/Modify Purchase Order Submodule, to:  Approver DOA, to:  Financer Approver ALAC/AAD, to:  Purchase Order submitted to FMS, to:  Financial Management System (FMS) | **Slide** **25.** “Requisitions Process” |
| **CAATS Requisitions Obligations** | **Slide** **26.** “CAATS Requisitions Obligations” |
| **CAATS Requisitions Obligations, Cont.** | **Slide** **27.** “CAATS Requisitions Obligations, Cont.” |
| **CAATS Requisitions Obligations, Cont.** | **Slide** **28.** “CAATS Requisitions Obligations, Cont.” |
| **Review Obligation Procedures**  Step 3: Analyze existing obligations.   * Determine that monthly payments, transfers and offsets are correctly applied to obligations * Ensure the obligation has sufficient funding for upcoming expenditures using RSD reports F850 and F851 * Research aged Unliquidated Obligations (UDO) for current activity and > 60 days (Monthly EOM CAATS Reconciliation) | **Slide** **29.** “Review Obligation Procedures” |
| **Sample F850 Report** | **Slide** **30.** “Sample F850 Report” |
| **Poll Question:**  VA Form 1358 and VA Form 2237 obligations are processed in which system?   1. FMS 2. FASPAC 3. eCMS 4. CAATS | **Slide 31.** “Poll Question” |
| **FMS Research Tables**   * **ALLW - Allowance Table**    + Provides available allowance balances * **SASP - Suballowance Spending Control Inquiry Table**    + Provides available FCP/LMT balances * **FUND - Fund Reference Data Table**   + Description of Funds * **PGMT - FCP/Project Table**    + Description of the FCP/Projects * **ORGN - Station/Cost Center Table**    + Description of Stations/Cost Centers | **Slide** **32.** “FMS Research Tables” |
| **FMS Research Tables, Cont.**   * **DXRF - Document Cross Reference Table**    + Lists every transaction that effects the document listed * **VNAM - Vendor Name Inquiry Table**    + List all vendors that have done business with the VA – including employees * **VZIP - Zip Code Vendor Name Inquiry Table**    + Lists vendors by the zip code and the vendor name | **Slide** **33.** “FMS Research Tables, Cont.” |
| **FMS Construction Research Tables**   * **SPRJ - Sub-Project Reference Screen**    + Description of project and status of funds * **IWPX - Installation Wide Project/Project Cross Reference Screen**    + Lists funds and accounting string for a project * **SPDX - Spending Control Document Cross Reference Screen**    + List obligations and expenditures by fund control point and BOC | **Slide** **34.** “FMS Construction Research Tables” |
| **Activity – 1358 Obligations**  **SCENARIO:**  A recent hire has joined your station. You have been tasked with creating a job aid providing step-by-step instructions for establishing, modifying and cancelling a 1358 obligation. | **Slide** ****35.**** “Activity – 1358 Obligations” |
| **Activity – 1358 Obligations, Cont.**  **Activity Description**  **This is a two-part activity:**   * Part 1: Instructor Demonstration   + - Establish a 1358 obligation * Part 2: Participant Activity   + - Record steps to modify or cancel\* a 1358 obligation   \* Task to be assigned by instructor | **Slide** ****36.**** “Activity – 1358 Obligations, Cont.” |
| **Activity – 1358 Obligations, Cont.**  **DIRECTIONS: Part 1: Demonstration, Cont.**     * Sample Job Aid:   Establish, Modify and  Cancel a 1358 Obligation   * Located in Appendix A  of the Participant Guide | **Slide** ****37.**** “Activity – 1358 Obligations, Cont.” |
| **Activity – 1358 Obligations, Cont.**  **DIRECTIONS: Part 1: Demonstration, Cont.**   * Observe the demonstration. * Record the steps for establishing a 1358 obligation in the “Establish” section of the document: “Job Aid: Establish, Modify and Cancel a 1358 Obligation in CAATS”. * Time allotted: 20 minutes   + - 15 minutes:       * Demonstration by instructor       * Recording of conversion by participants       * Questions and class discussion     - 5 minutes: Questions about proceeding with Part 2 | **Slide** ****38.**** “Activity – 1358 Obligations, Cont.” |
| **Activity – 1358 Obligations, Cont.**  **Establishing a 1358 Obligation** | **Slide** ****39.**** “Activity – 1358 Obligations, Cont.” |
| **Activity – 1358 Obligations, Cont.**  **Demonstration – Solution** | **Slide** ****40.**** “Activity – 1358 Obligations, Cont.” |
| **Activity – 1358 Obligations, Cont.**  **DIRECTIONS: Part 2: Participant Activity**   * Working individually, complete the Outline section assigned to you by the instructor, using the content presented in this class as a resource. * **Task Assignment**   + - A – M: Modify     - N – Z: Cancel | **Slide** ****41.**** “Activity – 1358 Obligations, Cont.” |
| **Activity – 1358 Obligations, Cont.**  **DIRECTIONS: Part 2: Participant Activity**   * Use the chat feature to ask the instructor any questions you may have. * Be prepared to participate in a class discussion and to share your results. * Time allotted: 25 minutes   + - 15 minutes: Recording of steps by participants     - 10 minutes: Class discussion | **Slide** ****42.**** “Activity – 1358 Obligations, Cont.” |
| **Activity – 1358 Obligations, Cont.**  **RESULTS:** | **Slide** **43.** “Activity – 1358 Obligations, Cont.” |
| **Activity – 1358 Obligations, Cont.**  **Participant Activity – Solution** | **Slide** ****44.**** “Activity – 1358 Obligations, Cont.” |
| Summary  **Today you:**   * **Recognized the acceptable methods to establish and modify obligations per VAF policy** * **Used the FMS tables to determine the accounting string** * **Understood the CAATS obligation modules**   + **Establish, modify, and cancel obligations** | **Slide** **45.** “Summary” |
| Questions? | **Slide** **46.** “Questions?” |
| Policies | **Display slide 47 - Policies** |
| Policies | **Display slide 48 - Policies** |
| Policies | **Display slide 49 - Policies** |

Appendix A – Blank

SAMPLE Job Aid: Establish, Modify and Cancel  
a 1358 Obligation

**Instructions:**  Record the steps for each action in the space below.

*Please note:* The number of steps may differ from the numbers provided in the outline. Adjust the document accordingly.

1. **Establish:**
2. **Modify:**
3. **Cancel:**

Appendix B - Demonstration

SAMPLE Job Aid: Establish, Modify and Cancel  
a 1358 Obligation

**Instructions:**  Record the steps for each action in the space below.

*Please note:* The number of steps may differ from the numbers provided in the outline. Adjust the document accordingly.

1. **Establish:**
   1. Determine required goods and services
   2. Create the Obligation Number
   3. Establish an IAA number
   4. Submit the IAA number
   5. Request a 1358 Obligation in CAATS
   6. Enter the IAA number in “Notes Section”
2. **Modify:**
3. **Cancel:**

Appendix C – Solution

SAMPLE Job Aid: Establish, Modify and Cancel  
a 1358 Obligation

**Instructions:**  Record the steps for each action in the space below.

*Please note:* The number of steps may differ from the numbers provided in the outline. Adjust the document accordingly.

1. **Establish:**
   1. Determine required goods and services
   2. Create the Obligation Number
   3. Establish an IAA number
   4. Submit the IAA number
   5. Request a 1358 Obligation in CAATS
   6. Enter the IAA number in “Notes Section”
2. **Modify:**
3. **Cancel:**

Lesson 5: Collections, Deposits, and Out of Balances with Treasury

| Lesson 5: PowerPoint Slides | Notes |
| --- | --- |
| **Lesson 5: Collections, Deposits, and Out of Balances with Treasury** | **Slide** **1.** “Lesson 5: Collections, Deposits, and Out of Balances with Treasury” |
| **Ice Breaker – Poll Question**  How many deposits have you processed in the past 12 months?   * 1. None   2. Fewer than 20   3. Between 20 and 100   4. More than 100 | **Slide** **2.** “Ice Breaker – Poll Question” |
| Agenda   * **Learning Objectives** * **Deposit Flowchart** * **Types of Deposit Transactions** * **Debit Vouchers** * **LGY Debit Vouchers** * **Deposits Processed by ALAC** * **OTCnet** * **Out of Balances** * **Travel Fees** * **Summary** * **Questions** * **Course References** | **Slide** **3.** “Agenda” |
| **Learning Objectives**  The objectives of this course:   * Describe the deposit process * Identify deposits processed by ALAC * Identify common causes of out of balances * Explain the process on clearing out of balances | **Slide** **4.** “Learning Objectives” |
| **Deposit Flowchart** | **Slide** **5.** “Deposit Flowchart” |
| **Poll Question:**  CAATS interfaces in real time with FMS, which is the VA system of record.   1. True 2. False | **Slide 6.** “Poll Question” |
| **Types of Deposit Transactions**   * **Cash Receipt (CR)** – Records all money collected from the public, VA employees, Veterans, and other agencies and reported to Treasury   + It is also used to record any adjustments made to a deposit   + CR processed in CAATS under Deposit > Cash Receipt * **Cash Receipt & Convenience Check Offset (ZR)** – Records funds collected and offsets convenience check advance with one transaction   + ZR processed in CAATS under Deposit > Convenience Check | **Slide** **7.** “Deposit Transaction Types” |
| **Deposit Transaction Types, Cont.**   * **Loan Receipt (LR)** – Records funds collected for bills of collections related to VA Loan Electronic Reporting Interface (VALERI) for LGY | **Slide** **8.** “Deposit Transaction Types, Cont.” |
| Debit Vouchers  **Debit Vouchers** are prepared to record transactions that decrease the TGA balance.   * Payment returned by Treasury for Non-Sufficient Funds (NSF), Closed account (Deceased Account Holder), Stale Dated Check * The SF 5515 debit voucher is used for reporting uncollectible items previously credited to the TGA on the SF 215 * Processed as Cash Receipt Debit in CAATS | **Slide** **9.** “Debit Vouchers” |
| **LGY Debit Vouchers**  **LGY** Debit Vouchers received by the station:   * If the related deposit funds have already been transferred (CAATS EB transaction) to Station 105 ALAC * Email VBA Mortgage Loan Accounting ALAC.VBAMLA@va.gov to request the funds be transferred from Station 105 back to the station. Once they have receipt of the funds in their suspense fund, they can process the debit voucher in CAATS. * If the related deposit funds have not yet been transferred to Station 105 ALAC, and are still in the station’s suspense fund * The station can process the debit voucher in CAATS to clear their suspense fund. | **DISPLAY** slide **10** “LGY Debit Vouchers” |
| **Deposits Processed by ALAC**  Not all Deposits are recorded in CAATS. Some are entered manually in FMS by ALAC accounting technicians.  **By AAD**:   * PARKING FEES – Records funds applied for STA 316 * MODIFICATIONS or corrections to deposits (amounts) * REJECTS – Missing information   **By LGY**:   * LOAN RECEIPT (LR) – Records funds collected for bills of collections related to the VA Loan Electronic Reporting Interface (VALERI) for LGY. | **Slide** **11.** “Deposits Processed by ALAC” |
| **LGY Deposit Process**  **LGY Deposits** – records funds collected for the Loan Guaranty (LGY) Program.   * Station staff will utilize CAATS under Deposit > Cash Receipt to records deposits for LGY funds into Suspense Fund 3875. * UDN Format: Station # + LGY + Deposit Ticket # * Example: 362LGY123456 * The next business day, the station will: * (1) utilize CAATS Between Station Transfer Module to process an EB transfer of LGY funds from their Station’s 3875 suspense fund to ALAC’s (Station 105) 3875 suspense, and * (2) supporting documentation will be uploaded into CAATS. | **DISPLAY** slide **12** “LGY Deposit Process” |
| **Poll Question:**  What types of deposits are recorded in CAATS? | **Slide 13.** “Poll Question” |
| **OTCnet**   * All deposits are prepared in the **Over the Counter Channel Application** (**OTCnet**).   + Deposit Processing   + Check Capture- scans checks electronically * Deposit ticket numbers are system generated and are available to the station/agent cashier the following day. | **Slide** **14.** “OTCnet” |
| **OTCnet, Cont.**   * Debits also post through the Treasury when checks from earlier deposits did not successfully clear. * Debit vouchers are assigned a new Document Number (Debit Voucher Number) in OTCnet. * 5515 Debit Voucher Report | **Slide** **15.** “OTCnet, Cont.” |
| **What Causes Out of Balances?**  An Out of Balance occurs when what was reported to Treasury through OTCnet does not match what was recorded in FMS. | **Slide** **16.** “What Causes Out of Balances?” |
| **Common Causes of Out of Balances**   * Incorrect deposit/debit voucher number. * Station not recording deposits in CAATS/FMS in a timely manner. * Debit Vouchers-payment returned by Treasury for Non-Sufficient Funds (NSF), Closed account (Deceased Account holder), or Stale-Dated Check. | **Slide** **17.** “Common Causes of Out of Balances” |
| **Short Answer Question:**  An Out of Balance occurs when: \_\_\_\_\_\_\_\_\_\_\_ | **Slide 18.** “Short Answer Question” |
| **Clearing Out of Balances**   * Check FSC 224 website at beginning of month * Notify stations of out of balances * Follow-up with stations to ensure they are addressing out-of-balance   + It is the station’s responsibility to ensure all items are reconciled at end of the month   + Transactions processed need to be verified in FMS thru CRLT, SUSA, or DXRF (CR Transaction)   + Verify CRs through RSD reports: F48P, F48C, F848 | **Slide** **19.** “Clearing Out of Balances” |
| **Clearing Out of Balances, Cont.**   * ALAC verifies the deposit or voucher clears the SF 224 website * Send email to FSC requesting manual matches * Any red indicated items not addressed within 90 days will appear on Director’s Report | **Slide** **20.** “Clearing Out of Balances, Cont.” |
| **Travel Fees** | **Slide** **21.** “Travel Fees” |
| **Activity: Processing a Deposit**  **SCENARIO:**  You have been asked by your supervisor to work with a new hire who has recently joined your station. You have been tasked with explaining the deposit process, and although you have provided your new coworker with a Deposit Flowchart that maps out the process, your coworker is struggling to understand.  After a few hours, it occurs to you that it might not be the process but the presentation. You ask your new coworker if it would be easier to understand the process if you converted the flowchart into a narrative process. | **Slide** ****22.**** “Activity: Processing a Deposit” |
| **Activity: Processing a Deposit, Cont.**  **SCENARIO, Cont.:**  Visibly relieved, your coworker takes you up on your offer to convert the deposit flowchart into a narrative outline. | **Slide** ****23.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **Activity Description**  **This is a two-part activity:**   * Part 1: Instructor Demonstration   + - Convert the first part of the deposit flowchart to a narrative description * Part 2: Participant Activity   + - Complete converting the deposit flowchart to a narrative description \*   \* Task to be assigned by instructor | **Slide** ****24.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **Deposit Flowchart** | **Slide** ****25.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **DIRECTIONS: Part 1: Demonstration**   * SAMPLE Job Aid: Processing a Deposit * Located in Appendix A of the Participant Guide | **Slide** ****26.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **DIRECTIONS: Part 1: Demonstration, Cont.**   * Observe the demonstration. * Record the results of the demonstration in the “Station” section of the document: “Job Aid: Processing a Deposit”. * Be sure to use full sentences and identify acronyms. * Time allotted: 20 minutes   + 15 minutes:     - Demonstration by instructor     - Recording of conversion by participants     - Questions and class discussion   + 5 minutes: Questions about proceeding with Part 2 | **Slide** ****27.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **Processing a Deposit**  **Station**  **Treasury**  **Systems/Centers**  **CAATS**  **FMS**  **FSC** | **Slide** ****28.**** “Activity: Processing a Deposit, Cont.” |
| **Demonstration – Solution**  **Deposit Flowchart:  “Station” Excerpt** | **Slide** ****29.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **DIRECTIONS: Part 2: Participant Activity**   * Working individually, complete the portion of the flowchart-to-narrative-description conversion assigned to you by the instructor, using the content presented in this class as a resource. * **Task Assignment**   + A – M: Treasury   + N – Z: Systems/ Centers | **Slide** ****30.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **DIRECTIONS: Part 2: Participant Activity, Cont.**   * Use the chat feature to ask the instructor any questions you may have. * Be prepared to participate in a class discussion and to share your results. * Time allotted: 25 minutes   + - 15 minutes: Completion of flowchart-to-narrative-description conversion     - 10 minutes: Class discussion | **Slide** ****31.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **RESULTS:** | **Slide** ****32.**** “Activity: Processing a Deposit, Cont.” |
| **Activity: Processing a Deposit, Cont.**  **Participant Activity – Solution** | **Slide** ****33.**** “Activity: Processing a Deposit, Cont.” |
| Summary  **Today you:**   * **Described the deposit process** * **Identified deposits processed by ALAC** * **Identified common causes of out of balances** * **Explained the process on clearing out of balances** | **Slide** **34.** “Summary” |
| Questions? | **Slide** **35.** “Questions?” |

Appendix A – Blank

SAMPLE Job Aid: Processing a Deposit

**Instructions:**  Convert the Deposit Flowchart to a narrative description.

**Station:**

**Treasury:**

**Systems/Centers:**

**CAATS**

**FMS**

**FSC**

Appendix B - Demonstration

SAMPLE Job Aid: Processing a Deposit

**Instructions:**  Convert the Deposit Flowchart to a narrative description.

**Station:**

The Agent Cashier (AC) at the Station (STA) receives a check. The AC prepares a deposit and scans the check into the Over the Counter Channel Application (OTCnet) system.

