Catherine Yeksigian: Good afternoon. Please give us a moment to share our screen, and we'll start at two o'clock.

Alright. And it is two o'clock. Hello, and welcome to today's ORPP&E Webinar title Managing and Navigating WinRMS. This is Session 2 out of four sessions. I'm Kate, and I’ll be your administrator today.

I’d like to go over a few reminders and housekeeping items. First, today's session is being presented in lecture-only mode; therefore, the audience is muted this presentation is being recorded handouts were sent out in advance to everyone that registered; for those that did not receive the handouts, they can be accessed on SharePoint using the link in the Q&A box. Questions will be addressed at the end of the webinar during the question-and-answer portion. When submitting questions, please send to all panelists; please do not use the chat feature to submit questions.

The WebEx events platform does not automatically share your question with other attendees; however, we will share submitted questions with the entire audience by replying to each submission with the phrase, "Thank you for your question." You can make the Q&A box larger by double-clicking on the middle of your WebEx events screen, then clicking the corner of the box and dragging it to make it larger. To return to the normal view, simply double-click on the middle of your WebEx events screen.

Once you exit the webinar, a quick survey will pop up in the browser window; we would appreciate your feedback on today's presentation to improve future webinars.

If you have difficulties running the webinar, some people have had more success using Google Chrome instead of Internet Explorer. Also, if you experience connectivity issues, our live webinars can be accessed using the call-in number that is provided on the slides and in the registration confirmation email.

With that, I will pass it along to Tony Laracuente, Director of Field Operations.

Tony Laracuente: Thank you, Kate. And welcome, everybody, to Session 2; we're going to talk today mostly about salary management in WinRMS. Before we get started, I do want to let you all know that we did reach out to ORD regarding the pink sheets and they're looking into what could possibly be done to adding dates--latest dates on the pink sheets. As well as we do have an answer on a sort group question that came up yesterday and we'll present that at the end of this presentation.

So, we know also there's a lot of information that goes through these slides and comes out, and so please don't be afraid to ask questions; we really want this to be interactive at the end. So, thank you for those who asked questions yesterday and hopefully, we'll get some more today.

So, again, today is Session 2 of four sessions on salary management; the next session is going to be on June 22nd. You should have received an invitation with the links; if you have not, email me and we'll certainly get that out to you so you can register for the next two sessions.

Again, thanks to everybody who worked on these; it's been a lot of work and I really appreciate their support.

So, some disclaimers and thoughts again just to go over these. These are the ways that we manage, and if you have better ideas, always bring them up. There are lots of ways to attack WinRMS; don't hesitate to contact any of us to help out, that's what we're here for. If you don't have WinRMS, again, you can contact Kashif Iqbal at the RDCC, or email me and I will get you set up with the right people to get WinRMS installed. This program is installed by the RDCC, it's not your local IT; though there are instances or your local IT may have to be involved.

It does take a few months to get started just because there's a lot of little details in getting the program going; and again, the real key is it takes daily management to make this work.

So, some rules of engagement for salary, you have to remember that the salary comes directly from the PAID system and it's it's through the VistA download; VistA does have a PAID section and it does pull from the PAID section, it comes through a file that's created as a CSV, and we'll talk a little bit about what happens when you have a lot of problems with people showing up or not showing up.

The transactions do occur at the control point level, and so we know that we have people in research that are split among programs. For example, HSR&D or CSR&D; however, their salary comes from one control point and you do expenditure transfers, so you have to make sure that that correlates in WinRMS so you balance out.

You have to have access to the salary fund control points through your delegations of authority; it's preferable to be the approving official, but you can also be a fund control point clerk.

Always reconcile what hits FMS because that is the actual cost; remember, FMS is the book and that's the book that Fiscal keeps. So, if you're off, there's a reason why you're off and you can always balance out.

Salaries can be projected for the whole year, meaning that's the strength of RMS that you can project salaries throughout the year or somebody leaves in the middle of the year, you can stop the salary projection and see what happens if they leave on June 30th, et cetera.

And then, we sometimes get salaries that hit PAID, but do not download, and so we'll talk a little bit about that and what the problems are; it's not a perfect system, so therefore, you have to be able to do a little Sherlock Holmes activity and find that.

And then, of course, you need to track rejects; and tracking rejects is something that's really important because these are people that hit FMS because they either have the wrong call center, control point, et cetera. So, what is a reject? A reject occurs when an employee is not coded to the correct control point and the salary defaults to Program 81. It has to be a research cost center, meaning an 8100 series; it's usually a fund control point that's not assigned by payroll, and the reject will show as a separate transaction in FMS a few days after the payroll; and research rejects default to the biomedical research, usually 003 control point.

To correct, you must contact Payroll to properly place the employee in the right control point. And then you must enter the transaction separately in the WinRMS as they're more than likely did not download.

So, here's an example of a reject transaction. So, on the right-hand side of the screen, you're going to see that in VSSC, we had a transaction that hit. So, the top part--and I know it's a little bit small, but when you get the slides you'll be able to see this better--you'll see that that's the payroll, the $143,000 that hit the Control Point 003; and you'll note the date was 4/30/2021. While on 5/1, I had another hit on payroll--Payroll Pay Period 18--and the same control point for $5,735.91.

That did not download into RMS, so you have to go in and put a purchase transaction; and usually what I do is I’ll create it, I’ll call the research order number will be the pay period, and then the order description will show a reject and who I--I figured out who these people were that rejected, and put the amount in and charged it to what I call the 101 Rejects Account because ultimately, you had to transfer that cost to the right control point, meaning it could go to HSR&D or CSR&D.

So, another part is employees who hit in two fiscal years and they have an adjustment to a current year amount--you have to do an adjustment to the current year amount. So, this is somebody who's paying back because they were overpaid or whatever reason; and so, you'll notice here that in budget Fiscal Year '20, there's a transaction that hit, and it's in 003 and 810010101, and it's for -$67.22; and, of course, you have the full payroll, as I showed you earlier, of $143,000.

So, what was this about? This was a reimbursement back to the appropriation; of course, it's prior year money, so you, again, have to put this in as a purchase, a separate purchase. And so, the payroll did hit in multiple years, but you had to split that out and make sure--because what paid will do is it'll download the full amount and so you will not be able to balance out the 143 in your payroll to the 143 or whatever shows in RMS.

So, this is an employee, another one that was given retroactive pay. And so, this is a step that was missed or promotion that had to be retroactively done, or something where they were paid out, and of course, if it was a retroactive step, it would go back to the previous fiscal year, possibly, and it was in the amount of $3200. So, again, the 148 hit, but then there's $3200. It was Pay Period 24 and this was in Rehab R&D, and so I had to go back and do some--it turns out that this person had a split account, but you have to do a little bit of work to find that out. But again, you want to make sure it's cost it to the right control point meaning 005 Prior Year in the case of Atlanta.

So, Kari, is this you now?

Kari Points: Yeah, I can go. So, some key points when you're doing these salary downloads is you must have access, either clerk or approving official in VistA, to all your fund control points. So, if you're not being able to download, that's one of the first things that you need to check is has your physical office given you access to all your Salary and your All Other fund control points.

You must also have the brokers provided by VistA; so, your ARPAC will need a request that you have the CWMail and the WinRMS Broker Context listed there as your VistA menus in order to do the download.

And then you either have to have RVI1 or RVI2 available as part of an RMS; each site is different on which one they have available to them. I use 1 and I know their sites use 2, and that's kind of based on how it was set up at your facility. If you do RVI1, it actually does a full salary download for everyone in your medical center; and RVI2 only does the phone control points that you request, so you're only able to see the research fund control points. So, RVI one can actually be pretty helpful; if you find out that you're having people rejecting to your fund control point that aren't yours, you can actually do some of the problem-solving yourself by looking at the paid report that's downloading into WinRMS to see who those individuals might be that are incorrectly applied to either your cost center or fund control point. And then just make sure you have all your Salary fund control points set up in WinRMS.

Tony Laracuente: Let me also add that the version of RVI is also related to the version of VistA that you have at your facility. And so, when it's installed, you'll have to test both out and see which one works.

Kari Points: Thank you. So, to do the download, the main screen here, you'll click on VistA Download and it'll walk you through, I believe... you want to select the fund control points then, this is the next screen that pops up. You do not need to download all the fund control points, it actually takes a lot of time if you try to do that; you just want to download the fund control points that you are wanting to balance or that you have activity on.

So, I don't download any of the prior year, you can see those all are checked No; here, we're looking at just the salaries and so those are checked Yes. And so, if you just click on the fund control point, it'll change that yes to a no or no to a yes, and then those are the ones that will download. And then you'll hit continue, and the next two screens on how to download, you can see once a pay period downloads, you want to select the next one down. So, one the one on the left, Pay Period 11 has downloaded, and so we want to go ahead and be prepared for when Pay Period 12 would download by changing that No to a Yes. You can only download one pay period at a time, so you just want to make sure that you're downloading the correct pay period.

And as you can see from the right screen, it's still yes on the Pay Period 11 on June 10, and that one's already been downloaded, it shows that date that it was downloaded, and so it's not necessary to repeat that--you don't want to repeat that, and so, you just want to make sure always the next line down after a date's filled in, that you change that one to a yes. The one on the left is correct; the one on the right is not.

Tony Laracuente: So, if you download, you will overwrite the previous download and that can certainly cause problems if you've had to make corrections.

Kari Points: Yeah. And any of those corrections and adjustments that you've made will go away. And so, here are the interfaces for RVI1; we call it "The Sun" and so, if Tony is helping you out and he asks if you have the sun, that's what he's talking about when your interface pops up, and then the other RVI is where it shows just the plain box with Push to Begin.

When you do the download, you can see in the first one, it shows the pay period is downloaded. What you want to see is the total paid transactions there where he has it highlighted. So, the middle one, there's an error of some sort, it's not downloading any PAID transactions and then the one on the right shows that there are two PAID transactions and that the items were downloaded.

Tony Laracuente: And if you download more than one control point, it'll tell you the number of pay period downloaded will be still one, but then your total PAID transactions would exceed two--it would be like 88 in our case.

Kari Points: Once you get done with the download and everything went good, there's no errors, you'll see the Completed in the green highlight; that's what you want to see, you don't want to see any red there that shows an abort; everything is good to go here and you'll hit Continue, and then your download is complete. And the first thing you do when you go to--you want to go Alerts. Sometimes, you would download people from PAID that look like they charged to your fund control point, but they didn't.

So, you want to see in your alerts, it will show you if someone didn't connect. So, if you have an employee that's already set up a WinRMS, and you've done a download and everything looks good, they're not going to be an alert. So, you want to check alerts to see if there's some kind of issue that you have with the download. So, if there's someone there that shouldn't be, you need to look and see if they're actually being charged your fund control point, but the most likely, they're not, they're just coming in on that way; otherwise, they might be tied to medical, to your cost center, so they're rejecting to medical care but coming in on your fund control point. So, it's really critical to make sure that all your employees have the correct cost center with the correct fund control point to eliminate these errors. You can remove those transactions in the alerts; you may also get additional adjustments from the download that are manual in IFCAP, but do not impact FMS, those you'll want to delete. And any new employee will show up an alert, and I’ll talk about that next on how to handle those employees that come in that haven't been set up yet.

Is there anything you want to add there, Tony?

Tony Laracuente: No.

Catherine Yeksigian: So, what to do if you have a new employee and they don't show up? And this is where we were talking about the difference between RVI 1 and RVI 2, but there is a file that is created in your JRMS folder, and the directions to that folder are on your screen--and it's actually a page report that will show everyone that is being paid--that's where RVI 1 becomes very important if you can use it, because you'll see a list of all the people that downloaded to PAID and you can look for the person that you are missing. So, if someone didn't download, you can pull that PAID report, see what fund control point they hit, what the cost center is and where is the error? Are they being applied to the wrong fund control point? Was the cost center into it wrong so they're rejecting elsewhere? And that makes it easier for you to determine what the issue is and get that corrected.

It is also critical that the fund control point is accurate because that's what WinRMS does. So, when you have someone tied to a fund control point, WinRMS is going to tie everyone that's on that fund control point and download them into the system; so, it's critical that both the fund control point and cost center are correct for each person.