Next, the AC provides the Accounting Liaison/Technician at the STA with the deposit number and all back-up documentation.

Then, the STA Accounting personnel process the deposit into the Centralized Administrative Accounting Transaction System (CAATS).

**Treasury:**

**Systems/Centers:**

**CAATS**

**FMS**

**FSC**

Appendix C – Solution

SAMPLE Job Aid: Processing a Deposit

**Instructions:**  Convert the Deposit Flowchart to a narrative description.

**Station:**

The Agent Cashier (AC) at the Station (STA) receives a check. The AC prepares a deposit and scans the check into the Over the Counter Channel Application (OTCnet) system.

Next, the AC provides the Accounting Liaison/Technician at the STA with the deposit number and all back-up documentation.

Then, the STA Accounting personnel process the deposit into the Centralized Administrative Accounting Transaction System (CAATS).

**Treasury:**

OTCnet receives and reviews the deposit. The next day, once it is in "Settled" status, the system generates a deposit number.

OTCnet reports the deposits to the Collections Information Repository (CIR).

CIR takes what it receives from all source systems and sends vouchers (summary reports) to the Central Accounting Reporting System (CARS), which is the system of record for the U.S. Treasury.

**Systems/Centers:**

**CAATS**

CAATS interfaces overnight into FMS.

**FMS**

FMS is the system of record for the VA.

**FSC**

The Financial Services Center (FSC) imports transactions weekly from VA and Treasury records and FASMATCH matches them together. Any unmatched items are placed on the SF-224 Reconciliation Website for action.

Lesson 6: Payment Processing

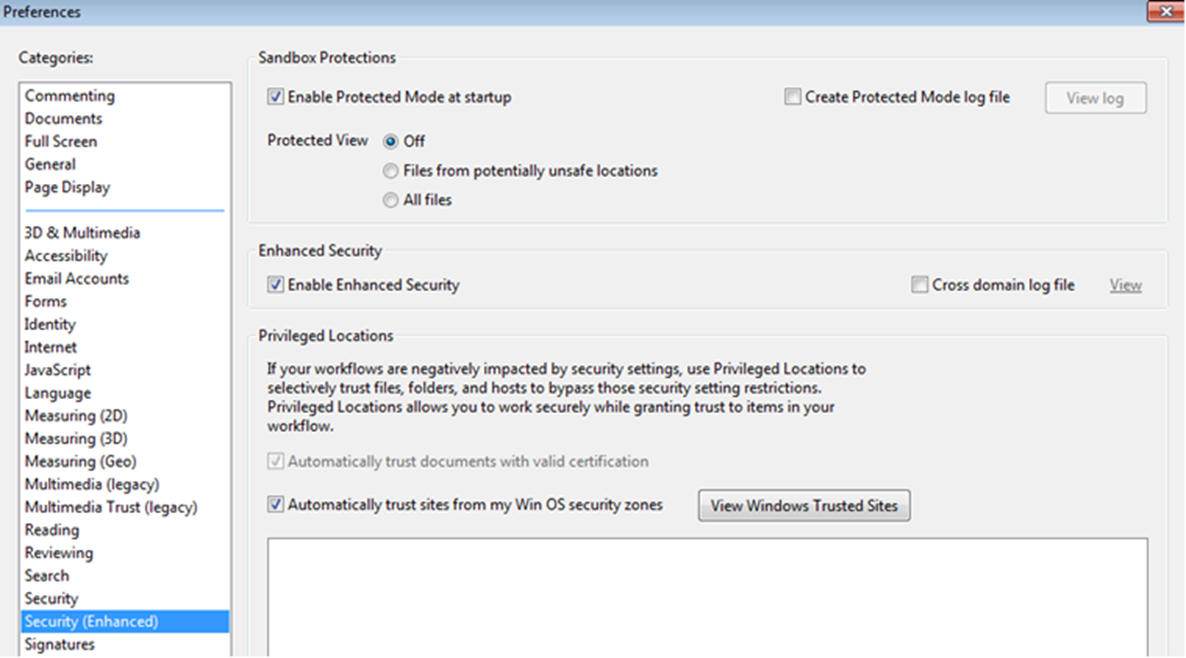
| Lesson 6: PowerPoint Slides | Instructor Activities |
| --- | --- |
| Payment Processing | Slide “Payment Processing” |
| Icebreaker  **Answer this question:**  **What do you want to get out of this course?** | Slide “Icebreaker” |
| **Agenda**   * Learning Objectives * Types of Payments * Invoice Payments   + Certified Payments   + Prompt Payment Act   + Suspense Payments * Miscellaneous Payments   + Government Bill of Lading   + EEOC Payments   + Vocational Rehabilitation and Education Payments   + Travel Payments | Slide “Agenda” |
| Agenda, Cont.   * Intergovernmental Payment & Collection (IPAC) * Common Rejects * RSD Reports * Questions | Slide “Agenda, Cont.” |
| Leaning Objectives  The objectives of this lesson:   * Identify the different types of payments * Relate CAATS Payments Module and FMS tables when processing payments * Recognize common FMS payment reject errors and how to prevent or correct them | Slide “Learning Objectives” |
| Types of Payments   * Invoice Payments   + Certified (CT)   + Suspense (ZE, ZS) * Miscellaneous Payments   + Education (WM, WV)   + Travel (TM, TP, TV) | Slide “Types of Payments” |
| Invoice Payments: Certified Payments   * Certified Payments (CT) are payments issued to vendors for certified receipt of services. These payments are also issued to employees * Certified Funds include:   + 0151A1 – General Operating Expenses   + 0111 – Construction, Minor Projects   + 011B5 – Construction, Minor Projects | **Slide 7. “Invoice Payments: Certified Payments”** |
| Using the Certified Payment Module  Using the CAATS Certified Payment Module:   1. Upload the Invoice in CAATS for payment 2. Click on the ADD Document button to upload your invoice image  * Only .jpg, .gif, .tif and .pdf files with the maximum size of four megabytes can be uploaded * Multiple page documents can be uploaded * Ensure legible copies of the invoice can be seen * Use the Browse button to locate and load an invoice * VCBLS/GBLS Payments are not processed in CAATS | Slide **8. “Using the Certified Payment Module”** |
| Prompt Payment Request  Prompt Payment Request – Requires AAD Approval:  Select Yes if requesting prompt pay exemption – Valid reason is required.  Examples include:   * + Contract with vendor requires immediate payment – ex. Small Business   + Utilities Payment   + Payments that are not paid timely and are late DO NOT qualify for prompt pay exemption. Vendor is due interest.   + Payments made to employee code will not be held and do not require Prompt Pay request. | Slide **9. “Prompt Payment Request”** |
| CAATS Certified Payments  Payments > Certified Payment | **Slide 10. “CAATS Certified Payments”** |
| CAATS Certified Payments, Cont.  Payments > Certified Payment | **Slide 11. “CAATS Certified Payments, Cont.”** |
| CAATS Certified Payments, Cont.  Payments > Certified Payment | **Slide 12. “CAATS Certified Payments, Cont.”** |
| Poll Question  **What is the main difference between a ZE vs. a ZS payment?**   1. There isn’t a difference between the two 2. ZS cannot be offset by TOPS 3. ZE cannot be offset by TOPS 4. None of the above | Slide **13.** “Poll Question”  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A. There isn’t a difference between the two  B. ZS cannot be offset by TOPS  C. ZE cannot be offset by TOPS  D. None of the above |
| Prompt Payment Act  The Prompt Payment Act was enacted to require Federal Agen**cies to pay their bills on a timely basis, to pay interest penalties when payments are made late, and to take discounts only when payments are made by the discount date.**  **The Financial Service Center’s (FSC) Vendorizing Section identifies a prompt payment type and code for each vendor.** | **Slide 14. “Prompt Payment Act”** |
| Prompt Payment Act, Cont.  The vendor type and code are established in the Financial Management System and payments are managed so that most vendors receive payment within 30 days. Invoices are managed with three important dates:   * Invoice Date – Date shown on the invoice * Acceptance Date – This date is identified when the certifying officer accepts the service and approves the invoice as proper for payment * Log Date – Date the invoice is stamped “received” by the regional office | **Slide 15. “Prompt Payment Act, Cont.”** |
| Prompt Payment Act, Cont.  CAATS does have the capability to prompt pay certain transactions. The user will need to select Prompt Pay Exempt field to “yes”. Those transactions are sent to ALAC-AAD staff for review prior to going through FMS processing. | Slide **16.** “Prompt Payment Act, Cont.” |
| Poll Question  Invoices are managed with how many significant dates?   1. Multiple 2. One 3. Two 4. Three | Slide **17.** “Poll Question”  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A. Multiple  B. One  C. Two  D. Three |
| CAATS Suspense Payments  Miscellaneous Cash Payment Suspense Fund Voucher (ZE)   * ZE   + Payments for Veterans or child/spousal support   + Vendor Code – MISCVET can be used for Veterans and their families   + Offset cannot be enforced by the Treasury Offset Program (TOP) * ZS   + Payments for Attorneys, Employees, or Vendors   + Vendor code is required   + Offset can be enforced by the Treasury Offset Program (TOP) | Slide **18. “CAATS Suspense Payments”** |
| Suspense Research Tables   * UDST – Outstanding Unapplied Deposit Summary Inquiry   + Lists all of the items in a suspense fund * UDDT – Unapplied Deposit Detail Inquiry   + Lists the transactions related to an unapplied deposit, both deposits/transfers in and payments/transfer out. | Slide **19. “Suspense Research Tables”** |
| Poll Question  True or False: ZE Payments are those made for Veterans and child/spousal support. | Slide **20.** “Poll Question”  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   True  False |
| CAATS Live Activity  During the CAATS demonstrations, be sure to follow along in the system.  If you have any questions, type them in chat. | Slide **21. “CAATS LIVE Activity”** |
| CAATS Suspense Payments  Suspense Funds include:   * 3875 – Suspense Account * 6278 – All Other Payroll Withholdings * 6279 – Deduction Veterans Benefits * 6501E – Escrow Adaptive Housing Grants   Requires Unapplied Deposit Number (UDN)  Deposits should be in the following format:   * Station number and Veterans Claim Number * Example: 3XX123456789 | Slide **22. “CAATS Suspense Payments”** |
| CAATS Suspense Payments, Cont.  Payments > Suspense Payment | Slide **23. “CAATS Suspense Payments, Cont.”** |
| CAATS Suspense Payments, Cont.  Payments > Suspense Payment | Slide **24. “CAATS Suspense Payments, Cont.”** |
| CAATS Suspense Payments, Cont.  Payments > Suspense Payment | Slide **25. “CAATS Suspense Payments, Cont.”** |
| CAATS Suspense Payments, Cont.   * All payments over $2,500.00 require secondary approval by AAD Management. Approvals are done in FMS. * In an effort to avoid unidentified payment inquiries, please DO NOT use spaces or special characters in the invoice field as this causes the field to be truncated and will not be visible to the vendor. | **Slide 26. “CAATS Suspense Payments, Cont.”** |
| Poll Question  Which fund allows you to make Veteran Payments from?   1. 3875 – Suspense Account 2. 6278 – All Other Payroll Withholdings 3. 6279 – Deduction Veterans Benefits 4. 6501E – Escrow Adaptive Housing Grants | **Slide 27. “Poll Question”**  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A. 3875 – Suspense Account  B. 6278 – All Other Payroll Withholdings  C. 6279 – Deduction Veterans Benefits  D. 6501E – Escrow Adaptive Housing Grants |
| Poll Question  When creating and entering invoice numbers in the invoice field of suspense payments, you should only use \_\_\_\_\_\_\_\_\_.   1. Numbers 2. Numbers and Letters 3. Spaces and Special Characters 4. Numbers and Special Characters 5. None of the Above | **Poll 28. “Poll Question”**  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A. Numbers  B. Numbers and Letters  C. Spaces and Special Characters  D. Numbers and Special Characters  E. None of the Above |
| Miscellaneous Payments  Government Bill of Lading:   * Contract with vendor to transport items such as furniture and retired records to other locations * VA Transportation & Logistics Center (VATLC) will review and audit all supporting documentation submitted by the vendor * Once completed, VATLC will forward documentation to ALAC Administrative Accounting Division (AAD) Supervisor and Financial Services Center (FSC) | **Slide 29. “**Miscellaneous Payments” |
| Miscellaneous Payments, Cont.   * Station will submit the following documents to VATLC:   + VAF 134A – Combination Requisition and Shipping Ticket   + STI-DP 379 – Bill of Lading and Freight Bill   + Form 382 – Bar Code Description Inventory * ALAC will review the required forms for obligation and payment:   + VAF 0742 – VCBL/GBL for an estimated cost   + SF 1113 – Public Voucher for Transportation * Once approval is given from VA Transportation Logistics Center (VATLC), AAD Personnel will process the obligations and payments in FMS | **Slide 30. “**Miscellaneous Payments, Cont.” |
| Poll Question  All Government Bill of Lading payments should be submitted in CAATS.   1. True 2. False | **Poll 31. “Poll Question”**  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A. True  B. False |
| Equal Employment Opportunity Commission Payments  Equal Employment Opportunity Commission (EEOC)   * The station can process the payment directly in CAATS * Invoice must be sanitized before scanning into CAATS or Document Management System (DMS) prior to processing * When paying an employee, the employee travel code can be used. This will not issue a Form 1099 Miscellaneous Income | Slide **32.** “Equal Employment Opportunity Commission Payments” |
| EEOC, Cont.   * Please contact FSC – Vendorizing Team if an employee needs a Form 1099 for tax purposes, the vendor will need to be setup in FMS with the employee’s Social Security Number (SSN) as an individual * For privacy concerns, the stations can inform the AAD accountant and supervisor in advance. Send the obligation/invoice documentation to AAD supervisor for manual processing of the obligation/payment in FMS | Slide **33.** “EEOC, Cont.” |
| Vocational Rehab and Employment Payment  VetSuccess Payments:   * Payments for Vocational Rehabilitation and Employment (VR&E) which provides services to disabled Veterans participating in rehabilitation programs. * Payments are processed in CAATS in the VRE Service Group Module * VetSuccess Obligations are 3XXVE400X, 3XXVV400X, and 3XXVB400X * Payments in FMS are WM transactions * The VetSuccess Contractor submits the invoice via the CAATS external website | Slide ****34.** **“****Vocational Rehab and Employment Payment****”**** |
| VR&E Payment, Cont.   * The VR&E Representative (REP) who is (the initiator) will process the invoice in CAATS and submit for approval * VR&E Representative (the approver) will approve or reject the invoice in CAATS:   + If invoice is approved, status of invoice will change to “Finance Review”   + If invoice is not approved, status of invoice will change to “Returned to Station” | **Slide **35.** **“**VR&E**Payment, Cont.****”**** |
| **VR&E Payment, Cont.**   * When in Finance Review Status, the Finance Reviewer will perform a voucher audit: * If the invoice is approved by the Finance Reviewer, the status of invoice will change to “Approved” status and CAATS will create a WM transaction * If invoice is rejected, status of invoice will change to “Returned to Station” | **Slide **36.** **“**VR&E**Payment, Cont.****”**** |
| **VR&E Payment, Cont.**   * Appropriation and Accounting Symbols: * 0151A1 General Operating Expenses (GOE) – 3XXVE8001 * FCP 000038000 CC 308000 BOC 2504, 2505, 2506 * 0137C Educational and Vocational Counseling –3XXVV8001 * FCP 0230000RE CC 308000 BOC 4192 * 0137W Readjustment Benefits – 3XXVB8001 * FCP 022000000 CC 308000 BOC 4147 * Only one obligation on a VAF 2237 per Budget Object Code (BOC), obligations cannot have multiple BOCs | **Slide **37.** “VR&E**Payment, Cont.****”**** |
| **VR&E Payment, Cont.**  CWINRS Payments – Payments interface into FMS as WV transactions from the CWINRS system for:   * Tuition & Fees * College Training Facilities * Bookstores | **Slide **38.** “VR&E**Payment, Cont.****”**** |
| **Poll Question**  The VR&E Contractor submits the invoice via which site?   1. VRE Service Group Module 2. FMS 3. Assigned AAD Accountant 4. None of the Above | **Poll 39. “Poll Question”**  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A.VRE Service Group Module  B. FMS  C. Assigned AAD Accountant  D. None of the Above |
| **CAATS Live Activity**  During the CAATS demonstrations, be sure to follow along in the system.  If you have any questions, type them in the chat. | **Slide **40.** “CAATS Live Activity”** |
| Travel Payments  Travel obligations should be processed through CONCUR Government Edition (CGE):   * TV transaction – Payment to the Employee   + All local travels are entered in CGE * TM transaction – Payment for flight or hotel * TP transaction – Payment for split to card   When these transactions reject AAD Accountants will take action to correct them along with the assistance of the station | **Slide 41. “Travel Payments”** |
| Travel Research Tables   * **TOHT - Travel Order Header Inquiry Screen** * Lists all travel obligations entered into FMS. * **TOLT - Travel Order Line Inquiry Screen**   + Lists the accounting information associated with each travel obligation entered into FMS. | **Slide 42. “Travel Research Tables”** |
| Poll Question  Travel obligations should be processed through which system?   1. CWINRS System 2. CONCUR Government Edition (CGE) 3. CAATS 4. FMS | **Poll 43. “Poll Question”**  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A. CWINRS System  B. CONCUR Government Edition (CGE)  C. CAATS  D. FMS |
| Beneficiary Travel  Beneficiary Travel is used to pay for Veteran’s travel for appointments that require travel. An obligation should be set up in CAATS using the 1358 module in the following format 3XXTX9931. When the station travel card is used, a TM transaction will be processed in FMS for the travel expense. | **Slide 44. “Beneficiary Travel”** |
| Travel Advances   * Travel Advances are issued when the travel obligation is set up. When the expense report is approved in CONCUR, the advance will be cleared. If too much is advanced, the employee will have to pay the difference to the agent cashier and then offset the advance from suspense. * Most travelers will use the government credit card. However, there are situations where a manual travel advance will need to be processed. Contact your AAD Accountant for assistance. | **Slide 45. “Travel Advances”** |
| IPAC Payments  Interagency Payments and Collections System (IPACs) are used for payments and collections between Federal Government Agencies  IPAC Payments include:   * Survivor Benefits Payments (SBP) * Employee Military Service Deposits (MSD) * Payments to the Internal Revenue Service | **Slide 46. “IPAC Payments”** |
| IPAC Payments, Cont.  Collections that can be processed with an IPAC transaction include:   * Payments submitted to government agencies in error * Incorrect amount of payment sent to government agencies * Advances (DV) that are offset to an obligation | **Slide 47. “IPAC Payments, Cont.”** |
| IPAC Payments, Cont.  The IPAC request worksheet requires the following information:   * Station Contact Name, Phone, & Email * Customer Agency Locator Code (ALC) * Payment Amount * VA (Sender) Treasury Account Symbol * Receiver Treasury Account Symbol * Obligation Document Number * Transaction Description * Fund and UDN if referencing suspense * Signature from the VARO as identified on the Delegation of Authority * Interagency Agreements are submitted prior to processing IPAC payments | **Slide 48. “IPAC Payments, Cont.”** |
| IPAC Payments, Cont.  Image of IPAC Payment Collection Request | **Slide 49. “IPAC Payments, Cont.”** |
| Poll Question  True or False: Interagency Payments and Collections Systems (IPACs) are used for payments and collections between Federal Government Agencies. | **Slide 50. “Poll Question”**  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   True  False |
| Poll Question  What format should be used to set up 1358 Beneficiary Travel obligations?   1. TX99313XX 2. 3XXTX9931 3. 3XXTX9930 4. 9TX9313XX | **Slide 51. “Poll Question”**  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A. TX993113XX  B. 3XXTX9931  C. 3XXTX9930  D. 9TX9313XX |
| Common FMS Rejects for Payments  Certified Payments   * Duplicate payments   + ALAC will contact the station to verify that the invoice has not already been processed on a different payment * Duplicate Document Locator Number (DLN)   + Change the invoice DLN by changing the third to last number to “1”   + Example 04615325002, change to 04615325102 | **Slide 52. “Common FMS Rejects for Payments”** |
| Common FMS Rejects for Payments, Cont.  Reference obligation or line is incorrect   * ALAC will contact the station and verify if the obligation should be an SO or AR and verify what line number is to be referenced   Future Log Date or Invoice Date   * FMS will not allow Log or Invoice Date that are after the current date   NOTE: For any changes made, ALAC will annotate in CAATS providing a description of the correction | **Slide 53. “Common FMS Rejects for Payments, Cont.”** |
| Common FMS Rejects for Payments, Cont.  Suspense Payment   * Unapplied Deposit Number (UDN) is incorrect * Incorrect Fund is referenced for the payment * Amount of payment is not available in suspense   Travel Payment   * TM/TP rejects   + Line 002 or 003 must be created for the TM or TP in the FMS   + The reject is missing the obligation     - Will need the travel obligation for the employee or if the travel is for BeneTravel will use 3XXTX9931 | **Slide 54. “Common FMS Rejects for Payments, Cont.”** |
| Common FMS Rejects for Payments, Cont.   * TV rejects   + If the traveler was overpaid, the referenced advance applied amount may need to be changed (the amount offset cannot exceed what the traveler is due)     - Make sure the vendor code is referring to the correct traveler   For any changes made, documentation will be saved in the Document Management System (DMS) | **Slide 55. “Common FMS Rejects for Payments, Cont.”** |
| Common FMS Rejects for Payments, Cont.  Education Payments   * The vendor code selected blocked ID   + Check the VEND screen and use the vendor code suggested   + Confirm the vendor code with station and fax in document into DMS as back up * The appropriation may not have the funds for the payment   + Please contact Veterans Administration Central Office (VACO) mailbox VAVBAWAS/CO243B for any allotment changes requiring VACO approval | Slide **56.** “Common FMS Rejects for Payments, Cont.” |
| Common FMS Rejects for Payments, Cont.  VetSuccess Payments   * CAATS references the wrong obligation transaction type (SO/AR) * For any changes made to VetSuccess payments, a note is entered in CAATS of the correction | Slide **57.** “Common FMS Rejects for Payments, Cont.” |
| Poll Question  What is the most common reject for Education (WV) payments?   1. Reference Document 2. Document ID 3. Vendor Code/AAI 4. Advance Amount | Slide **58.** “Poll Question”  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer.   A. Reference Document  B. Document ID  C. Vendor Code/AAI  D. Advance Amount |
| CAATS Live Activity  During the CAATS demonstrations, be sure to follow along in the system.  If you have any questions, type them in the chat box.  A Job Aid is available that outlines the preferred settings to ensure CAATS Compatibility. | Slide **59.** “CAATS Live Activity” |
| Forms  <https://vbaw.vba.va.gov/VBAORM/alac/forms.asp> | Slide **60.** “Forms” |
| **Questions** | Slide **61.** “Questions”  **LESSON 6 REVIEW – PAYMENT PROCESSING**  **Directions:** You have just completed training on this topic and now it is time to reflect on what you learned. Take a moment and complete this activity.  Question:*Can you perform these job tasks?*  **Distinguishing the different types of payments, such as Invoice and Certified Payments.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Comprehension of the Prompt Payment Act**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Identifying types of Suspense Payments and how long they can be offset.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Clear understanding of the Equal Employment Opportunity Commission Payments**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Common FMS Rejects for Payments, Travel and IPAC Payments**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident |

**CAATS Compatibility Job Aid**

**Steps to ensure that CAATS runs properly:**

1. Open Adobe Acrobat and select Edit > Preferences.
2. Next scroll down to Security (Enhanced).
3. Select the box for Enabled Protected Mode at Startup.
4. This is for Adobe DC (not sure if this applies to other Adobe configurations).

Example:



Lesson 7: Payment Research

| **Lesson 7: PowerPoint Slides** | **Notes** |
| --- | --- |
| **Lesson 7: Payment Research** | Slide **1.** “Lesson 7: Payment Research.” |
| Ice-Breaker  **Answer this question:** What have you learned from the training so far? | Slide **2.** “Ice-Breaker.” |
| Lesson Agenda   * Returned & Cancelled Payments * FMS Tables * Payments * EFT/Check * Vendor * Other Useful tables * FSC Vendor File Request Form * Check/Tracer Request Form * TCIS | Slide **3.** “Lesson Agenda.” |
| Learning Objectives  The objective of this lesson:   * Determine what resolutions to process for returned payments * Recognize & research a returned or cancelled payment * Be familiar with the payment research and vendor tables in FMS | Slide **4.** “Learning Objectives.” |
| **CAATS Payments - Research**  Payments Module   * Suspense Payment sub-module * Certified Payment sub-module   The Document ID is required to research payments in CAATS   * Select station and in the status field, select “All” * Enter Document ID * Click on the “Submit" button * Click on the “View” button, left of the document record | Slide **5.** “CAATS Payments-Research”  **DEMONSTRATION – CAATS RESEARCH ACTIVITY I:** “Pull Vendor Code to locate Payment”  **ALLOW** 20 minutes for completion.  **WEBSHARE:** Payment module  Website: https://FASPAC  **CAATS RESEARCH ACTIVITY II:** “Pull Vendor Code to locate Payment” (Individual Activity) **ALLOW** 20 minutes to complete.  **Website:** https://FASPAC  Follow the same steps as in the Demonstration.  When the correct Payment is located, return to the room and select the “green check mark” to show completion.  **I**f you need assistance with this activity, unmute your microphone to ask for assistance.  **EXAMPLE INFORMATION:**   * Station: 335 * **Processed payment number: 335J84G001CX** * **Date processed: June 5th**   **STEPS: [Login into https://FASPAC]**   1. **Select the Payments tab 🡪 Certified Payment 🡪 All 🡪 View 🡪 Submit** 2. **Pull the Vendor Code (NOTE: write the Vendor Code down.)** 3. **Login to FMS** 4. **Go to the VXRF Screen** 5. **Type the Vendor ID/Code and Select Enter**   **REMEMBER** to put an “S” in the command line, select the “tab” button, and tab until you get to line “one”.   1. Clear all the data on the line. 2. In the first two spaces of line “one”, type CT. 3. Type 335 and select enter. |
| **Returned Payments**  Payments can be returned for the following reasons:   * Vendor banking information – Returned payments codes * Employee account information has changed or updated in PAID and not in FMS * Limited Payability ~ Limits to 1 year from the issue date, the negotiation and acceptance of a U.S. Treasury check by the Federal Reserve Bank (FRB) * Limited Payability Cancellation ~ The automatic cancellation by the U.S. Treasury in the 14th month of a check that has been outstanding for 1 year. | Slide **6.** “Returned Payments” |
| **Short Answer Question**  **Answer this question:** What are some reasons payments can be returned?  *Type your answer in the space provided.* | Slide **7.** “Short Answer Question” |
| **Cancelled Payments**  You can identify when payments are cancelled by reviewing the Rogers Software Development (RSD) report F829 on a daily basis. This report is also available in CAATS Reports Module.  Cancelled payments will have a CX as the transaction code. This report identifies.   * Station:   + Document #   + Batch #   + Vendor Name   + Invoice # * Transaction Code:   + Line #   + Vendor #   + User ID   + Amount | Slide **8.** “Cancelled Payments” |
| **Cancellation Reason Codes**  CXRC   * Check and EFT Cancellation Reason code Inquiry * Identifies Reason the payment was cancelled | Slide **9.** “Cancellation Reason Codes”  . |
| **FMS Payment Research**  **Tables**  In order to research a payment, the payment transaction must be in ACCEPTED status.  The following FMS tables will get you started in researching a payment:   * PVHT * PVLT * DXRF * VXDD * TSCL – GET TRACER NUMBER * EFTH /CHKH | Slide **10.** “FMS Payment Research Tables”  **Demonstration** of “FMS Payment Research Tables**.” Activity I**  **ALLOW** 20 minutes for completion.    **Step 1:** When you have the vendor code, navigate back to FMS and open up the PVLT table.  **Step 2:** Verify that the correct vendor code was pulled.  **Step 3:** Choose one of the following:   * Leaf to VXDD – this identifies the voucher payment * Leaf to TSCL– this shows transactions and tracer numbers (seven numbers means it is done by EFT; eight numbers means it is done by checks).   **Step 4:** WRITE DOWN THE TRACER NUMBER!  **NOTE:** When“leafing,” if you don’t write these numbers down, you’ll have to start this process from the beginning.  The amount is: $453.06.  The tracer number is: 0025518  Type of Tracer Number: EFT  **Step 5:** Leaf to EFTH **-** Type in “N” and the tracer number and select Enter. Select Tab until you locate the correct information. Verify the information. If it was canceled, there will be a reason code.  **NOTE:** For checks, the group indicator is set to “Y”. For EFT, it could be different depending on how it was set up.   * EFT-A: one per deposit * EFT-C: all deposits lumped together. Banks differ on whether group EFT payments or not.   **Step 6:** Leaf to UPVT and verify if the payment was returned. On line “01” type “99 99 99” and select Enter.  **Step 7:** Contact the station and the traveler to know how to update the vendor information. When they do, it gets updated. |
| **FMS Payment Research Tables, Cont.**  PVHT - Voucher Header Inquiry Screen   * Lists every accepted document entered into FMS * Must know the Vendor Code and DOC ID * Can research CT, WV, TV, ZS, ZE and other transactions   PVLT - Voucher Line Inquiry Screen   * Lists the accounting information for each payment entered into FMS | **DISPLAY** slide **11.** “FMS Payment Research Tables, Cont.”  **FMS Payment Research Tables: Activity II.** (Class Activity)  **ALLOW** 5 minutes for completion.  Log into FMS to complete this activity.  **INSTRUCT** the participants to:   1. Sign into FMS. 2. Type in PVHT to bring up that table 3. Select enter to view an AAA vendor. Locate the following transaction:   Vendor Code: AABIDA  Voucher: 657T5157401  Paid by: EFT  This is the first payment.  Last transaction was: 2014.  4. Leaf to PVHT and select Enter  Type in the following information:  5. VEND COD: WALTERALM  6. Voucher No: 1051157501 and select Enter  7. Leaf to PVLT and select Enter |
| **FMS Payment Research Tables, Cont.**  DXRF - Document Cross Reference Inquiry Screen   * Lists every transaction that effects the document listed * Identifies summary information about any given document and those that reference it | **DISPLAY** slide **12.** “FMS Payment Research Tables, Cont.” |
| **FMS Payment Research Tables, Cont.**  VXDD - Voucher Disbursement Cross Reference   * List the Document ID and Schedule number for a confirmed payment   TSCL - Treasury Schedule Control Line Inquiry   * List the Check/Trace number for a confirmed Payment   + 7 Digit number – EFT payment   + 8 Digit Number – Check payment | **DISPLAY** slide **13.** “FMS Payment Research Tables, Cont.” |
| **FMS “EFT” Research Tables**  EFTH - EFT header Inquiry   * Requires trace number and confirmation date * Reveals the vendor and bank information * EFT Cancelled Indicator | Slide **14.** “FMS “EFT” Research Tables” |
| **Electronic Funds vs Paper Check**  Payments are made from Treasury to Veterans, vendors, or employees via Electronic Funds Transfer (EFT) or paper check. ALL VENDORS MUST BE VENDORIZED  EFT Features   * Tracer number for EFT is 7 digits * Recipient should receive payment within 3 – 5 business days   Paper Check Features   * Tracer number for Check is 8 digits * Recipient should receive payment within 7 – 11 business days. If N, payment was not cancelled; If X, payment was cancelled/returned   EFTL-EFT Detail Inquiry   * List the DOC ID that was processed with this payment | Slide **15.** “Electronic Funds vs Paper Check” |
| **FMS “Check” Research Tables**  CHKH - Check header Inquiry Screen   * Requires trace number and confirmation date * Shows the address where payment was sent * Check Cancelled Indicator * If N, payment was not cancelled * If X, payment was cancelled/ returned   CHKL - Check Detail Inquiry Screen   * List the DOC ID that was processed with this payment | Slide **16.** “FMS “Check” Research Tables” |
| **Poll Question**  What table do you need to go to, to get the Tracer number?  A. PVLT  B. DXRF  C. VXDD  D. TSCL | Slide **17.** “Poll Question” |
| **FMS Vendor Inquiry Tab**  VEN2 - Custom Vendor Reference Data Screen 2   * Lists all vendors by their assigned vendor code but does not show any EFT information   VNAM - Vendor Name Inquiry Screen   * Lists all vendors that have done business with the VA – including employees | Slide **18.** “FMS Vendor Inquiry Tab” |
| **FMS Vendor Inquiry Tables**  VZIP - Zip Code - Vendor Name Inquiry   * Lists vendors by the zip code and the vendor name   VXRF - Vendor Document Cross Reference Inquiry   * Provides information about transactions related to specific vendor | Slide **19.** “FMS Vendor Inquiry Tables” |
| **FMS Useful Tables**  UPVT - Unpaid Voucher Inquiry Screen   * Identifies travel payments that are returned   VCT2 - Voucher Tracking/DLN Inquiry Screen   * Identify the payment using the vendor code and Invoice number * Useful in researching duplicate payments | Slide **20.** “FMS Useful Tables” |
| **FSC Vendor Request Form**  FMS Vendor File Request Form VA 10091   * Fill out the Payee/Company info completely * Fill out the Financial Institution info completely   Once completed the forms can be faxed to the Vendorizing Team at the FSC at 512-460-5221 | Slide **21.** “FSC Vendor Request Form” |
| **Poll Question**  **Answer this question:** When you are leaping, can you skip viewing some of the tables to get the vendor code?   1. *Yes* 2. *No*   Select the correct answer in the poll. | Slide **22.** “Poll Question” |
| **Check Tracer Request**  This form is used when a Vendor does not receive the payment. The information below is required to process this form.  Check Tracer Request Section 1   * Reason for the Tracer * Station * Vendor Name * Vendor ID * Schedule (Found on the TSCL Table) * Invoice | Slide **23.** “Check Tracer Request” |
| **Check Tracer Request, Cont.**  Check Tracer Request Section 1   * Voucher – Document ID * Check/Tracker # found on the CHKH table * Amount   Check Tracer Request Section 2   * Send Check Copy to:   + Identify who should receive a copy of the check if it has been negotiated. | Slide **24.** “Check Tracer Request, Cont.” |
| **Check Tracer Request, Cont.**  Check Tracer Request Section 3   * Check to be reissued * If you would like the FSC to reissue the payment, select YES or NO   Once completed, fill out the FROM section, fax to FSC (512)460-5431, send forms to VBA ALAC Admin Accounting ADMINACCTG.VBAMLA@va.g gov with a courtesy copy to your station accountant.  Process can take from 6 to 8 weeks. If you need a status update, contact the FSC at 1-866-372-1141 or email the FSC at VAFSC FOS REGION1. | Slide **25.** “Check Tracer Request, Cont.” |
| **Poll Question**  What form would you use when a Vendor does not receive payment?  A. Check Tracer Request  B. FSC Vendor Request | Slide **26.** “Poll Question” |
| **TCIS**  TCIS – Treasury Check Information System  Supports the U.S. Treasury Financial Management Service (FMS) Payment Management (PM) Area.  Training is available on the link below.  <https://www.fiscal.treasury.gov/fsservices/instit/pmt/tcis/tcis_home.htm> | Slide **27.** “TCIS” |
| **TCIS Website** | Slide **28.** “TCIS Website”  **DEMONSTRATION**: TCIS website.  https://www.fiscal.treasury.gov/fsservices/instit/pmt/tcis/tcis\_home.htm |
| **Poll Question**  Out of the following learning objectives, which one needs further explanation?   * Determine what resolutions to process for returned payments * Recognize & research a returned or cancelled payment * Be familiar with the payment research and vendor tables in FMS   Select the objective from the polling pod. | Slide **29.** “Poll Question” |
| **Summary**  Review questions from the Ice-Breaker Activity. | Slide **30.** “Summary” |