And then primary cause for a problem when you pull up that paid report, is that they're either--sometimes, the fund control point is blank, they're not signed to a fund control point, they're rejecting somewhere else, or they have the wrong fund control point entered--and that may just happen within your own research programs, I’ve had people be entered in payroll at the wrong fund control point and I had to get that corrected, because they're coming in maybe under Clinical but should have been Biomedical.

Tony Laracuente: So, one thing to remember is that the difference between the RVI 1 is in the RVI I, you're downloading, from PAID, the whole medical center whereas in RVI 2, the created file is based on the control points that you selected for that download. So, that's a major difference.

Kari Points: So, if you are running into problems, you can reach out to Tony or myself and we can see if we can get you set up with RVI 1; that's where the CWMail comes in, is important, and we can see if it'll work with your facility; it does help you problem-solve those issues and who's actually hitting your fund control point. And a lot of times, we find that it's the cost center that was entered wrong; they might be on a medical center fund control point, but they used a research cost center. And if they do that, they're going to reject your research fund control point even if they're assigned a medical center fund control point.

Tony Laracuente: So, let me take this screen. So, this is an example of the RVI file that's in there. And so, you go in there, you open it up; the file actually goes from Column A all the way to Column B, C, so there's a lot of columns in it. And I’ve redacted out the names and the grades, and so forth. However, the key points are in the first line, you'll see that the cost center column, BB, is correct, it's 8124, but they forgot to put in the control point or the control point is not in the PAID system; so, for some reason or another, it's not there, and so it's missing in the download.

In the second row, you see the 8101, but they got them in Control Point 12, for example; Control Point 12 is a medical center control point, and so that's actually going to be a reject in the system and it's going to reject the research, not to Control Point 12.

In the third example, Control Point 16 is a research control point, but they have a cost center that is a medical care cost center and the Chief of Staff's Office. It showed in the download, but it's not in research. And so, you have to work through and try to fix that. So, that's kind of the three main areas where you would have problems in the download--in this slide, you can find people and where they're at.

So, I have one employee that Fiscal or Payroll cannot get him into the control point and paid--they're getting paid, but it's missing in the download every time, so I have to get his amount from Column AB, which is the total amount cost to research, and I manually input it into his profile every pay period very.

Is there anything else you want to add to that?

Kari Points: No, I have the same issue with one employee and it's so frustrating; but this is where you can see where the control points missing, WinRMS can't pull it, and so that's where that PAID report comes in. Very important.

Tony Laracuente: So, this is the example in the alerts where we had an employee who's not in research, but downloaded because they are in a medical care cost center, but a research control point. And so, we don't care about that person because we know it didn't hit an FMS in the research control point. And so basically, you go into the alerts and you check the box off and the row becomes red, and you can do multiple boxes. And you're going to delete the alert only; and this is different than when you're deleting a purchase because all you're saying is, "I don't care about this alert, it's no longer relevant to me." Now, next time, hopefully, Fiscal will correct it; but if they didn't, it's going to download again and so you delete the alert only.

Kari Points: So, I’ll talk about how to set up a new employee. So, new employees, as long as they're charged correctly, the right fund control point and cost center, they're going to automatically download into WinRMS, and I'll just pull that data--and they'll show up for the first time when you're alerts, so that's why it's really important that you want to look at your alerts every time you do a download.

And so, you'll click on the alert and the next screen will ask you if you want to add a new employee record, which you do. All the data will be there as far as their cost to research, the employee information, their GS level, et cetera. But you'll want to change the employee to reflect the account it should be charged to, and this needs to be done for each quarter.

So, even if the individual starts in April and comes in as a new employee, you're still going to have to set them up going back to Quarter 1, otherwise, WinRMS will give you an error.

And so, the next screen, this shows what will come up. So, you saw the alert, you clicked on it, and it'll ask if you want to add a new employee record; you click that box and it'll come up with the next screen on the next slide. I did an example one here, but it'll show the employee transaction and for that pay date.

And so, what you'll want to do is click on Entry 1 there, and then on the right side, under account maintenance, you'll select Pay Date. And then, you're going to select the first pay period in Quarter 1, and then you'll do this for each, so you'll have four transactions; you'll do this for each quarter. So, the next slide shows that you'll select the fund control point and the account number; so, in this case, I’m charging it to Dr. York's rehab account.

However, we get asked a lot, can you split employees amongst the accounts in WinRMS? And you can and it's a great tool; you can split it up amongst many accounts. So, in this case, Dr. York has agreed that he's going to fund 50 percent for the pay period starting going back to our beginning of this employees on time when I added it in. So, you put in the percent for the pay period as 50.

You will need a transaction for each quarter for every account that you want to add. So, on the next slide, I show the other 50 percent; and now, a Dr. Sauer's account is going to pay for the other 50 percent. So, you can see there on the left now it's created for Quarter 1, you have Account 135 and Account 130, both at 50 percent starting on Quarter 1, and then you'll want to do the transaction for Quarter 2, Quarter 3, and Quarter 4, so there will be eight transactions in the end once this employee is set up. You can also split it amongst more than two accounts or you can just put 100 percent on one, but this is where you can do that.

Tony Laracuente: One thing to remember, it's got to be within the same control point though, because if not, it's only downloading to one control point.

Kari Points: Right. So, if it's going to be split amongst different accounts and different control points, that's where you're going to have to do the cost transfers to that fund control point to make that right. And then an important point is that the percent is equal 100 percent when you're dividing up the individual; so, even if it's a part-time employee, you're looking at the percent for the pay period and has to equal 100 or WinRMS will give you an error.

And so, another nice thing is you can also change the percent split at any pay period. So, in this case, on April 10, Account 135--Dr. York--decided he's going to do 100 percent for this individual beginning on that date. So, you can go to Add Entry on your account maintenance, select April 10th and change it to 100 percent. It'll give you an error because I still have those other 50 percent in there, so you delete out the other account and it'll just show--so, in this example, it shows Account 135 starting on April 10, and then I had to fix Quarter 4 to also show 100 percent Account 135. If I didn't change Quarter 4, it defaulted back to 50/50, the way it was originally set up. But you can change it throughout the year moving forward.