Lesson 8: Accounts Receivable

| **Lesson 8: PowerPoint Slides** | | **Notes** |
| --- | --- | --- |
| **Lesson 8: Accounts Receivable** | | Slide **1.** “Lesson 8: Accounts Receivable.” |
| Ice-Breaker  **Answer this question:** What do you want to get out of this course?  *Type your answer in the whiteboard..* | | Slide **2.** “Ice Breaker.” |
| Lesson Agenda   * Learning Objectives * Billing Documents (BDs) * CAATS Receivables Modules * FMS Research Tables * RSD Research Reports * Debt Letter Timeline * Interest & Fees * Treasury Offset Program (TOP) * Letters of Reversal and Write-offs * End-Of-Month (EOM) CAATS Reconciliations | | Slide **3.** “Lesson Agenda.” |
| Learning Objectives  The objectives of this lesson:   * Review accounts receivables * Demonstrate billing documents process in CAATS * Review associated FMS Tables/RSD Reports * Become familiar with the Treasury Offset Program (TOP) * Understand the importance of reviewing and completing the CAATS Reconciliation each month | | Slide **4.** “Learning Objectives.” |
| **What is a Billing Document?**  A Billing Document (BD) should be established when:   * An overpayment has occurred * An erroneous payment is sent to a vendor/employee * Employees on extended Leave Without Pay (LWOP) insurance premiums are paid by the government | | Slide **5.** “What is a Billing Document?” |
| **Establishing a Billing Document**  Accounts Receivables caused by the station require the following action.   * Establish BD (Debt) in CAATS * Send Bill of Collections * Pursue Collection IAW Due Process Requirements | | Slide **6.** “Establishing a Billing Document.” |
| **Establishing a Billing Document, Cont.**  Accounts Receivables caused by an employee on LWOP, require the following action:   * Establish BD (Debt) by DFAS * Identify the BD using RSD reports * Process Offset transaction | | Slide **7.** “Establishing a Billing Document, Cont.” |
| **Billing Document Types**  In the Accounts Receivable Module, you may process the following BD types:   * Vendor Debt * Employee Travel Debt * Employee Payroll Debt * Benefit Debt * Jury Fees * Reimbursement | | Slide **8.** “Billing Document Types.” |
| **Short Answer Question**  Who establishes FEHB billing documents (BD)? | | Slide **9.** “Short Answer Question.” |
| **Receivable Vendor Debt** | | Slide **10.** “Receivable Vendor Debt.”  **Demonstration / Walkthrough – CAATS**  Website: https://vaww.caats3.aac.va.gov/  **REMEMBER** to sign into the training area of CAATS for this demonstration. We do not want to set up a debt in the production side. |
| **Line Items** | | Slide **11.** “Line Items.” |
| **Receivable Benefit Debt** | | Slide **12.** “Receivable Benefit Debt.”  **CONTINUATION of Demonstration / Walkthrough – CAATS**  **ENTER** all the vendor information in the spaces provided and select the save button to go the next line item. |
| **Line Items** | | Slide **13.** “Line Items.” |
| **Fiduciary (FID) HUBS**   1. STA 319-Columbia (serving Atlanta, Columbia, St. Petersburg, and Winston-Salem) 2. STA 326-Indianapolis (serving Baltimore, Boston, Buffalo, Cleveland, Detroit, Hartford, Indianapolis, Manchester, Newark, New York, Philadelphia, Pittsburgh, Providence, Togus, White River Junction, and Wilmington) 3. STA 334-Lincoln (serving Fargo, Houston, Lincoln, Muskogee, Sioux Falls, and Waco) 4. STA 327-Louisville (serving Huntington, Jackson, Louisville, Montgomery, Nashville, Roanoke, and San Juan) 5. STA 330- Milwaukee (serving Chicago, Des Moines, Little Rock, Milwaukee, New Orleans, St. Louis, and St. Paul)   7. STA 341- Salt Lake City (serving Albuquerque, Anchorage, Boise, Cheyenne, Denver, Ft. Harrison, Honolulu, Los Angeles, Oakland, Phoenix, Portland, Reno, Salt Lake City, San Diego and Seattle) | | Slide **14.** “Fiduciary (FID) HUBS.” |
| **FMS Research Tables**  ARHT - Receiver Header Inquiry   * Maintains summary information of outstanding and recently closed BDs   ARLT - Receiver Line Inquiry   * Provides detailed accounting information of outstanding and recently closed BDs | | Slide **15.** “FMS Research Tables.” |
| **Accounts Receivable Research**  RSD reports for researching  FEHB LWOP  FEPH   * Prepaid FEHB Premium Collection Report from DFAS * Identifies all current BDs   FEQG   * Prepaid FEHB using 6310 and 3306 Files * Identifies funds collected from employee’s payroll deduction that may be applied to an open BD   FEQI   * Negative Prepaid FEHB Using Gross Pay Rec File * Provides amounts refunded from the carrier,  that may be applied to the appropriation | | Slide **16.** “Accounts Receivable Research.”  **Demonstration-RSD site.**  Webshare: http://austin.aac.va.gov/ |
| **Poll Question**  If you want to identify all current FEHB LWOP BDs, what report would you use?   1. FEPH 2. FEPQG 3. FEQI | | **Open Poll 17.** “Poll Question.” |
| **Accounts Receivable Research, Cont.**  Rogers Software Development (RSD) Reports  F842   * Aging Accounts Receivable Report * Identifies the number of days outstanding   F853   * Verification of General Ledger Balances * Identifies all BDs for the station aged > 30 days | | Slide **18.** “Accounts Receivable Research, Cont.”  **CONTINUATION of Demonstration-RSD site**  Webshare: http://austin.aac.va.gov/ |
| **Interest and Fees**  Interest 1.00% ( monthly)   * Computed in 30-day periods, based on 360-day year * Interest = Debt Amount x 0.01 x 30/360 * Collections deposited into Fund 1435   Administrative Costs $4.16 (monthly)   * Assessed for each full/partial 30-day period debt is delinquent * Fixed amount * Collections deposited into Fund 3220   Penalty Charges 6.00% (yearly)   * Assessed per year, if debt is delinquent more than 90 days * Collections deposited into Fund 3220 | | **DISPLAY** slide **19.** “Interest and Fees.” |
| **Debts Letter Timeline**   * Day 01 – Establish Debt and send 1st 30-day Debt Letter. * Day 31 – 2nd 30-day Debt Letter Notify TOP * Day 61 Refer Debt to TOP * Day 61+ Managed by TOP | | Slide **20.** “Debts Letter Timeline.” |
| **Short-Answer Question**  When can Debt be referred to TOP?  Type your answers in the space provided. | | Slide **21.** “Short-Answer Question.” |
| **Treasury Offset Program (TOP)**   * Administered by Treasury’s Debt Management Center (DMC). * Collects delinquent debts owed to Federal Agencies * Transmits collected funds to the appropriate agency/station via Journal Voucher * Continues to offset until the agency/station suspends or terminates collection activity | | Slide **22.** “Treasury Offset Program (TOP).” |
| **Treasury Offset Program (TOP), Cont.**  TOP referrals submitted to ALAC must include the following source documentation:   * All [redacted] debt letters that have been sent to the debtor * TOP Referral Spreadsheet * ALAC submits list to DMC on the 25th day of each month | | Slide **23.** “Treasury Offset Program (TOP), Cont.” |
| **TOP Referral Spreadsheet** | | Slide **24.** “TOP Referral Spreadsheet.”  Blank version of the TOP Referral spreadsheet:  https://vbaw.vba.va.gov/orm/alac/home.asp |
| **TOP Referral Spreadsheet, Cont.** | | Slide **25.** “TOP Referral Spreadsheet, Cont.” |
| **Change Letter CAATS** | | Slide **26.** “Change Letter CAATS.” |
| **CAATS Debt Letter** | | Slide **27.** “CAATS Debt Letter.” |
| **Letters of Reversal**  Letters of reversals are used to collect funds from a vendors’ checking account erroneously paid by Electronic Funds Transfer (EFT)   * Sent directly to bank * Must be initiated within * 24 - 48 hours of deposit | | Slide **28.** “Letters of Reversal.” |
| **Write-offs**  Debts are written off when it is determined that a receivable has become uncollectible.   * Submit Memorandum to ALAC * Include legal source of authority reference * Must be signed by SSD Chief or higher | | Slide **29.** “Write-offs.”  **Web Share:** Policy reference.  https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeXIIChapter01I.pdf |
| **Poll Question**  If you process a payment (EFT) to a vendor’s checking account in ERROR, what letter would you use to RECOUP funds?   1. Write-offs 2. Letters of Reversal 3. CAATS Debt Letter | | Slide **30.** “Poll Question.” |
| **CAATS EOM Reconciliations**   * CAATS monthly reconciliation responses are due at the end of each month * Comments regarding the receivables should be concise and specific, with detailed timeframes for resolution and/or correction * ALAC accountants can provide guidance to assist in resolving outstanding accounts receivables | | Slide **31**. “CAATS EOM Reconciliations.”  **Demonstration** of Reconciliation in CAATS.  Webshare: https://vaww.caats3.aac.va.gov/ |
| **How much have YOU learned?**  Directions:   1. Read the questions on the slide. 2. Write the answers to the questions on a piece of paper. 3. Come back to the main room and select the green check mark when you are done. 4. Be prepared to give your answers when called upon.   GOOD LUCK! | | Slide **32.** “How much have YOU learned?”  **Questions (Slide 32):**   * How are the Billing Documents created? * Once the Billing Documents are created, what report could be used for verification? * How would we know if they are still outstanding? * Who is responsible for creating the Billing Documents in CAATS? * Where can you find the Billing Documents? * How are Billing Documents processed? * How are TOP referrals filled out? * When a payment comes in, how is it offset? * The accounts receivable that are created by DFAS that is an employee debt, how are those offsite? * There are different types of accounts receivables. What are they? |
| **Questions**  1. How are the Billing Documents created?  2. Once the Billing Documents are created, what report could be used for verification?  3. How would we know if BDs are still outstanding?  4. Who is responsible for creating the Billing Documents in CAATS?  5. Where can you find the Billing Documents?  6. How are Billing Documents processed?  7. How are TOP referrals filled out?  8. When a payment comes in, how is it offset?  9. The accounts receivable that are created by DFAS that is an employee debt.   How are they offset ?  10. There are different types of accounts receivables. What are they?  . | | Slide **33.** “Questions.” |
| **Other Questions?**  Use the “Raise Hand” icon to ask a question. | **DISPLAY** slide **34.** “Other Questions?”  **ALLOW** 5 minutes for completion.  **Use the following to help summarize the lesson.**  **Things to remember:**  **DISCUSS:** When identifying payroll reports, set payments that are deducted off an employee’s paycheck, and ensure it is offset against accounts receivable. Otherwise, it shows that that the employee still owes.  **Clarify** how to redact information from TOPs:   * No PII information sitting on the desk   + Example: Name, social, DOB, address, in the Debt Letter (Should be on the spreadsheet)   **Remind** participants the proper way to fill out the spreadsheet. They have access to the ALAC intranet to locate information of what you need to put in the spreadsheet.  **Encourage** any questions from the participants.  **ANSWER** any questions the participants pose.  [**Close** Question Summary]  **ACTIVITY- ICE-BREAKER RE-CAP**  **ALLOW** 5 minutes for completion.  **Open** the saved Ice-Breaker questions from the beginning of the lesson.  1. Choose a question from the list.  2. Read it out loud.  3. Ask the group to use the “Raise Hand” icon if they know the answer.  4. Ask a participant to unmute to answer the question. Allow time for any discussion. Use any personal examples to help illustrate, if necessary.  5. Repeat as time allows.  **END** the lesson. | |