So, if an employee then has left, you'll want to add a termination date, otherwise, it will continue to either project past the last pay period or WinRMS will give you an alert that employee was not paid. So, to do this, you can go to Find->Find Employees and select the employees you want to terminate; and then on the top right side, you can see there's a termination date box that's normally empty, but go ahead you, click on the termination date, select the last pay period the individual will be paid, hit Save Changes, and it'll  stop projecting after that date and it will also prevent any alerts from coming in after the employee is left saying that someone was there that wasn't paid.

So, it is important we keep talking about you need to do a download for every pay period, and you need to make sure that the cost in WinRMS matches the cost to the F20, so you want to reconcile your payroll each time a pay period hits. It should match, but however, as Tony discussed earlier, there might be times when someone might be paying back or getting a different, or getting paid from prior year funds. If that happens, that might be the reason why you're not balancing your F20 and it's something to look for.

So, if you pull the PAID report from WinRMS to look at the F20 and they're not matching because FMS differentiates the years, but the PAID report that goes into WinRMS does not, you're going to have to make that adjustment. So, WinRMS is going to download everything into the current year fund control point, and you're going to have to make that adjustment to show which one's prior year and adjust that dollar amount in current year--and Tony talked earlier about how to do that, but this is another way, if you're having trouble balancing, what to look for.

So, how to enter cost transfers? Cost transfers are typically done to close out prior year when you start seeing the emails that you need to get your prior year down to zero. The simplest way to do that is to transfer costs from current year to prior year, and they're typically done with salaries. Cost transfers may also occur if an employee is split between medical center and research and expenses need to be reimbursed. For example, if an individual is working on a special purpose project and a research project, and they can only be paid from one appropriation, they need to do a cost transfer to reimburse the other fund control point for that cost. And so, when you do those and request those cost transfers, you need to document it in WinRMS in order to balance.

So, in order to enter these EWs in WinRMS, you need to enter it as a purchase, so you go to Add -> Add Purchase, and enter in the cost transfer information. If it's between research fund control points, then you're going to see two transactions: you're going to see the one with the cost being added to the prior year fund control point, and then one removing the cost from a current year. If it's between a medical center and a research appropriation, it may be that you're only entering one side of that transaction, unless you have been managing that medical center control point.

So, on the next slide, you go to Add -> Add Purchase; and this one shows the cost transfer--you can see I put the EW number that I get from the F20 as the research order number described as cost transfer; and this one is when I’m adding cost to the prior year fund control point. So, when you're adding the cost, it's going to be a positive number that you enter into the order total.

And then the next slide shows the cost being removed from the current year functional point and that one will have a negative. So, those two will cancel each other out in WinRMS, but they'll make the fund control point balance. So, you'll see costs being removed from one and added to the other.

So, to balance--and it's extremely important to balance your WinRMS fund control balances to FMS; as we keep saying, FMS is the bible, that's the book that you're going to use, and that's what we have to go off of, so we have to make sure that WinRMS is balancing to FMS.

The size and complexity of your program can determine how often you want to do this; at a minimum, you should be doing it every pay period. But I do a download every day; others do download every week, every two weeks, whatever you want to do, but you should be doing a download every time pay period hits.

In order to balance, you'll need the status of allowance, and there's a couple ways to get that. My Fiscal sends it to me, I know others get it from their Fiscal; you can also get it from the VSSC and pull a report there and your status of allowance every day.

So, the first thing you want to do is balance your ceiling. You want to ensure that the count ceilings report for each fund control point in WinRMS matches the FMS budget column on the SOA. So, yesterday, we talked about getting those TDAs and ITAs entered; you want to make sure that everything that you've done balances with your ceilings.

So, to find the account ceilings for each fund control point in WinRMS, you can pull that Administrator's Summary Report we keep talking about and look for the Account Ceilings Report, or you can do it on the home page by just simply clicking on the fund control point and then clicking on summary status or detail status.

So, let's look at Iowa City's Fund Control Point 403 and see how we balance with ceilings. So, the first way you can do it is click on reports in the purple, and then click on Status Reports and Administrator's Summary Report. And this gives you, it generates seven different reports, and the one you want is the fourth one that's account ceilings. So, here, you can see it counts my Fund Control Point 403 has a ceiling of $1,645,493. And then here, you can click on the control point and also summary status or detail status, and it'll give you that same information, and the next slide shows that you can see that same number is under the cumulative balance for the control point funds allocated box; and then the next slide shows the detailed summary status.

And I can tell you how I do it, I usually use the detail status box. I find it much quicker to just click on the control point and click on detail status. But once you have that ceiling number, you want to look at your SOA and make sure it balances with the FMS budget; especially when you're processing TDAs, this is definitely something you want to look for and balance your ceilings so you don't have to--obviously, you don't do this on a daily basis, but you do want to check it; I think Tony mentioned yesterday, maybe monthly do it--or if you just process TDAs, you want to make sure that it was processed correctly into the right fund control point and entered correctly in WinRMS.

So, now that the ceilings are balanced, you want to balance your salary expenses, and salary expenses are unique because WinRMS does salary projections. So, you can't actually balance your salary fund control points in WinRMS because it's projecting it out for the whole fiscal year. So, it's going to show you the expenses going through the whole year, not just up to that pay period. So, what you need to do is set up an Excel sheet to balance the salary expenses throughout the year in order to ensure that you're balancing each pay period.

There are multiple ways the spreadsheet can be set up. So, if you already have a way, that's great if you're looking at one. I’m setting this up, I have a simplified method I’ll show you on the next slide. But you're going to use that salary report that you'll find in WinRMS each pay period, and you're also going to have to pay attention to the F20 daily reports because there are things that will hit those salary fund control points that we'll talk about, that won't be downloading into WinRMS that you need to be aware of if you're not balancing; you also need to be tracking those cost transfers on this spreadsheet and anything else--there might be transit benefit program that's hitting as well. So, you want to ensure that the FMS obligated amount on the status of allowance matches expression amount for each fund control point.

So, if we look at Fund Control Point 403 for Iowa City again, you can see my spreadsheet, I just track it pretty simple, not a whole lot of information; I just have the amount for every pay period that hit WinRMS; the transit benefit you can see, and you can see the cost transfers I enter. And then you look at the total at the bottom, and we're at $404,000. And then I take that number and I balance that to the SOA; the FMS obligated amount--and you want those two to always match.

And if they don't, that's where you can go look at your F20s, did someone hit Prior Year? And we need to do an adjustment or--we're going to talk a little bit about TSP adjustments that hit--there's different things that it could be and you want to factor that into your spreadsheet.