Lesson 9: Suspense and Accruals

| Lesson 9: PowerPoint Slides | Instructor Activities |
| --- | --- |
| **Lesson 9: Suspense and Accruals** | Slide “Lesson 9: Suspense & Accruals” |
| Icebreaker  **Answer this question:**  **Write one thing that you learned in this training so far.** | Slide “Icebreaker” |
| Agenda  **The agenda for this lesson:**   * **Suspense accounts** * **ALAC Clearing Process** * **FMS Table Research** * **Transferring Funds in CAATS** * **Processing Accruals** | Slide “Agenda” |
| **Learning Objectives**  **The objectives of this lesson:**   * **Recall the types of suspense accounts used to temporarily hold funds until they are identified.** * **Recognize ALAC’s Clearing Process tasks before clearing a suspense.** * **Assess common issues with fund and transaction identification using FMS Tables when needed to clear a suspense.** * **Determine where suspense funds are transferred using the CAATS Transfer modules.** * **Define payroll and purchase card accruals using CAATS Accrual modules.** | Slide “Learning Objectives” |
| Types of Suspense Accounts  Clearing Accounts:   * **Funds in these suspense accounts belong to the Federal Government where dispositions will be made to the correct recipient.** * **The two most common types of clearing accounts are:**   + 36F3875**: Budget Clearing  Account (All Others)**   + **36F3885: Undistributed  Intra-agency** Payments | Slide “Types of Suspense Accounts” |
| Types of Suspense Accounts, Cont.  **Deposit Accounts:**   * Funds in these suspense accounts do not belong to the Federal Government. * The three most common types of clearing accounts are:    + 36X6278 – Payroll Withholding (All Others)   + 36X6279 – Veteran Benefits   + 36X6501E – Escrow Adaptive Housing Grants | Slide “Types of Suspense Accounts, Cont.” |
| **Scenario Activity**  **Jane Smith Scenario - Question One:**  What kind of suspense account are the funds deposited temporarily held in? (Choose the best answer)   1. 3875 (Budget Clearing Account - All Others) 2. 3885 (Undistributed Intra-Governmental Payments) 3. 6278 (Payroll Withholding – All Others) 4. 6279 (Veteran Benefits) 5. 6501 (Escrow – Adaptive Housing) | Slide “Scenario Activity Part 1”  **Directions:**   1. Read the question provided. 2. Select the checkbox next to the correct answer to submit your vote before voting closes.   Scenario One: *Jane Smith is a VA employee at Station 335 who goes on Leave without Pay (LWOP).*  *While on LWOP, Ms. Smith elects to continue her insurance benefit. Instead of opting for the entire balance to be collected through payroll deduction when she returns from leave, Ms. Smith chooses to make bi-weekly payments of $100.00.*  *Ms. Smith sends VA a check in the mail on a bi-weekly basis for $100.00. The payment Ms. Smith sends every two weeks is* ***not*** *automatically sent to the insurance provider, but to VA instead.*  *VA receives (cashes) the check and deposits the funds into a suspense account for Station 335. The payment is not attached to an Accounts Receivable (AR) when VA deposits the payment. The pay period for the benefit payment is* ***not*** *known.*  Question One: What kind of suspense account are the funds deposited temporarily held in?  **3875 (Budget Clearing Account - All Others)**  **3885 (Undistributed Intra-Governmental Payments)**  **6278 (Payroll Withholding – All Others)**  **6279 (Veteran Benefits)**  **6501 (Escrow – Adaptive Housing)** |
| **Scenario Activity**  **Jane Smith Scenario – Question Two:**  Consider examples of items you need to identify during your daily (or monthly) accounting activities.  What three items do you need to identify before the funds that are held in suspense can be cleared? | Slide “Scenario Activity-”  **RECALLING ALAC’s CLEARING PROCESS**  **Directions:**   1. Consider examples of items you need to identify during your daily (or monthly) accounting activities. 2. Read the poll question provided. 3. Type a short answer and initials in the textbox. 4. Submit your vote before voting closes.   Scenario One: *Jane Smith is a VA employee at Station 335 who goes on Leave without Pay (LWOP).*  *While LWOP, Ms. Smith elects to continue her insurance benefit. Instead of opting for the entire balance to be collected through payroll deduction when she returns from leave, Ms. Smith chooses to make bi-weekly payments of $100.00.*  *Ms. Smith sends VA a check in the mail on a bi-weekly basis for $100.00. The payment Ms. Smith sends every two weeks is* ***not*** *automatically sent to the insurance provider, but to VA instead.*  *VA receives (cashes) the check and deposits the funds into a suspense account for Station 335. The payment is not attached to an Accounts Receivable (AR) when VA deposits the payment. The pay period for the benefit payment is* ***not*** *known.*  Question Two:What three items do you need to identify before the funds that are held in suspense can be cleared?  **1.**  **2.**  **3.** |
| **Clearing Process Requirements**   1. Check Reports Daily 2. Gather Backup Documentation 3. Determine Actions to Clear | Slide “Clearing Process Requirements”  **DEMONSTRATION – LOCATE A UDN**  “Open the F856 report for a Station in CAATS LIVE and locate a UDN for a 6278-payroll transaction”.   1. Log onto CAATS LIVE. 2. Select the Reports dropdown menu. 3. Select the FMS Reports menu option. 4. Choose the Unapplied Deposits (F856) report.    1. Result: The CAATS Report (F856) screen launches. 5. Select the station number from the Report Parameters dropdown menu. 6. Select the Run Report button.    1. The F856 report will display the following information for each 3875-clearing account:       1. The Unapplied Deposit Number (UDN)       2. The Date Established       3. The Last Activity Date       4. The Balance of an Unapplied Deposit 7. Identify/locate a UDN for a 6278-payroll transaction in the F856 Report.   **ACTIVITY – IDENTIFYING ALAC’S ACTIONS TO CLEAR**  **Directions:**   1. Review the three situations provided where a fund is held in suspense in the **Situations** section. 2. Determine the **action needed to the process the deposit and clear the funds from the choices** in the **Actions** section. 3. Note the action you chose and reason why in the **Determination** section.   **Situations:**   1. **Situation One**:*A fund is held in suspense in a Station 3885-clearing account and an intra-agency fund deposit into another Federal Program Agency account is required using IPAC.* 2. **Situation Two:** *A fund is held in suspense in a Station 3875-clearing account and a fund deposit into another VA suspense account is required.* 3. **Situation Three:** *A fund is held in suspense in a Station 6278, 6279, or 6501-deposit account and a fund deposit into an accounts receivable or an advance line item is required.*   **Actions:**   1. **Action A:** *The funds are cleared by processing the deposit as an* ***offset*** 2. **Action B:** *The funds are cleared by processing the deposit as a* ***payment****.* 3. **Action C:** *The funds are cleared by processing the deposit as a* ***transfer****.*   **Determinations:**   1. In **Situation One**, I determined the correct action to process the deposit and clear the funds was Action:   **A**  **B**  **C**  *My reason:*   1. In **Situation Two**, I determined the correct action to process the deposit and clear the funds was Action:   **A**  **B**  **C**  *My reason:*   1. In **Situation Three**, I determined the correct action to process the deposit and clear the funds was Action:   **A**  **B**  **C**  *My reason:* |
| **Resolving Identification Issues**  Cannot identify funds in a 3885 account:   * Research using FMS tables. * Contact ALAC Station accountant for support. * Funds that do not belong to the station may be returned using IPAC.   Cannot identify payroll transaction in a 6278 account   * Research using JVLT table in FMS. * Review the FSC News Flash for the payroll transaction. * Submit a DFAS remedy ticket. | Slide “Resolving Identification Issues” |
| **UDDT Table**  Example of a UDDT table in FMS: | Slide “UDDT Table”  **DEMONSTRATION – FIND A DOCUMENT ID (UDDT)**  “Locate the Document ID for the payroll transaction in the UDDT table in FMS LIVE”  .   1. Log onto FMS LIVE. 2. Retrieve the Unapplied Deposit Detail Inquiry Screen (UDDT) by inputting the following field data:    1. Action: R    2. TableID: UDDT 3. Search for the UDN transaction from the F856, by inputting the following field data in the UDDT table:    1. Action: S    2. TableID: UDDT    3. Station: Enter the station number you copied earlier from CAATS    4. Unapplied Deposit No: Enter the UDN you copied earlier from CAATS |
| **UDST Table**  Example of a UDST table in FMS: | Slide “UDST Table”  **DEMONSTRATION – FIND A PAYROLL TRANSACTION (UDST)**  “Locate information about the fund and payroll transaction in the UDST table in FMS LIVE”   1. Log onto FMS LIVE. 2. The Retrieve the Outstanding Unapplied Deposit Summary Inquiry Screen (UDST) is retrieved by inputting the following field data:    1. Action: R    2. TableID: UDST       1. The **UDST** table displays on the Retrieve the Outstanding Unapplied Deposit Summary Inquiry Screen.       2. The Fund field contains the fund number corresponding to the type of suspense account that monies were deposited into for the UDN you found earlier in CAATS. 3. Toggle to the page that contains the Document ID number that you located in the previous steps where you searched for a payroll transaction using the UDDT table.    1. Toggle using Next to open the page that contains the correct fund and Document ID you found earlier in the UDDT table. 4. Confirm that the Document ID matches the Document ID you found earlier. |
| **Suspense Rejects**  The most common reasons for Suspense transfers rejects are:   * Referencing an incorrect Unapplied Deposit Number (UDN) or Suspense Fund * Not enough funds are available in Suspense * Referencing an accounting string that is not available in FMS | Slide “Suspense Rejects” |
| **FMS Research Tables**  There are several FMS tables that will help with researching transactions. The following tables will assist once the transaction is identified:   * ARHT / ARLT: Receivable Line Header and Inquiry Screen * CRLT: Cash Receipts Line Inquiry Screen * JVLT: Journal Voucher and Inquiry Screen * PVHT / PVLT: Voucher Header and Line Screen * TADV: Travel Advance Inquiry Screen * UDDT/UDST: Unapplied Summary and Detail Screens | Slide “FMS Research Tables” |
| **JVLT Table**  Example of a JVLT table in FMS: | Slide “JVLT Table”  **DEMONSTRATION – LOCATING A SCHEDULE (JVLT)**  Locate the schedule number in FMS to support a remedy ticket to DFAS   1. Log onto FMS LIVE. 2. The Journal Voucher and Standard Voucher Inquiry Screen (JVLT) is loaded by inputting the following field data:    1. Action: L    2. TableID: JVLT 3. Search for the Document ID using JVLT, by inputting the following field data:    1. Action: S    2. Trans Code/Number: Input the following character string:       1. PR       2. A space       3. The Document ID number of the payroll transaction          1. For example: PR 999REG180506    3. Line: The Line Number       1. For example: 120 4. The schedule number is displayed in the SCHD NO field. |
| **Poll Question**  The \_\_\_\_\_\_\_\_\_\_ is used to search for the suspense transaction information in FMS and locate the Document ID number in the UDDT table.   * 1. 999RG Number   2. FSC News Flash   3. UDN Number   4. Schedule Number | Slide “Poll Question” |
| **Poll Question**  Which of the following FMS tables is used to research the status of a payment?   * 1. CRLT   2. TADV   3. PVHT   4. ARHT | Slide “Poll Question” |
| Scenario Question  Scenario: A payroll withholding was processed in FUND 6278 suspense account. However, while processing the offset, the last two digits of an employee’s social security number are assigned instead of the first two digits of an employee’s social security number. CAATS/FMS rejects the payment withholding.  1. Which of the following is the cause of the payment rejection?  A. An incorrect accounting string is assigned  B. Unapplied Deposit Number (UDN) is assigned.  C. An incorrect suspense fund is assigned | Slide “Scenario Question” |
| **CAATS Suspense Modules**  CAATS Transfer Modules:   * Use one of the following modules to transfer funds into the correct account:   + Between Stations – (EB)   + Within Stations – (EW)   + To Hines – (EB, ET)   + Expense Offsetting Obligation – (ET)   + Suspense Offsetting Advance – (TR)   + Suspense Offsetting Receivable – (TR)   + Offsetting Fed/Non-Fed Advance – (DD, DV) | Slide “CAATS Suspense Modules” |
| **Transfer Between Stations (EB)**  Example of an EB Transaction List in CAATS:   * **NOTE:** An EW Transactions List looks similar to an EB Transactions List. | Slide “Transfer Between Stations (EB)”  **DEMONSTRATION – TRANSFER BETWEEN STATIONS (EB)**  “View items using the EB module in CAATS LIVE”   1. Log onto CAATS LIVE. 2. Select the Cost/Revenue-Suspense Transfer dropdown menu. 3. Select the Between Stations menu option.    1. Result: The Cost/Suspense Transfer Between Stations screen displays. 4. Select a station number from the Station dropdown menu. 5. Select All from the Status dropdown menu. 6. Select the Submit button.    1. Result: All the Cost/Suspense Transactions for the station selected display. 7. Select a View button to open a transaction. |
| **Transfer Between Stations (EB), Cont.**  Example of an EB Header entry form in CAATS: | Slide “Transfer Between Stations (EB), Cont.” |
| **Transfer Between Stations (EB)**  Example of an EB Line Item entry form in CAATS: | Slide “Transfer Between Stations (EB), Cont.” |
| **Transfer Between Stations (EB)**  Example of Journal Voucher and Remaining Balance Report links in CAATS: | Slide “Transfer Within Stations (EB), Cont.” |
| **Transfer Between Stations (EW), Cont.**  Example of an EW Header entry form in CAATS: | Slide “Transfer Between Stations (EW), Cont.”  **DEMONSTRATION**  “Viewing items using the EW module in CAATS LIVE”   1. Log onto CAATS LIVE. 2. Select the Cost/Revenue-Suspense Transfer dropdown menu. 3. Select the Within Stations menu option.    1. Result: The Cost/Suspense Transfer Within Station Transactions screen displays. 4. Select a station number from the Station dropdown menu. 5. Select All from the Status dropdown menu. 6. Select the Submit button.    1. Result: All the Cost/Suspense Transactions for the station selected display. 7. Select a View button to open a transaction. |
| **Transfer Between Stations (EW)**  Example of an EW Line Item entry form in CAATS: | Slide “Transfer Between Stations (EW), Cont.” |
| **Scenario Question**  Scenario: Station 306 processes a fund transfer and deposits monies into the 3875-clearing account for Station 307.  What type of transfer transaction is processed in CAATS by the Financial Liaison at Station 306 to deposit the funds into the Station 307-clearing account?   * 1. EB   2. EW | **Slide** “Scenario Question” |
| **Processing Accruals**  **Accruals:**   * Reflected expense in the period incurred. * Recorded on a Standard Voucher (SV). * Entered in CAATS 2 days before the end of the month.   To prevent a rejection from occurring at the end of the month, accrual forms can be submitted to ALAC on the last day of the month when a last-minute accrual update is necessary. | Slide “Processing Accruals” |
| **Payroll Accruals**  Example of a RJ Header entry form in CAATS: | Slide “Payroll Accruals”  **DEMONSTRATION – PAYROLL ACCRUALS**  Correcting a payroll accrual using the Accruals - Payroll module in CAATS LIVE”   1. Log onto CAATS LIVE. 2. Select the Accruals dropdown menu. 3. Select the Payroll menu option.    1. Result: The RJ Transaction screen displays. 4. Select the Fund. 5. Input the Fund Control Point (FCP).    1. **EMPHASIZE** to participants that the Fund Control Point should always be 300. 6. Input the Header Total. |
| **Payroll Accruals**  Example of a RJ Line Item entry form in CAATS: | Slide “Payroll Accruals”  **DEMONSTRATION – PAYROLL ACCRUALS (Continued)**   1. Select the Budget Fiscal Year. 2. Select the Cost Center. 3. Select the Budget Object Code (BOC). 4. Input Full-Time Employment Equivalent (FTEE) Hours.    1. FTEE Hours are only inputted when you belong to BOC 1101. 5. Select the SubBOC. 6. Once the SubBOC is selected, the Vendor Code and Vendor Code Address automatically populate. 7. Input the Amount and indicate whether the amount is an increase or decrease by selecting the appropriate radial button. 8. Select the Save button.    1. When you save the payroll accrual, CAATS generates a transaction status history displayed at the bottom of the screen. |
| **Purchase Card Accruals**  Example of a SV Header entry form in CAATS: | Slide “Purchase Card Accruals”  **DEMONSTRATION – PURCHASE CARD ACCRUALS**  Submitting a purchase card accrual using the Accruals – Purchase Card module in CAATS LIVE   1. Log onto CAATS LIVE. 2. Select the Accruals dropdown menu. 3. Select the Purchase Card option.    1. Result: The SV Transaction screen displays. 4. Select the Fund. 5. Indicate whether the goods or services were received or not received by selecting the appropriate radial button. 6. Input the Header Total. |
| **Purchase Card Accruals, Cont.**  Example of a SV Line Item entry form in CAATS: | Slide “Purchase Card Accruals, Cont.”  **DEMONSTRATION – PURCHASE CARD ACCRUALS (Continued)**   1. Select the Budget Fiscal Year. 2. Select the Cost Center. 3. Select the BOC. 4. Input the Fund Control Point (FCP).    1. The Fund Control Point should always be 300. 5. Input the Amount and indicate whether the amount is an increase or decrease by selecting the appropriate radial button. |
| **Scenario Question**  Scenario: Jane Smith accrues a $1200.00 bonus on 09/25/2018  What type of accrual transaction is processed two days before the end of the month for Jane Smith?   * 1. RJ Transaction   2. SV Transaction | Slide “Scenario Question” |
| **Questions** | Slide “Questions”  **LESSON 9 REVIEW – SUSPENSE AND ACCRUAL TASKS**  **Directions:** You have just completed training on this topic and now it is time to reflect on what you learned. Take a moment and complete this activity.  Question:*Can you perform these job tasks?*  **Recall the types of suspense accounts used to temporarily hold funds until they are identified.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Complete ALAC’s Clearing Process tasks before clearing a suspense.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Resolve common issues with fund and transaction identification using FMS Research Tables when needed to clear a suspense.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Clear a suspense by transferring identified funds to the correct account using CAATS Transfer modules.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident  **Process payroll and purchase card accruals using CAATS Accrual modules.**  1 = Not at all Confident  2 = Somewhat Confident  3 = Confident  4 = Very Confident    5 = Extremely Confident |