Also make sure that anything that you put in your spreadsheet, that you mainly enter, that didn't download into WinRMS, you're also adding it in as a purchase to WinRMS, so that at the end of the year, your WinRMS is also balancing and your accounts are reflected appropriately.

So, here's just a screenshot of how to pull the WinRMS Salary Report for every pay period. You'll click on Reports again; click on Employee Salary Reports and then click on Current Pay Period Report. And you can click on any of those pay periods, and for whichever one you want to look at, and it'll generate a full report that tells you the employee cost, what fund control point they're applied to, et cetera. And then you balance that to your F20.

So, this is something we recently discovered--or Tony did--the TSP Transactions. So, I don't know if you may have seen this occur where you have a TSP transaction that hits a fund control point--and it looks like that screen below where it has the PR 999 TSP-0-and it's usually for a small amount; in this case, the one that hit my fun control point was for $3.99. And in the past, we always just--you didn't know who it was for, but there is a way to find out the individual that it is charged for so that you can apply--even the $3.99, I want to apply it to the right account.

So, you can do that by going to the VSSC and then clicking on the option for the Journal Voucher Line Table, JVLT; once you do that, you can enter in your VISN, your facility, 01561A1 Fund, and select PR as Transaction Code, and accounting period you're looking for a transaction for. And when you click View Report, it'll generate a report for you and you can locate this transaction, it'll tell you the individual's name; and that way, you can actually apply these TSP charges to the correct account.

I will pass that back to Tony for conclusions.

Tony Laracuente: Thank, Kari. Thank you very much. So, again, we want to conclude this by talking about the fact that salary projections are a key component in WinRMS; it's really nice to know that if an investigator gets $150,000 and they have $80,000 in salary projected for the year, that they have to spend $70,000 in all other supplies or something somewhere close to that--or contracts. Make sure you have the right access to the fund control point; you're not going to download if you don't have access to that control point; set up your prior year as a salary transaction, they'll hit throughout the year to both; in other words if you have 003 and 003PY and so forth, reconcile each pay period--you've got to reconcile each pay period. If you don't reconcile each pay period and you wait, it becomes burdensome later on.

If you do not balance, you look for the anomalies we discussed, people that are hitting, or not hitting, et cetera. And then, again, use the VSSC tools and the download CSV to help you.

One thing to add on to here is as we're getting later in the fiscal year, if you've got prior year money, it's time to do an EW expense transfer; get that money expense transferred over and book it in WinRMS as a purchase and it's a control point.

So, I just want to let you guys know that there is the recording of this session and the handouts will be available at the ORPP&E website. It can be found on the link provided here and the slides you got prior to the presentation.

So, yesterday, we had a question about sort codes and group codes. And so, in RMS, when WinRMS was first established many years ago, it was called RMS, we used to do a report at the end of the fiscal year that went to Central Office that had basically these sort codes broken out. And so, they were standardized across the nation; over the years things have changed a little bit; that report is no longer needed. So, these sort codes have been in Atlanta since 1990 or whatever--a long time--but they're in RMS, and so we have 23 sort codes. And they tied in with that report, which was called a Page 21 report.

And so, what we did is when you go in and you put an order in, there's a sort group code and you put that in. So, what you want to do is--and what we found out--is that when you put an order in, there's a sort group, and you put the number. So, some people are having problems tying in the sort group with WinRMS.

And so, when you put an order in, it's going to download into the number--it's not going to download the word, it's going to download "1" not "Supplies". And so, going back to this, Mr. Tuttle put in an order and put Sort Group 1. So, if you would put Sort Group 4, for example, it would in Per Diems, or Sort Group 2 would have been equipment. So, he put in Sort Group 1, which tied it in, it downloaded into RMS and RMS said, "Oh, this has Sort Group 1, it's supplies."

So, what happens if your control point doesn't have a sort group? So, when you put in the order, your purchase person puts in the order, you got to make sure that that sort group you put in--the sort group you want--and this is an example that if the sort group's not in there, you can add any sort group in there. And so, I just made a sort group up--I don't use this, this is a fake order--but in put 102 to see what would happen. And asks the question, "You're adding 102 as a sort group to this control point basically?" You said, "Yes," and now when it downloads, it's going to download Sort Group 1002.

Now, if I had 1002 in RMS and it said supplies for Tony or something like that, it would show it that way; I don't have it, so it's going to show as a alert, as an error because that sort group is not in the system.

But the bottom line is that you can actually add sort groups by yourself into that control point if it's not already in the control point. Key component, though, is make sure that that sort group is already set up in your RMS; and if it's not, you can set that up by adding sort group in RMS.

So, I hope that answered the question that was asked yesterday, and we'll go from there

So, now, we want to open it up for questions from you all. This is a lot of information, so don't by shy, ask questions and/or make comments and suggestions. Kate?

Catherine Yeksigian: And you should see the first question.

Tony Laracuente: "What is CWMail?" CWMail is a broker that's within VistA, and it allows you to download--it's basically something that works within VistA that allows you to work with the RPC broker to download the data from VistA to WinRMS. I don't know the specifics to it, I can't tell you, I’m not a programmer, but I can tell you it is critical especially with the RVI 1 download; and we found that recently because we were trying to figure out why some people were able to download with RVI 1 and not; but it came down to CWMail. By the way, ad pack should be able to provide that.

"How would we determine if we have or need RVI 1 or RVI 2?" So, RVI 1 or RVI 2 will do the download for you, that's not the issue. So, the way you know that if you have RVI 1 is or RVI 2 is when you do a download, if the sun comes up, you have RVI 1; if it doesn't come up, you have RVI 2.

And again, the main difference between RVI 1 and RVI 2 is that one downloads a fuller set of data for salary than the other. However, RVI 1 does not work at every facility, and it has to do with the version of VistA that you have at your facility. So, it might be that RVI 1 works or may not work; RVI 2 does work at every facility from what I understand--I’m not sure if it works with Kari--and I go back to that because I think she's got a different version. But anyway, that's the big difference between RVI 1 and RVI 2 and how you know which one it has.

We have some download questions. "Yesterday, it was suggested to download daily. How is this done if you don't want to redownload the pay period?" So, if you recall in our presentation, when you download, you select the control points you want to download; and if you don't want to download your salary control points, you say no. But also, you also change it from--we just downloaded, let's say, Pay Period 11 on 610. So, what you do is you click the next line down and make that Yes, so we're we'll not re-download any of the control points. So, it will not download Pay Period 12 until Pay Period 12 is ready and paid. I hope that answers the question.

Kari, do you want to answer the next question, "Can you ever go back and review the download after you work on it?"

Kari Points: Yes, they're talking about the download control option? I’m not sure I understand.

Tony Laracuente: Yeah, so you can always go back and look at what you did, what the download looked like by going to reports and you can go back and look at the report for that pay period. So, in the report section, there is a pay period report and you can look at each pay period; or you can look at a person and see how all the pay periods have been downloaded for that person and so forth.

Kari Points: The other option too is on the home screen, there's a button called Download Control; and if you click on that, it'll show you everything that downloaded your last download, until you download again.

Tony Laracuente: And that's based on the CSV file that's created in the JRMS folder--data folder.

And then, "Where can we pull the F20 activity report from?" So, in VSSC--so, in the slides from the session from February, there's, "How to get into VSSC." So, what I’m going to do is show that again real quickly. So, you're in VSSC, vssc.med.va.gov, you go to Finance, and then you go to FMS Expenditures.  And right there is the F20 daily report. And again, you can select the fiscal year, you can select your VISN, you can select the facility, select the fund. And this is nice because you can do A1, R1, and X2, and then you can select date range--I’m just going to do what happened yesterday, and I had four transactions that occurred yesterday, and I can expand it out, and these are all credit cards--and there's something that hit this ET, which is we had to pay for transfer benefits. So, that's how you do that.

"An FYI/lesson learned here: HR systems seem to only care about cost center and Fiscal cares about fund control point. We make a cost center change through the HR process and we also have to alert Fiscal to change the fund control point to match the new cost center." Yes, that's correct, especially when you're going from biomedical research to the clinical sciences, or health services research to clinical sciences, et cetera. So, it keeps it clean.

Now, what will happen is if you have clinical studies, Cost Center 8150--or CSP Cost Center--and you go to HSR&D, it won't reject there; it should hit the right control point but it is a costing issue. So, you're absolutely right that you should always try to maintain your control points and your costs that are similar. When it really becomes important is when the cost center is a research cost center, but they have a control point that's medical care; that will reject to research or vice versa.

Kari or anybody else want to add to that?

Kari Points: No, just agreed. The cost center is very critical; I think a lot of times it's gets entered incorrectly and it's hard to get it changed back.

Tony Laracuente: "Where can you review recap problems?" If it's referring to IFCAP problems--it might be IFCAP1--and you're talking about the alerts section. So, in the alert section when you download, it will give you all the problems that occur during that download--wrong people, wrong group codes, wrong control points, all that stuff. But if you click on the Alerts tab on the right-hand side of the RMS window.

And then you start your investigation by, if it's a purchase order, you got to go into IFCAP and look at it, or if it's a group code, you just got to put the right group number on it; or it's account and it didn't download, somebody didn't put the sub control point in--but we're going to get into that with the noise presentation next week a little bit more in detail.

"Okay. I know you said yesterday that an SOP will not be created at this time. At a minimum, could you create a quick reference sheet to list all the acronyms, meanings and their links if applicable?" Yes, we will work on that.

Kari Points: "If an employee split between two projects with different fund control points, what is the best practice to show the employee projected salary on both accounts?" This is how I would probably do it--Tony, you could interject if you would do it differently--but I would go ahead and split the employee between the two accounts when I set up that employee, even though it's a different fund control point for that other individual's account and then behind the scenes, work the cost transfers to make it correct--because the investigator really just wants to know how much that employee is going to cost them throughout the year; they don't care what fund control point it's assigned to in the system, so those are kind of the things that we do behind the scenes to make sure we balance.

Tony Laracuente: Yeah, I do it a little differently.

Kari Points: Yeah, I haven't had this occur, so that's just kind of my thought on how I’m going to do it.

Tony Laracuente: Yeah, I do it a little differently. And what I do is I create what's called in each program, I call a salary transfer account. And so, let's say that Joe Smith is working on a project in HSR&D for a person, and working on a project in Rehab R&D for another investigator--or even the same investigator, it could be one or the other--then where that main person hits, I put the percent effort that person is going to hit into this transfer account, and then when I do the cost transfer, I zero out that cost that account, and charge the account of the other investigator.

So, the way Kari does it, she actually represents a little bit better, the cost to the investigator; the way I do it is easier for me, so I can execute the expense transfer. So, either way, it works, it just depends on how complicated--I’ve got people to split them on three control points in some cases. So, just tracking it.

Does anybody else on the panel have a thought on that or how they do it?

Okay. Next question. "When entering the termination date for employees, what about when they are getting paid out for remaining vacation time?" So, what happens is let's just say that I know somebody's leaving on 6/30 and they have a few weeks of annual leave left, I actually just put in 6/30. When it hits that next pay period or the last pay period, it shows up in Other in the Cost to Research, so it actually downloads. And actually, if there's something else that happens after that person's left, it actually does pull that in--it just doesn't project.

The only thing it doesn't do is project to the end of the year. So, let's say that you have two weeks of annual leave that this person may have--or three weeks-- then you could project out and change the date to 7/14 rather than 6/30. But I just--because it's in the middle of the year, I don't worry about it too much; but when it's August and September, it becomes an issue because then you really need to plan for that.

Kari, do you have anything else you want to add?

Kari Points: No, I do it the same way. I just put the termination date for the last pay period, but yeah, the data still comes in under the All Other Research Costs. I do warn the investigator, though, that there are going to be additional charges, that the vacation time will be paid out.

Tony Laracuente: "Can you walk us through changing the FTE in the middle of a quarter, say, their 20 percent is moving from one project to another in Pay Period 18 and then the end of the Pay Period is Pay Period 20? I put in a line to add the new project in Pay Period 18 for 20 percent. I’m given the error saying that their time is over 100 percent. How do I pull the 20 percent off the old project for those upcoming pay periods?"