Lesson 10: Purchase Card Module

| Lesson 10: PowerPoint Slides | Instructor Activities |
| --- | --- |
| Lesson 10: Purchase Card Lesson | Slide “Lesson 10: Purchase Card Lesson” |
| Ice-Breaker  **Answer this question:**  **What have you learned from the training so far?**  **Type your answer in chat.** | Slide “Ice-Breaker” |
| **Lesson Agenda**   * Learning Objectives * Purchase Card Lesson * Review * Questions | Slide “Lesson Agenda” |
| Leaning Objective  Define the purchase card process from start to finish. | Slide “Learning Objective” |
| Purchase Card Module Sub-Modules   * Purchase Card Order * Purchase Card Receiving * Purchase Card Charge Reconciliation * Purchase Card Expense Transfers * Purchase Card Reconciliation Approval * Purchase Card US Bank Links * Purchase Card Setup List * Purchase Card Audit Review * Reports | Slide “Purchase Card Module Sub-Modules” |
| CAATS Purchase Card Process  CAATS Purchase Card Process Sample Screen | **Slide 6. “CAATS Purchase Card Process”** |
| CAATS Purchase Card Flow   * 1. Setup admin (A/OPC) establishes the purchase card in CAATS with the default accounting string using the Purchase Card Setup List Submodule.   2. Purchase Orders are input by Purchase cardholder (initiator) using Purchase Card Order Submodule.   i. Purchase cardholder (initiator) answers purchase card checklist questions prior to inputting purchase order.  ii. Approving Official Approves Purchase Orders using same module.  iii. Finance Reviewer Approves Purchase Orders using same module. | **Slide 7. “CAATS Purchase Card Flow”** |
| CAATS Purchase Card Flow – Initiator Duties   * Purchase cardholder (initiator) updates receiving information using the Purchase Card Receiving Submodule once items have been received. * Purchase cardholder (initiator) reconciles purchase card order with the purchase card charge once goods/services have been received using the Purchase Card Charge Reconciliation Submodule. | **Slide 8. “CAATS Purchase Card Flow – Initiator Duties”** |
| CAATS Purchase Card Flow – Approving Official   1. Approving Official approves reconciliation using the Purchase Card Reconciliation Approval Submodule. | **Slide 9. “CAATS Purchase Card Flow – Approving Official”** |
| CAATS - Purchase Reports   * Purchase cardholder (initiator) pulls the unreconciled approved purchase card order using Reports 🡪 Unreconciled Purchase Card Report. * Purchase card accruals are generated on the 3rd business day from end of month for all unreconciled approved purchase card orders * Purchase cardholder (initiator) checks the purchase card orders associated with the accruals using reports ~~🡪~~ Purchase Card Accruals Report . | **Slide 10. “CAATS - Purchase Reports”** |
| Poll Question #1  **What must happen before a reconciliation can be processed?**   1. **A purchase is made** 2. **An Expenditure Transfer is created** 3. **The goods or services have been received and purchase card charge is in CAATS** | **Slide **11**. **“****Poll Question #1****”**** |
| CAATS Purchase Card Checklist  **Purchase Card Checklist Sample Screen** | **Slide 12. “CAATS Purchase Card Checklist”** |
| CAATS Purchase Card Order  **Purchase Card Order Sample Screen** | **Slide 13. “CAATS Purchase Card Order”** |
| CAATS Purchase Card Order Receiving  Purchase Card Receiving Sample Screen | **Slide** ****14**.** “CAATS Purchase Card Order Receiving” |
| CAATS Reconciliation  Reconciliation Sample Screen   * Purchase Card Charge * Purchase Card Orders. | **Slide 15. “CAATS Reconciliation”** |
| Poll Questions #2  **Which line item~~s~~ in the “Available Purchase Card Orders” grid should be reconciled with the Bank Charge Information?**  **Answers:**   1. **Document #105P8004** 2. **Document #105P90024** 3. **Document #105P00011** 4. **Document #105P00014** | **Slide 16. “Poll Question #2”** |
| CAATS Reconciliation Approval  Reconciliation Approval Sample Screen. | **Slide 17. “CAATS Reconciliation Approval”** |
| CAATS Purchase Card Log  Purchase Card Log Sample Screen. | **Slide 18. “CAATS Purchase Card Log”** |
| Poll Question #3  **During the CAATS Purchase Card Setup, which of the following is responsible for answering the purchase card checklist questions prior to inputting the purchase card order?**   1. **Finance Approver** 2. **Purchase Cardholder** 3. **Approving Official** 4. **All of the above** 5. **None of the above** | **Slide 19. “Poll Question #3”** |
| Poll Question #4  **Question:**  **The Purchase Cardholder (initiator) reconciles the purchase card order with the purchase card charge using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ once purchase card charges and the goods/services have been received in CAATS.**   1. **Purchase Card Log** 2. **Purchase Card Accruals Report** 3. **Purchase Card Reconciliation Submodule** 4. **None of the above** | **Slide 20. “Poll Question #4”** |
| Poll Question #5  **Purchase card accruals are generated in how many business days from the end of the month for all unreconciled approved purchase card orders?**   1. **3** 2. **7** 3. **10** 4. **Results will vary depending on the approved purchase card.** | **Slide **21**. **“****Poll Question 5” |
| Poll Question #6  **The Purchase Card Process includes five different positions and/or areas. Please choose the order for which the Purchase Card Process is broken down.**   1. **CAATS System, Finance Approvers, Approvers, Purchase Cardholders, Setup Admins/Auditors** 2. **Setup Admins/Auditors, Purchase Cardholders, Finance Approvers, Approvers, CAATS System** 3. **Setup Admin, Purchase Cardholder, Approvers, Finance Approvers, Auditors** 4. **Setup Admins/Auditors, Finance Approvers, Approvers, Purchase Cardholders, CAATS System** | **Slide 22. “**Poll Question #6” |
| CAATS Live Activity  During the CAATS demonstration, be sure to pay attention.  If you have any questions, type them in the chat. | **Slide 23. “**CAATS Live Activity”  Entering a Purchase Card Order in CAATs.   1. Once you’ve logged into the training area, select the drop-down menu for Purchase Card Order, choose a station and click the button to Add Document. 2. The Purchase Card Checklist window will open and ask you to verify if the Purchase is equal to or less than $3,500.00; for this training click the Yes button. 3. The Purchase Card Checklist will open for you to complete. 4. When filling out the form, make sure you choose the correct employee card (some employees have more than one card) when placing the order. 5. Enter all required information (as indicated with \*asterisks\*)    1. Enter Vendor Name    2. Choose a fund to cost it to    3. Enter Total Cost    4. Enter the Order Date which should be a different date from the date you’re inputting the purchase card.    5. Choose whether it is Accountable Property and if it was a Socioeconomic Goal.    6. If the order was a Socioeconomic Goal, choose from the dropdown menu. (It includes the goals that are tracked and reported to the Regional Office Directors, who run a monthly report to make sure quotas are met.)    7. Save the header once all sections with red \*asterisks\* are completed. 6. Enter Line Items, by clicking the button Add New Line    1. Select where it will be costed    2. Select the BOC and ACC/FCP    3. Enter the Quantity    4. Enter the Total Cost and whether it was an increase or a decrease    5. Enter an Item Description    6. Click Save 7. Review all the information entered. 8. Add any attachments; for example, some departments put a description of Office Supplies and then add an attachment listing, five reams of paper, 20 boxes of pens, etc. 9. Add any notes, but remember any notes added are there for the life of the entry. Information added cannot be deleted. 10. After review of the order, choose Submit next to Action and click GO. 11. The Purchase Order will show on the Admins screen and show In Review and the Admin will need to approve it. 12. Once it has been Approved by the Approver, it will go to Finance Review for a second check. If everything goes through, the Finance Reviewer will approve the purchase card order and the status will change to approved. 13. Once Approved, the Purchase Cardholder has the authority to call the vendor back and order the goods or services. 14. When the goods or services are received, the Purchase Cardholder will go into the Purchase Card Receiving Module, select their station and status of all.     1. Find your approved order and scroll to add receipts.     2. Choose that it’s been received and then edit the Line Item        1. You need to enter the quantity received, date received and who it was received by and click Save. 15. Once the goods or services have been received, and the purchase card charge is in CAATS, the purchase cardholder goes in the Purchase Card Charge Reconciliation module to process the reconciliation. 16. Before you can leave the screen, another Purchase Card Checklist will open and you will need to complete the highlighted sections. 17. If all goods and services have been received the reconciliation can be processed as a final reconciliation. This will change the status of the order to Fully Reconciled. 18. The Approver will need to review the fully reconciled order. If everything matches, the Approver will Approve and Submit the order. If the order is Rejected, by the Approver, a popup window will appear where the Approver must enter why the reconciliation was rejected. When the Purchase Cardholder goes back into the reconciliation, these comments will appear in the notes field. 19. The Approver will approve the reconciliation and the status will change to Reconcile Approved. |
| **References**   * **Finance Website – Purchase Card Policy**    + **http://www.va.gov/finance/policy/pubs/volumeXVI.asp** * **CAATS Website**   + **https://vaww.caats3.aac.va.gov** * **ALAC website – CAATS Manuals**   + **https://vbaw.vba.va.gov/VBAORM/alac/home.asp** * **ORM website**   + **https://vbaw.vba.va.gov/orm/** | **Slide 24. “References”** |
| **Questions**  Type any questions you have about the Purchase Card Lesson in chat. | Slide **25.** “Questions” |

Lesson 11: Rejects, Inquiries, and Reconciliations

| **Lesson 11: PowerPoint Slides** | **Notes** |
| --- | --- |
| Lesson 11: Rejects, Inquires, and Reconciliations | Slide **1.** “Lesson 11: Rejects, Inquires, and Reconciliations” |
| Icebreaker  **Answer this question:**  What do you want to get out of this course?  Type your answer in chat. | **S**lide “Icebreaker” |
| Lesson Agenda:   * Learning Objectives * Rejects * Inquiries * Rogers Software Development (RSD) Reports * Reconciliations * Questions | Slide **3.** “Agenda” |
| **Learning Objectives**  The objectives of this lesson:   * Describe the methods of reject resolution * Discuss the importance of responding to all inquiries * Discuss information from RSD and SNAPSHOTWEB reports * Recall the two types of Reconciliations for which stations are responsible | Slide **4.** “Learning Objectives” |
| **Rejects**  FMS rejects should be monitored and resolved daily. AAD Accountants will monitor the Document Suspense Index 1 (SUSF) table and RSD reports to identify the follow rejects:   * Obligation * Payments * Cost Transfers * Accruals | Slide **5.** “Rejects” |
| **Rejects – CAATS Demonstration** | Slide **6.** “Rejects – CAATS Demonstration”  **Demonstration:** How to clear rejects.  **Website:** https://vaww.caats3.aac.va.gov/ |
| **Poll Question #1**  What table/report would you go to, to research error codes?   1. S705E 2. SF192 3. F97D 4. ERRG | Slide **7.** “Poll Question #1” |
| **RSD Reports**  Rogers Software Development (RSD) is an application system containing all the reports that are generated by FMS transactions.  These reports are generated daily, weekly, and monthly depending on the frequency needed by the users. This application can be accessed through the FMS mainframe, CAATS reports and website. | Slide **8.** “RSD Reports” |
| **Poll Question #2**  Reports within RSD are generated how frequently? (*Select all that apply.)*   1. Daily 2. Weekly 3. Monthly 4. All the above | Slide **9.** “Poll Question #2” |
| **RSD Website - Demonstration**  Website for online RSD reports  https://aacmf.aac.va.gov/ | Slide **10.** “RSD Website - Demonstration”  **Demonstration:** RSD website.  **Webshare:** https://aacmf.aac.va.gov/ |
| **Reports 1 of 3** | Slide **11.** “Reports 1 of 3” |
| **Reports 2 of 3** | Slide **12.** “Reports 2 of 3” |
| **Reports 3 of 3** | Slide **13.** “Reports 3 of 3” |
| **Reconciliation**  Reconciliation Procedures:   1. Analyze CAATS End Of Month Reconciliation starting on the 1st business day of the month 2. Review monthly reconciliation memorandum sent by ALAC by the 20th day of the month for any out-of-balances and potential problems with the trial balance. 3. Submit corrections to ALAC using a journal voucher, miscellaneous transfer form, CAATS payments, advances, or account receivables 4. Complete CAATS reconciliation by the last business day of the month. | Slide **14.** “Reconciliation” |
| **Short-Answer Question #3**  If you receive work to do in a monthly reconciliation memorandum, how many days do you have to respond? | Slide **15.** “Short-Answer Question #3” |
| **EOM Reconciliation - Demonstration** | Slide **16.** “EOM Reconciliation - Demonstration”  **Demonstration-CAATS**  **WEBSHARE:** “CAATS End of Month Reconciliation.”  Website: https://vaww.caats3.aac.va.gov/ |
| **Annual Certification**  VBA Centralized Stations-Review the following:  DOA:   * Delegations of Authority are complete and correct * Separations of duty requirements are complete and accurate   Obligations:   * Proper Support documentation submitted when processed * Outstanding balances in excess of 90 days have been reviewed for validity * Maintenance and service contracts were properly executed   Funds:   * Prior year funds were not used for current year purchases * Suspense balances, as of August 31, XXXX, have been reviewed and ALAC has been notified to clear out to the proper appropriation or fund | Slide **17.** “Annual Certification” |
| **Annual Certification Transaction**   * In CAATS under reports and Annual Certification * Enter the amount of the out of system accruals * Send a signed copy to ALAC | Slide **18.** “Annual Certification Transaction” |
| **Annual Certification Letter** | Slide **19.** “Annual Certification Letter” |
| **Questions**  Be prepared to answer questions from the opening activity, Ice-Breaker. | Slide **20.** “Questions” |