Kari Points: So, what you want to do is--and the way I’m understanding this is the 20 percent on investigator and they're going to be moved to 20 percent on the other investigator. You will actually remove the 20 percent from that investigator for the next quarter--I’m trying to figure out how to explain this. So, from that pay period on, so let's say this pay period right now, they're going to go to 20 percent of that investigator, so you'll add a line for 20 percent to that investigator; and then add 20 percent for Quarter 4 to that investigator and move that 20 percent to the other one.

So, you just want to make sure that, in the quarters, it always equals 100 percent. So, you can delete a line. In the example, I showed how in the fourth quarter, it only had that one investigator then because he went from 50 percent to a 100 percent, so I had to delete the other investigator at 50 percent because it will give you an error if you're over 100 percent.

I don't know if that makes sense--it's easier to probably just easier if you show it.

Tony Laracuente: So, I think what you're asking is let's say that we have this person and they're here salary-wise. So, what you're going to do is you're going to change the employee--let's say I want to change it from this person here to--I’m going to change the project, let's just say I’m going to make this person here--I want to make them 10 percent here rather than 5 percent; so, it goes like this and it gives me this error, "Percent Quarter is not 100 percent." So, what you're going to do is you're going to go to this next one and just drop them down here to 55 percent, and then you would equal out and save the changes.

Kari Points: The other thing too if you're doing it in the middle of a quarter where you had to add a new entry, you're going to have to do all four, too. So, if they came in right now, you would have to add four more spots for that individual on that pay period you want to change.

Tony Laracuente: So, it's always about adding it up to 100 percent and then just figuring out a way to add it up to 100 percent so it works. I hope that answered the question.

"Thank you for showing the 'What to do when someone does not show up.' I never knew this existed; this is great." We learn something every day especially with RMS.

"When you have a fiscal process, a PFY Salary cost transfer, which account is it posted to?" So, I have admin accounts set up in each of the programs and I do it to that; because it's a zero-sum transaction, what I’m learning--or what I learned is that with the new current year expenditure report requirements, it might be better to do the cost transfers and charge them to the actual accounts depending on the person; but that's a lot of work. And so, the easy way out is you can charge it to one account 101, 102, 104--these are accounts set up for each of the programs--and do it in lump sum or you can do it by person, by project, and charge it to that project.

Kari, you got anything there?

Kari Points: Yeah, I do it the same way where I put it into an admin account. I used to do it to the PI accounts that I was doing the cost transfers for, but that's just confusing for them and not really necessary because it's not charging them any additional amount. So, I find these types of things to be better in an admin account that they don't see.

Tony Laracuente: "Where can we find F20s? Do we need to request?" No, the F20s are in the VSSC report that I showed you a little bit ago; it's in VSSC. By the way, I think you can also get the F20 in VistA, in IFCAP, but the best thing to do is see the daily transactions in VSSC. Now, some fiscal services will send them to you if you ask for them; but again, it just depends on the fiscal service. But VSSC is the way to go.

"Can we change the sort codes in RMS?" Absolutely. You can change them, you can add new ones. Mine have stayed the same since a long time ago because that's all we knew and that's was tied to the Page 20s. My suggestion nowadays with the sort codes, is limit them to a few--I did get rid of some a few years back--but limit them to a few because you no longer have to report by supplies, equipment personnel, all that stuff which was the old Page 21s--those of you who have been around for a while--the old Page 21 report in the RDIS report.

So, sort codes are kind of a little out of fashion now and so, I would limit them to a small number if possible. Kari, do you want to add to that?

Kari Points: No, I agree. Some of the sites I’ve been helping set up, I’m just doing a few, just kind of the major items--versus my list is two pages long, I think that my purchase card agents use, so simplify it definitely.

Tony Laracuente: "Is there any problem with hand-entering employees payroll information if, for example, the employee was missed in prior pay periods?" No, but when you download and they start showing up in the download, what will happen is that you'll have to match them together. So, there is a matching feature in one of the slides that Kari showed, where you create a new employee, you can actually tie that employee to an existing employee in the payroll, if you want to. But no, there is no problem with that. In fact, I have to do that for one of my employees that doesn't download.

"So, Sort really isn't required to be used for any reports that can be skipped in this." You can't skip it because when you download in WinRMS, it's going to create an error if you don't put a sort code in; it's going to create an alert. So, really, what I would do is I would create--I would just use one, Supplies, for example, and then it downloads as 1 into RMS, you don't have to worry about it. But I would not skip it because I think it creates an alert.

"Can you provide a snapshot of where CWMail is posted in VistA? I have access to the ADPAC menu and cannot locate it in my profile. Our station uses RMS and we're able to download salaries." Right, you're able to download salaries, but are you downloading an RVI 1 or RVI 2? CWMail is required for RVI 1. So, RVI 2 does download, but CWMail is not required. If you email me separately, I’ll talk to you about how to set that up.

"My newer employees setup no longer interface/download each pay period. I noticed a change when timecards moved from VistA to VATAS. I have to manually enter each pay period which is exact salary and fringe. I download all FCPs, RM employee profiles set up like others. I’ve deleted/recreated employee profiles, et cetera. I have access to all FCPs; is it because these employees are not assigned to an FCP by Payroll?" If you reach out to me and/or Kari, we'll take a look at that. That sounds like a problem we faced at another station and we're able to correct it. So, just reach out to us and we'll help you out.

"For salary reimbursements that money comes back into the VA for a certain employee, would you make a separate entry on the employee sheet for 5 percent as an example to make sure that person is 100 or how would you handle that?" So, I actually have an account for reimbursables for employees; so, like if an employee is--if a project has a reimbursable account, I set up a separate account and put the percent effort that that person money's coming back to. And when the reimbursement happens into the R1 of the X2 account, then I do an expense transfer and it's all tied together in that way. So, I create an account that's separate; when I do the person, I do 95 percent to Project X, and 5 percent to the reimbursement account, and then then I know how much I need to bill for and so forth as we go along. And then the idea is to zero out that account towards the end of the year as much as possible.

Kari, do you do it differently or...?

Kari Points: Same way.

Tony Laracuente: "Thank you for the sort group information. Just as you explained, we tried for an undetermined amount of time to enter sort groups into VistA and VistA would not accept one or two that we tried to enter." Hopefully, this will work out. It also depends if that sort group is being used another control point. So, again, just try to minimize the number of sort groups as possible, keep it to one or two at most for purchases.