Lesson 12: Federal and Non-Federal Advances

| Lesson 12: PowerPoint Slides | Instructor Activities |
| --- | --- |
| Lesson 12: Federal and Non-Federal Advances | **S**lide **1.** “Lesson 12: Federal and Non-Federal Advances” |
| **Ice Breaker – Poll Question:**  Which type of advance do you process more often?   * 1. Federal   2. Non-Federal | **S**lide **2.** “Ice Breaker – Poll Question” |
| Agenda   * **Definition** * **References** * **Types of Advances** * **Federal and Non-Federal Advances** * **FMS RSD Reports, Advance Invoices & Receipts** * **FASPAC System** * **Advance Offset Process/Clearing Advances** * **FMS Research Tables** * **CAATS Module** * **Unidentified IPACs – Default Accounting String** * **Resolving Common Issues** | **S**lide “Agenda” |
| **Learning Objectives**  The objectives of this course:   * Define Federal and Non-Federal Advances * Identify types of Federal Advances * Describe the Query, Review and Report features of the FASPAC system * Explain the steps in the process for an Offsetting Advance Process * Identify FMS Research Tables used for Federal and Non-Federal Advances | Slide “Learning Objectives” |
| **Learning Objectives, Cont.**   * Explain process for IPACs with Unidentified Obligations * Explain process for clearing IPAC Default Accounting String Transactions * Resolve offset with incorrect obligation, advances belonging to another station and missing advances | Slide “Learning Objectives, Cont.” |
| **Definition**  Advances are prepayments, made in anticipation of future performance, and is often based on an estimated cost.  However, 31 U.S.C. 3324 prohibits the Government from paying for goods before they have been received or for services before they have been rendered.  Exceptions to this prohibition clause allows the VA to cover a part of or all of the recipient’s anticipated expenses to its employees, contractors and grantees only if it is authorized by a specific appropriation or other law.  Example: Advance payments to other Federal agencies (31 U.S.C. 1535) | Slide “Definition” |
| **Types of Advances**  There are two types of advances:  **Federal Advances**  Established by the Financial Services Center (FSC) to record IPAC disbursements for such services as GSA motorpool, GSA RWA utilities, GPO printing, etc.  **Non-Federal Advances**  Results from transactions related to non-federal vendors i.e. convenience checks, flexible spending accounts program via OPM, travel, etc. | Slide “Types of Advances” |
| **Types of Federal Advances**  Advances may be recorded for various types of goods and services identified below.   * GSA Department of Homeland Security * GSA Motorpool * GSA Utilities, Personnel & Construction * GPO Printing * Department of Health and Human Services | Slide “Types of Federal Advances” |
| **Federal Advance Process**  Advances are recorded as Disbursement Vouchers (DV 01) or Default Accounting String Expenditure Transfer Transactions (ET 05) in FMS.  Example: GSA pre-pays the VBA RO’s Lease Agreement Overtime/Utilities charges   * GSA pre-pays the RO’s utility bill * GSA bills through IPAC. VAFSC creates an advance to transfer the asset (DV) or an expense (ET) to the VA Regional Office * The RO uses obligated funds to clear the advance | Slide “Federal Advance Process” |
| **Types of Non-Federal Advances**  Non-Federal Advances are recorded as Convenience Check (CB) or Travel Advances (IF) in FMS.   * Non-Federal Advances   + Convenience Checks   + TDY and PCS Travel   As of October 1, 2018, Convenience Checks are not permitted for all VBA Purchase card accounts. | Slide “Types of Non-Federal Advances” |
| **Non-Federal Advance Process**  Example of a Non-Federal Convenience Check Advance   * GSA pre-pays the RO’s utility bill * GSA bills through IPAC. VAFSC creates an advance to transfer the asset (DV) or an expense (ET) to the VA regional Office. * The RO uses obligated funds (SO) to offset the advance   Example of a Non-Federal Travel Advance   * RO pre-pays an employee’s travel in advance * Employee processes a travel expense in CONCUR; this action creates an outstanding travel advance in FMS, which must be offset * Upon employee reimbursement, the RO submits a Miscellaneous Transfer Form (MTF) to ALAC to manually offset the advance | Slide “Non-Federal Advance Process” |
| **Poll Question:**  Which of the following invoices are established as Federal advances in FMS?   * 1. GSA RWA Overtime Utilities invoices   2. Government Print Office invoices   3. Department of Homeland Security invoices   4. All of the above | Slide “Poll Question” |
| **FMS RSD Advance Reports**  Step 1: Check Reports  F854  Employee Travel Advance Report  F855  Advances Federal/Non-Federal Report  F856  Unapplied Deposits Verification Report  F859  IPAC Default Fund FCP Report   * ***Review*** RSD or CAATS reports to determine whether advances belong to your station. * ***Identify*** the different types of federal and/or non-federal advances i.e. DV, ET, CB, & TO. * ***Research*** Unapplied Deposit Numbers in 3885 Suspense Fund for Federal Advance credits * ***Examine*** Unapplied Deposit Numbers in 3875 Suspense Fund for employee Travel Advance repayments. | Slide “FMS RSD Advance Reports” |
| **Advance Invoices & Receipts**  2: Gather Backup Documents  FASPAC, Agent Cashier, or CAATS   * The FASPAC system contains billing data for Federal Advances and unidentifiable IPACs, summary and detailed invoices, and other information. * Supporting documents for such non-federal advances as convenience checks and employee travel repayments may be obtained from the Agent Cashier or the CAATS system. * Review all invoices, checks or receipt – obtained from FASPAC - for accuracy of amounts, Regional Office identification, etc. | Slide “Advance Invoices & Receipts” |
| **Poll Question:**  Which of the following RSD Reports contain either or both Federal and Non-Federal Advances?   1. F853, F854, and F859 2. F854 and F855 3. F854, F855, and F859 4. F853, F854, F855, and F859 | Slide “Poll Question” |
| Advance Offset Process  3: Verify Advances in FMS  DV, ET, CB, TO   * Determine the offset action to process and verify funding availability (obligation, budgetary, 3875 Suspense Fund for travel and 3885 Suspense Fund for GSA/GPO credits). * Use the appropriate CAATS module and submodules to create the offset transaction for CB & DV advance type transactions. * For ET and Travel items, submit a MTF to ALAC to manually process the offset transaction for ET & TO advance type transactions. | Slide “Advance Offset Process” |
| **FASPAC System** | Slide “FASPAC System” |
| **Query IPACs - FASPAC** | Slide “Query IPACs - FASPAC” |
| **IPAC Document** | Slide “IPAC Document” |
| **IPAC Attached File(s)** | Slide “IPAC Attached File(s)” |
| **FMS Research Tables**  **OBLH – Orders Header**   * + Provides information on obligation amounts, including outstanding, recently closed, and expended amounts for the entire obligation   **ADVX – Advance Cross Reference**   * Lists every non-travel advance transaction in FMS   **PVHT – Payment Voucher Header**   * Displays summary information about outstanding, closed, and disbursed payables   **PVLT – Payment Voucher Line**   * Provides costing details of outstanding and closed voucher lines | Slide “FMS Research Tables” |
| **FMS Research Tables, Cont.**  **SPDX – Spending Document Cross Reference**   * Lists all transactions in FMS for a specific BFY, Fund, Station, Fund Control Point and Budget Object Code   **CRLT – Cash Receipt Line**   * Provides costing details of cash receipt deposits in FMS   **CRHT – Cash Receipt Header**   * Displays summary information about the document, accomplished, and TV dates and the deposit number  of cash receipt disbursements   **TADV – Travel Advance**   * Lists travel obligations and related expenses for travel advance transactions in FMS | Slide “FMS Research Tables, Cont.” |
| * **FMS Research Tables, Cont.**   **TOHT – Travel Order Header**   * Displays summary information about outstanding, closed, and disbursed travel payments for the entire travel order   **TOLT – Travel Order Line**   * Provides costing details of outstanding and closed travel order lines for the entire travel order   **UDST – Outstanding Unapplied Deposit Summary**   * Lists outstanding unapplied deposit balances at a summary level   **UDDT – Unapplied Deposit Detail**   * Lists unapplied deposit item balances with detailed history of individual documents that credit or debit the unapplied deposit account | Slide “FMS Research Tables, Cont.” |
| **Process – Clearing Advances**  Offsets for *Federal* Advances (DVs) may be processed in CAATS; however (ETs) **must** be processed in FMS.  4A: Determine Offset Action: DV Advance   * Obligation Offset Fed/Non-Fed Advance * Suspense/CAATS Suspense Offsetting Advance – GPO & GSA Credits * FMS Send ALAC Miscellaneous Transfer Form (ETs only) | Slide “Process – Clearing Advances” |
| **CAATS Modules**  Offset Federal Advance   * Cost / Revenue – Suspense Transfer 🡪 Offset Fed / Non-Fed Adv. * Volume 1 – CAATS Training Guide – Finance v2, pgs. 147-150 | Slide “CAATS Modules” |
| **CAATS Modules, Cont.**  Suspense Offset Federal Advance   * Cost / Revenue – Suspense Transfer 🡪 Suspense Offset Advance * Volume 1 – CAATS Training Guide – Finance v2, pgs. 143-144 | Slide “CAATS Modules, Cont.” |
| **Process – Clearing Advances, Cont.**  Offsets for Non-Federal Advances (CBs) may be processed in CAATS; however, Travel Advance repayments must be processed in FMS.  4B – Determine Offset Action: CB & Travel Advances   * Obligation Offset Fed/Non-Fed Advance * CGE Process travel expense report in CGE * FMS Submit ALAC Miscellaneous Transfer Form (Travel overpayments) | Slide “Process – Clearing Advances, Cont.” |
| **CAATS Modules, Cont.**  Offset Convenience Check   * Cost/Revenue – Suspense Transfer 🡪 Offset Convenience Check * Volume 1 – CAATS Training Guide – Finance v2, Pages 147-150 | Slide “CAATS Modules, Cont.” |
| **IPACs with Unidentified Obligations**  **To eliminate financial statement and reconciliation issues, the Financial Services Center will:**   * No longer establish *temporary advances* (DVs) for IPAC charges where obligation number is missing, or the obligation is not fully funded. * Record Federal IPAC charges to a default accounting string (FUND: 0151A1 FCP: IPACDSB05, CC: 309500 and BOC 2580), established for each Regional Office Fund 0151A1 for each RO.   RO/Stations are responsible for identifying the correct obligation and transferring the default transaction to the correct obligation. | Slide “IPACs with Unidentified Obligations” |
| **Clearing IPAC Default Transactions**  **The Process:**  Step 1: FSC will compare the IPAC and supporting invoices, to the Inter-agency Agreement (IAA) stored in the VAFSC Agreement Repository, to identify the obligation for each IPAC.  FSC Actions: If no obligation is identified, or if the obligation is not sufficiently funded, FSC will record an ET 05 to the Default Accounting String in FUND 0151A1. | Slide “Clearing IPAC Default Transactions” |
| **Clearing IPAC Default Transactions, Cont.**  **The Process:**  Step 2: Recorded transactions charged to the default accounting string will are included in the F859 Report\*, currently available in RSD. *The report will not be available in CAATS.*  Step 3: VBA Station reviews the report, provide the correct obligation, or work with budget staff obtain funding. Station must send a MTF to ALAC to manually offset the ET 05. | Slide “Clearing IPAC Default Transactions, Cont.” |
| **Clearing IPAC Default Transactions, Cont.**  **The Process:**  Step 4: ALAC will record an offset transaction to move the funds from the default accounting string to the correct obligation. The direct disbursement number contained in the transaction header MUST match the SDD of the original ET 05.  ITEMS WILL CLEAR WHEN:  The following elements match the original transaction:   * SDD * Station * Line number * FUND * BBFY/EBFY * Vendor Code | Slide “Clearing IPAC Default Transactions, Cont.” |
| **FSC ET 05 transaction for Fund 0151A1** | Slide “FSC ET 05 transaction for Fund 0151A1” |
| **FSC ET 05 Transaction for Fund 0151A1, Cont.** | Slide “FSC ET 05 transaction for Fund 0151A1, Cont.” |
| **F859 Report\* in RSD** | Slide “F859 Report\* in RSD” |
| **Misc Transfer Form (MTF) Example** | Slide “Misc Transfer Form (MTF) Example” |
| **Misc Transfer Form (MTF) Example,** **Cont.** | Slide “Misc Transfer Form (MTF) Example, Cont.” |
| **ALAC ET 01 Transaction Example** | Slide “ALAC ET 01 Transaction Example” |
| **ALAC ET 01 Transaction Example,** **Cont.** | Slide “ALAC ET 01 Transaction Example, Cont.” |
| **ALAC ET 01 transaction example,** **Cont.** | Slide “ALAC ET 01 Transaction Example, Cont.” |
| **Resolving Common**  **Advance Issues**  **Offset Advance with Incorrect Obligation**   * Process *Expense Offsetting Obligation* in CAATS to transfer expense from the incorrect obligation to the correct obligation.   **Advance Belongs to Another Station**   * Forward the e-mail to VAFSC IPAC Processing team for correction.   **Missing Advance**   * Submit inquiry to the billing agency and the VAFSC IPAC Processing team (Outlook: VAFSC IPAC Processing.) | Slide “Resolving Common Advance Issues” |
| **Resolving Common IPAC/ET Issues**  **ET Offsets Reference the SO instead of AR for Prior Year Service Obligation Offsets**   * ALAC will cancel the DV and de-obligate any resulting system increases. * The station will reprocess the DV in CAATS and reference the AR.   **IPAC Charge References Incorrect Line of Accounting**   * Submit a MTF with the correct FMS Line number, correct direct disbursement number, the correct vendor code, and/or other costing elements as referenced on the original expenditure transfer (ET 05). | Slide “Resolving Common IPAC/ET Issues” |
| **Activity: Offsetting Advance Process**  **SCENARIO:**  A recent hire has joined your station. You have been tasked with creating a job aid providing step-by-step instructions for offsetting an advance. | Slide “Activity: Offsetting Advance Process” |
| **Activity: Offsetting Advance Process, Cont.**  **This is a two-part activity:**   * Part 1: Instructor Demonstration   + - Outline Step 1 in the Offsetting an Advance process * Part 2: Participant Activity   + - Outline Steps 2-4 \* in the Offsetting an Advance process   \* Task to be assigned by instructor | Slide “Activity: Offsetting Advance Process, Cont.” |
| **Activity: Offsetting Advance Process, Cont.**  **DIRECTIONS: Part 1: Demonstration**   * SAMPLE Job Aid-Offsetting an Advance * Located in Appendix A of the Participant Guide | Slide “Activity: Offsetting Advance Process, Cont.” |
| **Activity: Offsetting Advance Process, Cont.**  **DIRECTIONS: Part 1: Demonstration, Cont.**   * Observe the demonstration. * Record the results of the demonstration in the “Step 1” section of the document: “Job Aid: Offsetting an Advance”. * Be sure to identify key systems and reports * Time allotted: 15 minutes   + 10 minutes:     - Demonstration by instructor     - Recording of Step 1, including key systems and reports, by participants     - Questions and class discussion   + 5 minutes: Questions about Part 2 | Slide “Activity: Offsetting Advance Process, Cont.” |
| **Activity: Offsetting Advance Process, Cont.**  **Offsetting an Advance**  **Step 1: Check Reports**  **Step 2:**  **Step 3:**  **Step 4a:**  Step 4b: | Slide “Activity: Offsetting Advance Process, Cont.” |
| **Activity: Offsetting Advance Process, Cont.**  Demonstration – Solution | Slide “Activity: Offsetting Advance Process, Cont.” |
| **Activity: Offsetting Advance Process, Cont.**  **DIRECTIONS: Part 2: Participant Activity**   * Working individually, complete the Step assigned to you by the instructor, using the content presented in this class as a resource. * **Task Assignment**   + A – G: Step 2   + H – M: Step 3   + N – S: Step 4a   + T – Z: Step 4b | Slide “Activity: Offsetting Advance Process, Cont.” |
| **Activity: Offsetting Advance Process, Cont.**  **DIRECTIONS: Part 2: Participant Activity, Cont.**   * Use the chat feature to ask the instructor any questions you may have. * Be prepared to participate in a class discussion and to share your results. * Time allotted: 30 minutes   + - 15 minutes: Outline your assigned step, including key systems and reports associated with step     - 15 minutes: Class discussion | Slide “Activity: Offsetting Advance Process, Cont.” |
| **Activity: Offsetting Advance Process, Cont.**  RESULTS: | Slide “Activity: Offsetting Advance Process, Cont.” |
| **Activity: Offsetting Advance Process, Cont.**  Participant Activity – Solution | Slide “Activity: Offsetting Advance Process, Cont.” |
| Summary  **Today you:**   * **Defined Federal and Non-Federal Advances** * **Identified types of Federal Advances** * **Described the Query, Review and Report features of the FASPAC system** * **Explained the steps in the process for an Offsetting Advance Process** * **Identified FMS Research Tables used for Federal and Non-Federal Advances** | Slide “Summary” |
| Summary, Cont.  **Today you:**   * **Explained process for IPACs with Unidentified Obligations** * **Explained process for clearing IPAC Default Accounting String Transactions** * **Resolved offset with incorrect obligation, advances belonging to another station and missing advances** | Slide “Summary, Cont.” |
| References | Slide “References” |
| References, Cont. | Slide “References, Cont.” |
| References, Cont. | Slide “References, Cont.” |
| Questions? | Slide “Questions?” |

Appendix A – Blank

SAMPLE Job Aid: Offsetting an Advance

**Instructions:**  Outline the steps in offsetting an advance. Be sure to identify key systems and reports

**Step 1:**

**Step 2:**

**Step 3:**

**Step 4a:**

**Step 4b:**

Appendix B - Demonstration

SAMPLE Job Aid: Offsetting an Advance

**Instructions:**  Outline the steps in offsetting an advance. Be sure to identify key systems and reports.

**Step 1: Check Reports**

* Review the RSD or CAATs reports to determine that advances belong to your station.
* Identify the different types of advances, CB, DV, ET & TO.
* Identify Suspense Fund 3885 Unapplied Deposit Numbers for Federal Advance credits.

Key reports include:

* + F854-Employee Travel Advance Report
  + F855-Advances Federal/Non-Federal Report
  + F856-Unapplied Deposits Verification Report
  + F859-IPAC Default FCP Report

**Step 2:**

**Step 3:**

**Step 4:**

**Step 5:**

Appendix C – Solution

SAMPLE Job Aid: Offsetting an Advance

**Instructions:**  Outline the steps in offsetting an advance. Be sure to identify key systems and reports.

**Step 1: Check Reports**

* Review the RSD or CAATs reports to determine that advances belong to your station.
* Identify the different types of advances, CB, DV, ET & TO.
* Identify Suspense Fund 3885 Unapplied Deposit Numbers for Federal Advance credits.

Key systems include:

* + CAATS
  + RSD

Key reports include:

* + F854-Employee Travel Advance Report
  + F855-Advances Federal/Non-Federal Report
  + F856-Unapplied Deposits Verification Report
  + F859-IPAC Default FCP Report

**Step 2: Gather Backup Documents**

* For Federal Advances, log into the FASPAC system to obtain the summary invoice.
* For Non-Federal Advances, obtain convenience check or cash receipt documentation from Agent Cashier/CAATS System.
* Review the invoice/ check/ receipt for accuracy.

Key systems include:

* + FASPAC
  + CAATS

Key reports include:

* + FASPAC Summary invoice
  + CAATS convenience check or cash receipt

**Step 3: Verify Advances in FMS**

* Determine what offset action should be processed and verify funding availability (obligation, budgetary and/or suspense fund 3885 for GSA/GPO credits).
* Use the CAATs module to process the offset transaction for DV advance type transactions.
* Submit an MTF to ALAC for processing the offset transaction for CB/ET/TO advance type transactions.

Key systems include:

* + CAATS
  + FMS

SAMPLE Job Aid: Offsetting an Advance, Cont.

**Step 3: Verify Advances in FMS, Cont.**

Key reports include:

* + Miscellaneous Transfer Form
  + FMS Tables
    - * ADVX/SPDX
      * PVHT/PVLT
      * TADV
      * TOHT/TOLT
      * CRHT/CRLT

**Step 4a: Determine Offset Action in CAATS: DV Advance**

* Offsets for Federal Advances; (DVs) may be processed in CAATS, and (ETs) must be processed in FMS
  + Obligation: Offset Fed/Non-Fed Advance
  + Suspense: Suspense Offsetting Advance
  + Appropriation: Send ALAC Miscellaneous Transfer Form (ETs only)

Key systems include:

* + CAATS
  + FMS

Key reports include:

* + MTF

**Step 4b: Determine Offset Action in CAATS: TO & CB Advances**

* Offsets for Non-Federal Advances must be processed in FMS
  + CGE: Offset Process travel expense report in CG
  + FMS: For travel overpayments TR E2/24 transactions and for convenience checks DD 03 transactions processed to offset each Advance type
  + Appropriation: Send ALAC Miscellaneous Transfer Form (ETs Only)

Key systems include:

* + CAATS
  + FMS
  + CGE

Key reports include:

* + MTF

Appendix A – CAATS FMS Training References

The table below provides an at a glance list of training references and resource links organized by training topic.

| References | Description – Online/Website Link | Training Topic |
| --- | --- | --- |
| Document Management System (DMS) | DMS Application Suite  [https://vaww.dms.fsc.va.gov/prweb/PRWebLDAP1/QBfezHq1Xolvxx5X5XzjmA%5B%5B\*/!STANDARD?pzPostData=1861938095&pzPostData=-1590404590](https://vaww.dms.fsc.va.gov/prweb/PRWebLDAP1/QBfezHq1Xolvxx5X5XzjmA%5B%5B*/!STANDARD?pzPostData=1861938095&pzPostData=-1590404590) | Review Accounting Systems (Day 1)  Delegation of Authority (Day 1) |
| Centralized Admin Accounting Transactions System (CAATS) | Login to CAATS (production website)  <https://vaww.caats3.aac.va.gov/> | Review Accounting Systems (Day 1)  Starting the Funding Cycle – Budgeting Distribution (Day 1)  Obligations, Travel Orders, Accounting String (Day 1)  Payment Processing (Day 2)  Payment Research (Day 2)  Research Payments (Day 2)  Accounts Receivables (Day 2)  Purchase Card Module (Day 3)  Federal and Non-Federal Advances (Day 3) |
| Administrative and Loan Accounting Center (ALAC) | ALAC Homepage  <https://vbaw.vba.va.gov/orm/alac/home.asp>  CAATS Training Manuals  <https://vbaw.vba.va.gov/VBAORM/alac/CAATStrainingmanuals.asp>  Electronic forms used by Regional Offices  <https://vbaw.vba.va.gov/VBAORM/alac/forms.asp> | Webinars & Training Course Material  Accepted ALAC forms  ALAC Organizational Structure |
| Administrative and Loan Accounting Center (ALAC) | Microsoft Outlook: VBA ALAC Admin Accounting  Full E-mail Address: [VBA ALAC ADMIN ACCOUNTING@va.gov](mailto:VBA%20ALAC%20ADMIN%20ACCOUNTING@va.gov) | AAD email address |
| Department of Veterans Affairs Intranet  Financial Management System (FMS) Services | FMS Procedures – Financial Services Center (Version 5.0.1)  User Guides, Standard Operation Procedures and Monthly Reports  FMS in a Nutshell—Basics and Subsystems  Budget Execution Subsystem—Basic budget model  Access to FMS  User Guides, Standard Operation Procedures and Monthly Reports  <http://vaww.va.gov/FMSHOME/About_FMS.asp> | FMS User Guides |
| Department of Veterans Affairs Delegation of Authority | VA Financial Policies and Procedures  Administrative Fiscal Policies and Procedures  Volume VII – Chapter 1, October 2013  <https://www.va.gov/finance/docs/va-financialpolicyvolumeviiichapter01.pdf> | Delegation of Authority |
| Department of Veterans Affairs  Invoice Review and Certification | VA Financial Policies and Procedures  Invoice Review and Certification  Volume VII – Chapter 1A  <https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeVIIIChapter01A.pdf> | Delegation of Authority  Payments |
| Department of Veterans Affairs VA Budget Cycles | VA Financial Policies and Procedures  VA’s Budget Cycle and Fund Symbols  Volume II, Chapter 2, September 2012  <https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIIChapter02.pdf> | Starting the Funding Cycle – Budgeting Distribution |
| Department of Veterans Affairs Obligations Policy | VA Financial Policies and Procedures  Obligation Policy  Volume II, Chapter 5, May 2014  <https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIIChapter05.pdf> | Obligations |
| Department of Veterans Affairs 1358 Obligations | VA Financial Policies and Procedures  1358 Obligation Policy  Volume II, Chapter 6, January 2013  <https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIIChapter06.pdf> | Obligations, |
| OTCnet ACR | OTCnet Adjustment Correction or Reversal (ACR) Form forwarded to: [FMS.OTCChannel@Citi.com](mailto:FMS.OTCChannel@Citi.com) | Deposits |
| U. S. Department of Treasury | Prompt Payment Act  Bureau of the Fiscal Service  <https://fiscal.treasury.gov/fsservices/gov/pmt/promptPayment/promptPayment_home.htm> | Payments |
| Roger Software Development (RSD) | F97D and F829 reports  Online RSD Reports – Austin Information Technology Center  <http://austin.aac.va.gov/>  The Austin Automation Center Guide to Online Report Viewing Using Roger Software Development ORM Intranet  <http://aacmf.aac.va.gov/docs/rsd/rsd_manual.pdf> | RSD reports  FMS transactions  Rejects |
| Department of Veterans Affairs Advance Payments | VA Financial Policies and Procedures  Advance Payments  Volume II – Chapter 7C, July 2013  <http://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIIChapter07C.pdf> | Federal and Non-Federal Advances  Suspense |
| Department of Veterans Affairs Agent Cashier Accountability Policy | VA Financial Policies and Procedures  Agent Cashier Accountability Policy  Volume VIII – Chapter 3, May 2014  https://www.va.gov/finance/docs/va-financialpolicyvolumeviiichapter03.pdf | Federal and Non-Federal Advances |
| FASPAC  Financial Accounting System of Payments and Collections | FASPAC homepage  Login to FASPAC (production website)  Login Information, password reset, Point of Contact(s)  <https://vaww.faspac.fsc.va.gov/login.aspx> | Federal and Non-Federal Advances  Suspense |
| Department of Veterans Affairs Accounts Receivables | VA Financial Policies and Procedures  Accounts and Interest Receivables  Volume V – Chapter 6, January 2013  <http://www.va.gov/finance/docs/VA-FinancialPolicyVolumeVChapter06.pdf> | Accounts Receivables  Suspense |
| Department of Veterans Affairs Debt Management | VA Office of Finance, Office of Finance Policy  VA Financial Policy and Procedures  Debt Management  Volume XII  <http://www.va.gov/finance/policy/pubs/volumeXII.asp> | Accounts Receivables  Suspense |
| Department of Veterans Benefits Administration | VBA Station Debt Procedures (Word Document)  MP-4, PART IV  Chapter 11 – Station Debt Processes  January 4, 2017  Copy and paste link in web browser to access document:  http://vbaw.vba.va.gov/bl/20/cfo/FIN/Fin241C/MP4 PartIV/Chapter 11 - Station Debt Processes January 2017.docx | Accounts Receivables |
| Department of Veterans Benefits Administration | VBA Fiduciary Misuses Debt Processes (Word Document)  MP-4, PART IV  Chapter 13 – Fiduciary Misuses Debt Processes  December 27, 2016  *Note: Copy and paste link in web browser to access document:*  http://vbaw.vba.va.gov/bl/20/cfo/FIN/Fin241C/MP4 PartIV/Chapter 13 - Fiduciary Misuse Debt December 2016.docx | Accounts Receivables |
| Federal Accounting Standards Advisory Board (FASAB) | <http://files.fasab.gov/pdffiles/2016_fasab_handbook.pdf> | Suspense |
| Statements of Federal Financial Accounting Standards (SFFAS) | <http://files.fasab.gov/pdffiles/2016_fasab_handbook.pdf> | Suspense |
| Department of Veterans Affairs Office of Finance | VA Financial Policy and Procedures  Clearing (Suspense) and Deposit Funds  Volume II – Chapter 2C  https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIIChapter02C.pdf | Suspense |
| Department of Veterans Affairs Reconciliations | VA Financial Policies and Procedures  Reconciliations  Volume I – Chapter 6, December 2010  <https://www.va.gov/finance/docs/VA-FinancialPolicyVolumeIChapter06.pdf> | Reconciliation |
| SnapShotWeb | SnapShotWeb login  <https://vaww.snapwebfms.aac.va.gov/Logoff.asp> | Inquiries  Reports |
| Department of Veterans Affairs Office of Finance | Charge Card Programs  Purchase Card Policy  <http://www.va.gov/finance/policy/pubs/volumeXVI.asp> | Purchase Card Module |
| VBA Office of Resource Management (ORM) | ORM Intranet  ORM SharePoint Homepage and Useful Links  <http://vbaw.vba.va.gov/bl/20/cfo/ORMindex.htm> | Purchase Card Module |

Appendix B – FMS Research Tables

The table below lists FMS Research Tables acronyms used in this course.

| Acronym | Definition | Purpose |
| --- | --- | --- |
| ADVX | Advance Cross Reference Inquiry Screen | Lists every advance transaction in FMS |
| ALLW | Allowance Table | Provides available allowance balances |
| ARHT | Receiver Header Inquiry | Maintains summary information of outstanding and recently closed BDs |
| ARLT | Receiver Line Inquiry | Provides detailed accounting information of outstanding and recently closed BDs |
| CHKH | Check header Inquiry Screen | Requires trace number and confirmation date;  Shows the address where payment was sent; Check Cancelled Indicator—If N, then payment was not cancelled, If X, then payment was cancelled/returned |
| CHKL | Check Detail Inquiry Screen | List the DOC ID that was processed with this payment |
| DXRF | Document Cross Reference Table | Lists every transaction that effects the document listed; Identifies summary information about any given document and those that reference it |
| FUND | Fund Reference Data Table | Description of Funds |
| IWPX | Installation Wide Project/Project Cross Reference Screen | Lists funds and accounting string for a project |
| OBLH | Orders Header Table | Provides information on obligation amounts, including outstanding, recently closed, and expended amounts for the entire obligation |
| ORGN | Station/Cost Center Table | Description of Stations/Cost Centers |
| PGMT | FCP/Project Table | Description of the FCP/Projects |
| PVHT | Voucher Header Table | Displays summary information about outstanding, closed, and disbursed payables |
| PVHT | Voucher Header Inquiry Screen | Lists every accepted document entered into FMS; Must know the Vendor Code and DOC ID; Can research CT, WV, TV, ZS, ZE and other transactions |
| PVLT | Voucher Line Table | Provides details of outstanding and closed voucher lines |
| PVLT | Voucher Line Inquiry Screen | Lists the accounting information for each payment entered into FMS |
| SAOB | Suballowance Obligation Inquiry Screen | List obligations by fund control point and limitation |
| SASP | Suballowance Spending Control Inquiry Table | Provides available FCP/LMT balances |
| SPDX | Spending Control Document Cross Reference Screen | List obligations and expenditures by fund control point and BOC |
| SPRJ | Sub-Project Reference Screen | Description of project and status of funds |
| TOHT | Travel Order Header Inquiry Table | Lists all travel obligations entered into FMS |
| TOLT | Travel Order Line Inquiry Screen | Lists the accounting information associated with each travel obligation entered into FMS |
| TSCL | Treasury Schedule Control Line Inquiry | List the Check/Trace number for a confirmed Payment; 7 Digit number – EFT payment and 8 Digit Number – Check payment |
| UDDT | Unapplied Deposit Detail Inquiry Screen | Lists the transactions related to an unapplied deposit, both deposits/transfers in and payments/transfers out; Lists unapplied deposit item balances with detailed history of individual documents that credit or debit the unapplied deposit account |
| UDST | Outstanding Unapplied Deposit Summary Inquiry Screen | Lists outstanding unapplied deposit balances at a summary level |
| UDST | Outstanding Unapplied Deposit Summary Inquiry | Lists all of the items in a suspense fund |
| UPVT | Unpaid Voucher Inquiry Screen | Identifies travel payments that are returned |
| VEN2 | Custom Vendor Reference Data Screen 2 | Lists all vendors by their assigned vendor code  but does not show any EFT information |
| VEN2 | Vendor Reference Data Screen | Commercial vendors use their tax ID as the vendor code  Employee vendor code is the first 6 letters of the last name and initial of first name |
| VCT2 | Voucher Tracking/DLN Inquiry Screen | Identify the payment using the vendor code and Invoice number; Useful in researching duplicate payments |
| VXDD | Voucher Disbursement Cross Reference | List the Document ID and Schedule number for a confirmed payment |
| VNAM | Vendor Name Inquiry Table | List all vendors that have done business with the VA–including employees |
| VXRF | Vendor Document Cross Reference Inquiry | Provides information about transactions related to specific vendor |
| VZIP | Zip Code Vendor Name Inquiry Table | Lists vendors by the zip code and the vendor name |

Appendix C – VA Training Acronyms

The table below lists acronyms frequently used in this course. Use this VA intranet [link](http://vaww.va.gov/acronyms/index.cfm) to locate other Veterans Affairs (VA) acronyms.

| Acronym | Definition |
| --- | --- |
| AAD | Administrative Accounting Division |
| ALAC | Administrative Loan Accounting Center |
| ALLW | Allowance Table |
| AMT | Amount |
| AR | Accounts Receivable |
| BD | Billing Document |
| BDN | Benefits Delivery Network |
| BOC | Budget Object Code |
| CAATS | Centralized Administrative Accounting Transactions System |
| CAC | Common Access Card |
| CBO | Congressional Budget Office |
| CGE | Concur Government Edition System |
| CT | Certified Payments |
| CWINRS | Case Management Information System |
| DMC | Debt Management Center |
| DMS | Document Management System |
| DOA | Delegation of Authority |
| EFT | Electronic Funds Transfer |
| EOM | End-of-Month |
| FASAB | Federal Accounting Standards Advisory Board |
| FASPAC | Federal Accounting Service Payment and Collections |
| FCP | Fund Control Point |
| FCS | Financial Counseling Service |
| FID | Fiduciary |
| FMS | Financial Management System |
| FRB | Federal Reserve Bank |
| FSC | Financial Services Center |
| FTEE | Full-Time Employment Equivalent |
| IPAC | Intergovernmental Payment and Collection |
| LN | Line Number |
| LWOP | Leave Without Pay |
| NCA | National Cemetery Administration |
| NW | Nation Wide (reports) |
| OTCnet | Over the Counter Channel Application |
| OMB | Office of Budget and Management |
| ORM | Office of Resource Management |
| PAID | Personnel and Accounting Integrated Data System |
| PIV/PKI | Personal Identity Verification Card/Public Key Infrastructure |
| PM | Payment Management |
| RO | Regional Office |
| RSD | Rogers Software Development |
| SAOB | Suballowance Obligation Inquiry Screen |
| SASP | Suballowance Spending Control Inquiry Table |
| SFFAS | Statements of Federal Financial Accounting Standards |
| SNW | SNAPSHOTWEB |
| SSD | Support Services Division |
| SUSF | Suspense File |
| SV | Standard Voucher |
| TCIS | Treasury Check Information System |
| TOPS | Treasury Offset Program |
| UDN | Unidentified Deposit Number |
| VACO | Veterans Administration Chief Officer |
| VAF | Veterans Affairs Form |
| VARO | Veterans Administration Regional Office |
| VBA | Veterans Benefits Administration |
| VHA | Veterans Health Administration |
| VRE | Vocational Rehabilitation and Employment |

Appendix D – Frequently Asked Questions – Purchase Card Module

The following are frequently asked questions about the purchase card module:

1. I am setup as an initiator; however, I cannot see anything?

**Answer:** The setup admin has not setup the purchase cardholder’s card in the Purchase Card Setup submodule.

2. Why can’t I (approver/finance approver) approve the purchase for a particular purchase cardholder?

**Answer:**

* Approver/Finance Approver should be using the Purchase Card Order submodule to approve orders and the Purchase Card Reconciliation Approval submodule to approve reconciliation.
* Approver/Finance Approver does not have access to that card.

3. How do I (initiator) enter a credit purchase order?

**Answer:**

* Purchase cardholder would select the decrease option on the line on the purchase card order screen.
* The total cost field in the header nor line *will not* allow user to use the minus sign or parentheses to create a credit number.
* The Increase and Decrease indicator is used for credits.

4. How do I (initiator) reconcile if there are no items in Available Purchase Order Section on the Purchase Card Charge Reconciliation screen?

**Answer:**

* Purchase cardholder has not input any purchase orders (Purchase Card Order submodule).
* Purchase cardholder has not input the receiving information on an existing purchase order (Purchase Card Receiving submodule).

5. How do I (initiator) reconcile if I do not see my order that applies to the purchase card charge?

**Answer:**

* Purchase cardholder has not input the receiving information using the Purchase Card Receiving submodule.
* Purchase cardholder used a different card to establish the purchase card order than the purchase card charge.

6. How do I (initiator) correct an order that is in “Approved” status?

**Answer:**

* In the Purchase Card Order Submodule - Select view for the purchase order.
  + In the action field select “Return to Edit”
  + Order status will change to “Return to Station”
  + Correct order and submit for approval
* Revised purchased order will go through the same approvals as the original order

7. How do I (initiator) correct an order that is in “Partially Reconciled” or “Fully Reconciled” status?

**Answer:**

* Purchase cardholder deletes reconciliation – Purchase Card Reconciliation Submodule
* Order status changes to “Approved”
* In the Purchase Card Order Submodule - Select view for the purchase order
* In the action field select “Return to Edit”
* Order status will change to “Return to Station”
* Correct order and submit for approval
* Revised purchased order will go through the same approvals as the original order

8. How do I (initiator) correct an order that is in “Reconciled Approved” status?

**Answer:**

* Approving Official has to reject the reconciliation – Purchase Card Reconciliation Approval
* Purchase cardholder deletes reconciliation – Purchase Card Reconciliation Submodule.
* Order status changes to “Approved”
* In the Purchase Card Order Submodule - Select view for the purchase order
* In the action field select “return to edit”
* Order status will change to “Return to Station”
* Correct order and submit for approval
* Revised purchased order will go through the same approvals as the original order

9. Why are the purchase card orders not showing on the purchase card log?

**Answer:**

* Purchase card log dates are based on the order date on the purchase order
* Dates are outside of the purchase order date

10. How do I (initiator) correct it so that purchase card accruals will not be generated?

**Answer:**  Purchase cardholders should reconcile all the approved purchase orders that have corresponding charges provide that the goods/services have been received

11. What user role is not allowed for the Regional Office?

**Answer:** The Finance Reviewer Role is not assigned to the Regional Offices. The Finance Reviewer Role is assigned to ALAC – AAD staff members only

12. What is the criteria for being an Approving Official?

**Answer:** To be assigned the role of Approving Official, the employee must be listed on the Stations Delegation of Authority Memorandum authorizing them to Approve 2237.

13. What happens if the approving official is not on the Delegation of Authority Memorandum?

**Answer**: The CAATs Team cannot assign the Approving Official role to the employee until the Regional Office submits an updated Delegation of Authority Memorandum to the ALAC-AAD assigning the lists the employee as an approving official for VA Form 2237

14. What happens if the amount of goods or services exceeds the amount listed on the Purchase Request?

**Answer**:

* The Contracting Officer will not purchase the goods or services without authorization from the Regional Office that the funds are available.
* The RO will annotate in the notes section of the Purchase Request the actual amount of the good/services

15. What happens if the Purchase Request is in Funds Returned Status?

**Answer**: Funds Returned Status means the Purchase Request has been cancelled in eCMS and the funds returned to the stations’ Fund Control Point.

16. Can I resubmit a Purchase Request in Funds Returned Status?

**Answer**: No, the Purchase Order in Funds Returned Status cannot be resubmitted. However, the Regional Office can copy the transaction and submit the new request.

17. What happens if the Purchase Order has a zero dollar amount for the total?

**Answer**: The Approving Official should delete the Purchase Order and contact the Contracting Officer to notify them that the purchase order had a zero dollar amount and that a new purchased order with the correct amount needs to be submitted.

18. As an Approving Official, I approved a Purchase Order but it’s back in “In Review” status?

**Answer**: If the Purchase Order is back in “In Review” status, it has been returned by the Finance Reviewer. The Approving Official should review the notes section to determine why the Purchase Order was returned. The Approving Official should act according to the notes provided by ALAC-AAD Accounting Section.

19. What happens if the Purchase Order has the incorrect accounting information?

**Answer**: The Purchase Order must be deleted. The Approving Official must contact the Contracting Officer to submit another Purchase Order with the correct accounting information.

20. What do I do if CAATS says the Vendor is not found on the Purchase Order received from eCMS?

**Answer**: If the Vendor code does not appear in FMS, the approving official must work with the vendor and contracting officer to have the vendor established in FMS. Once the vendor has been established in FMS, the approving official can approve the purchase order. Therefore, no purchase order should be approved by the approving official with a vendor not found error.

If the Vendor code is in FMS but requires a vendor code suffice (2 digit after the 9 digit vendor code), the Approving official will enter the suffix information in the notes section of the purchase order and approve the purchase order. The Finance Approver will update the vendor code suffix prior to submitting to FMS.

If the Vendor code is blocked and references another vendor code, the approving official will confirm the correct vendor code. The approving official will enter in the notes section the correct vendor code.

The Finance reviewer will update the purchase order with the correct information prior to submitting to FMS.