"Can we find salary cost transfers in VSSC?" If they were posted by budget and they were posted in the system, in the F20, it's going to show as an EW transaction in the status of allowance when you expand it out. It will also show up--but it'll show as an EW in VSSC in the F20.

"My access recently changed to include all Research and MC FCPs. Could this be the reason I am unable to download WinRMS for Research?" No, I don't think so. So, we'll have to take a look at that on a case-by-case basis, so please reach out to me or Kari and we'll take a look at it with you.

"We have a few employees that are spread across several projects with funding in HSR&D, RRD, and NPC (which brings funds back into the research). Percent efforts can change month to month on these; we have expenditures and reimbursements each month. Currently, this is being tracked on Excel spreadsheets which is manageable; this would seem very cumbersome in the WinRMS system. Comments?" For me, it's not; and I think that the biggest difference between yours and mine is that it seems that your percent efforts can seem to change month to month. We work with our PIs and the non-profit to not make a change month to month; we have set numbers of percent efforts and that's how we input in the WinRMS. So, we let WinRMS drive the percentages into the MOUs that are created for with the NPC. But yeah, if you do it month to month, it would seem cumbersome, I agree.

Kari, do you have any comments on that?

Kari Points: I would just say if it could be done by pay period, even if you have a plan, I would think that there would be a plan moving forward unless it's just randomly changing all the time, I would still use WinRMS because using Excel spreadsheets, you're still having to manually enter the data that's provided by WinRMS for you. So, that would just be my comment on it. I would try to make. Like you said, either a year plan or quarterly by pay period, something that I can easily change those efforts in WinRMS; and just once you make those efforts change, even if you have to do it every few pay periods, it's going to download and do the work for you.

Tony Laracuente: Right, and give you the correct amounts--and you can match it and audit it. So, we had, in the past, had to do--I’ve had a person split among five projects and two of them were with the university--two separate university accounts--and so, it is somewhat cumbersome; but the beauty of it is it gives you an accurate number that's auditable to do the transfers--expense transfers and the billings.

"Can RMS track funds that are not research appropriations? i.e Rural Health or Operational Funds?" I’ll let Kari respond to that.

Kari Points: I believe, for salaries and stuff, if you're tracking those fund control points and you have access to those fund control points, it's going to bring in that information.

Tony Laracuente: Yeah, so the 870 funds for CSP and so forth, we've been able to track those and those are medical care appropriations. So, as long as you have access to the control point and you have access to the salary control points, you should be able to download those. It doesn't say, "Oh, this isn't research," it's not that smart.

Kari Points: Right, it's just basically pulling whatever fund control point data; and we've actually had fund control points that assignments are the same and pull in extra data that you don't need; we've seen that happen before. So, it is strictly based on the fund control point and you having the access to it.

Tony Laracuente: "How do you handle those with NTE dates of 9/30 with annual leave that are leaving the VA?" Yes, that's a great question. That's a pain. So, if they're leaving the VA and it's the last pay period of the year, it's very difficult. And so, the nice thing is that RMS does do the accrual for the last couple pay periods of the year; the bad thing is that RMS does the accrual for the last couple of pay periods of the year. So, you're going to have to work with your actuals--once the actuals hit--to balance out within the RMS system, which is something that--this is a limitation of the 9/30 date.

So, I try not to have people leave on 9/30; you either burn up your leave and leave on 9/30 or you leave beforehand, or you leave after the 9/30 pay date. But I try to avoid that as much as possible.

"Not sure if you direct it exactly towards this: how would you suggest splitting between a medical center salaried employee, i.e. nurse, so the salary records on the PI’s account correctly without having to download the entire primary medical center salary?" So, two ways of looking at; this one is a medical center salary employee. Because they're salaried in that control point in the medical care side, I just work with Fiscal to do the cost transfers.

Research employees that have a salary component that's going to be expense transfer to medical care, I create a medical care cost transfer account and put that percent effort which I’m going to transfer the cost to Medicare. So, coming from medical care to research, it's much more difficult and you have to work a budget, don't download their salary, because you're correct that you would have to download the whole medical center every time.

Kari Points: So, that's something too that you would have to work with the PI on; when I sent out account statement, that be something that I would notify them of. I’ve done cost transfers up to this quarter or this is where we're at so you need to plan on this cost still hitting your account and just communicating that with them, so they don't think they have that money.

Tony Laracuente: Now, if they're in a special purpose fund and there's only one or two people in that special purpose fund, then for sure, download that, create that control point in RMS. But if you're talking about like Control Point 12--or whatever may be where half the medical center's at--you don't want to do that. But if you have RVI 1, then you know what the actual--

"It has to be added from the employee list to and not from clicking on the employee in PI account. I found that the adjustments to employee percent splits is not done from the employee list, but from clicking the name of the PI account." Yes, you don't keep click from the account; what you do is you have to go to the Employee--any time you do changes to the Employee, you do them in the employee listing, not from the PI account. So, go to the Employee and do the changes.

"Pulling in other appropriations skews 0161A1 reports." Possibly. I mean you can--I don't think it's specific to 0161A1 because you can do 0161 R1, 0161 X2 as well.

Kari Points: Yeah, you're balancing by fund control point, not the appropriation.

Tony Laracuente: Yeah, I think what you're saying is that the reports at the bottom would get skewed; the bottom line numbers, and that's correct, that would be if you add on, you'd have to pull out the 0161A1 fund control points correct.

Catherine Yeksigian: And that's all the questions we have submitted so far.

Tony Laracuente: Alright. Great. Well, thank you everybody and thanks for the great questions; I hope this has been helpful. Next week, we're going to talk about the noise and there is a lot of noise in RMS; and hopefully, we're going to take some of these questions that you provided and think through that, maybe we can address them next week.

Again, if you put a question in there that we asked you to email us, please email us; we'll be back in touch in the next couple days and we'll respond.

Thanks to the panelists; remember to spend your prior year money, we're about to go into the fourth quarter. And if you have R1 and X2 money in your balances, make sure you clear those out as well through expenditure transfers because they do count towards your carryover.

So, having said all that, have a great weekend and thanks for your participation, and we'll talk next Tuesday at two. Have a great day. Thanks.